

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, May 5, 2003 at 7:30pm.

PRESENT: Mayor Josephine C. Matela, Trustees Morton Wexler, James E. Whipple, Norman J. Knapp; and Peter C. DeToy (arrived at 8:20pm), DPW Superintendent Bradley B. Upson, Building/Zoning Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Treasurer Scott D. Rightmyer, Clerk Leslie A. Morelli.

EXCUSED: Village Attorney Edward W. Riley, Deputy Village Attorney Frank A. Aloï

ALSO PRESENT: Fire Chief Gregory B. Wing, Planning Board Chair / Economic Development Coordinator Scott Winner, Ken Pike, Jim & Joan Hamlin, Ray & Jackie Morris, John Lessord, Kathy Snyder, Fred Webster, Robbi Hess (Suburban News), Terri Green (Brockport Post).

CALL TO ORDER: Mayor Matela called the meeting to order and led the Pledge to the Flag.

REVIEW OF MEETING MINUTES: Mayor Matela called for any additions or corrections to the minutes of the budget hearing held April 9, 2003 and the regular meeting held April 21, 2003.

- ➔ Trustee Wexler moved, Trustee Whipple seconded, unanimously carried that the minutes of the budget hearing held April 9, 2003, be approved as written.
- ➔ Trustee Whipple moved, Trustee Knapp seconded, unanimously carried that the minutes of the meeting held April 21, 2003, be approved as written, and that the resolution regarding dispatch be amended as follows:

At a Village Board Meeting of the Village of Brockport, Monroe County, New York, held at the Village of Brockport 49 State Street, in said Village on the 7th day of April 2003.

Present: Josephine C. Matela, Mayor
Morton Wexler, Trustee
James E. Whipple, Trustee
Norman J. Knapp, Trustee

Excused: Peter C. DeToy, Trustee

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried the adoption of the following resolution:

WHEREAS: the Village of Brockport wishes to reorganize the Public Safety Dispatch Office by having "911" dispatch all Brockport Police activity and retain only local Fire and EMS dispatching on a 24/7 basis with part-time dispatchers, and

WHEREAS: a Blue Ribbon Committee, consisting of one at-large representative of the Village of Brockport, the Town of Clarkson and the Town of Sweden, has recommended the retention of local Fire and EMS dispatching on a 24/7 basis with part-time employees, and

WHEREAS: the transfer of the Police dispatching operation to "911" has already been successfully completed on March 3, 2003, now therefore be it

RESOLVED: that effective 12:00A.M. May 31, 2003, the existing Brockport Public Safety Dispatch Office, currently dispatching only Fire and EMS services with full-time personnel, will cease operations; and be it further

RESOLVED: that pursuant to the State of New York Civil Service Law, Section 70, the Village will certify to the head of the Monroe County Office of Emergency Communications – 911 Program, a list of the names and titles of those employees substantially engaged in the function to be transferred, as soon

as practical, but not less than twenty (20) days prior to the effective date of such transfer, which names are set forth here – Daniel C. Zimmer and Charles J. Connors; and be it still further

RESOLVED: that a new Public Safety Dispatch Office, to be located in the Market Street Fire Hall and staffed with part-time employees, will commence operations at 12:01A.M. on June 1, 2003, under the supervision of Department of Public Works Superintendent Bradley B. Upson.

PUBLIC HEARINGS: None

PUBLIC INFORMATION MEETINGS: None

PUBLIC COMMENT: None

GUESTS: None

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DEPARTMENT REPORTS:

A. PUBLIC WORKS – Superintendent Bradley B. Upson

1. Seasonal Help – Superintendent Upson said he realized he missed a step (asking for Village Board authorization) in hiring seasonal help from May to September last summer and just recently. He apologized for the oversight and asked for the Board's blessing in hiring Ted Hermance-Mosher as a seasonal summer helper at \$6.00 per hour. Trustee Knapp asked if his age is okay for certain tasks. B. Upson said he would not be operating heavy equipment, just a pick up truck. Trustee Knapp asked the term of employment. B. Upson said the maximum allowed per the contract is 120 days. Trustee Wexler asked if he would need additional seasonal help. B. Upson said yes, there are many small tasks needing to be done. Trustee Knapp asked about the community service and Greek organization help and asked if it is logical to hire them since it often turns into a babysitting job. B. Upson said they would be assigned tasks that require minimum supervision. The recognized organizations that provide help have their own liability insurance. Tasks include weeding, raking, cleaning parks and playgrounds, painting fire hydrants, picking up trash, adopt-a-highway programs.

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried authorizing DPW Superintendent Upson to hire Ted Hermance-Mosher as seasonal summer help for \$6.00 per hour.

2. Spring Clean Up – B. Upson reported that spring clean up is completed and that brush pick up will take place the last Monday of each month from May through October. He shared that they are willing to drop a one-ton dump truck off at a Village resident's house upon request for weekend use to fill up with brush.

B. POLICE / COMMUNICATIONS CENTER – Chief Daniel P. Varrenti

1. 2003 First Quarter Report - Chief Varrenti distributed the quarterly report and reviewed the highlights. It is on file if anyone wishes to review it. There were 1,769 calls for service. There were 430 arrests, 328 traffic and 102 criminal. There were 41 domestic/family trouble calls. That number is troubling. There were 455 parking tickets and 105 tows. DWI's were up to 74. Chief Varrenti reported on two rape cases and the court results. Officers Cyr and DeToy are still receiving rehabilitation on their injuries. He hopes to have them back by August or September, sooner if light duty is appropriate. Officer Rozzi is having further problems with an injury of a couple of years ago that may require another surgery.
2. Budget – Chief Varrenti thanked Treasurer Rightmyer for his assistance with his departmental budget and for adding 15 line numbers to it for better tracking. S. Rightmyer thanked Chief Varrenti for his comments.
3. Seatbelt Checks – Chief Varrenti shared that they still have seatbelt check grant monies and will be conducting further seatbelt checkpoints in the next month or two.
4. Voice Mail System – Chief Varrenti reported that as a result of the changes regarding dispatch, it was agreed some time ago that voice mail would be needed. A committee comprised of some of the Department Heads and staff met with the representative of Technicom, the company that the Village used to install all its phone systems. Voice mail needs were discussed as they relate to the systems already in place. The Village Hall and Police Department need separate systems and each was quoted just under \$5,000. Therefore, it is under the price needed to go out to bid and meets the procurement policy. Although not required, Chief Varrenti asked for Village Board authorization to purchase the voice mail system through Technicom at a cost of \$4,950 to be installed before June 1st but billed just after.

Trustee Knapp said he received a memo from the Mayor that she had already approved the \$4,485 for the Village Hall. He questioned why other quotes were not obtained. Chief Varrenti said entirely new systems would need to be put in since other voice mail programs would not work with the phone system the Village went with years ago. Trustee Knapp said the two quotes together are almost \$10,000, which seems expensive. Chief Varrenti said they can go out to bid on a whole new system, but it will be even more expensive. This is a one-time cost. It will also eliminate any monthly voice mail costs that are on a few particular phone lines through Frontier.

Trustee Wexler asked if this is a want or a need and why it is being addressed after the budget process. He asked if it could wait until contract negotiations are completed. He said we need to take a close look at spending now so as not to have to cut at the end of next fiscal year.

Mayor Matela said the Board knew of some costs that would be associated with the rollover to 911. The Police Chief made his case some time ago on the importance of voice mail. It is imperative to continue smooth operations and good customer service. This is a one-time cost.

Chief Varrenti said the Police Department Secretary is able to answer the phones during the day and take messages for officers and such, but in her absence the phones would ring off the hook. 911 is not a secretarial service and does not take messages. They are for emergency calls.

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Chief Varrenti further shared that Brockport is the only police department in the County without a voice mail system. He was simply proposing what was discussed and agreed upon previously.

Mayor Matela said the Chief is within his purview to purchase the system without Village Board authorization. It was in the budget and therefore already authorized. Trustee Wexler asked if that means that anything that was planned for in the budget does not need Village Board approval at the time.

Chief Varrenti said he realizes he has the right to purchase the system, but as a good faith gesture asked the Board for authorization.

Trustee Whipple reminded the Board that the in-house committee that included Department Heads to study the dispatch issue made clear that voice mail would be necessary.

→ Trustee Whipple moved, Mayor Matela seconded, authorizing the Police Chief to accept the Technicom quote of \$4,950 for a Police Department voice mail system. Trustees Knapp and Wexler opposed. TIED. MOTION DIES.

C. BUILDING / ZONING / CODE ENFORCEMENT - Scott C. Zarnstorff

1. Decks and Pool Decks Brochure – S. Zarnstorff distributed a copy of the brochure he designed on decks and pool decks that he published this in-house. He asked all to review it and provide suggestions. The next brochure to be reviewed will be on property maintenance regulations. He is also making some revisions to the door hangers regarding trash and indoor furniture outdoors. These are just a few of the efforts to communicate with the public and raise awareness on codes and ordinances.
2. NYS Training Reimbursement – S. Zarnstorff shared that the Village would be receiving \$1,700 from New York State as a reimbursement for some of his training and manual costs.

D. FIRE - Chief Gregory B. Wing

1. Membership Adds/Drops/Transfers – none
2. Call Load – Chief Wing reported 319 Fire calls year to date and 568 Ambulance calls year to date. They have had 5 working fires, saved a few pets and even resuscitated a cat. He thanked Chief Varrenti and Officer Curley for the arrest of the arsonist of 79 Main Street. Chief Varrenti said it was a team effort.
3. Need for Third Ambulance – Chief Wing said the 6 month trial period on using the third ambulance is up. He recommended that they keep it. One ambulance is needed for every 400 calls. They are just over that. Having 3 ambulance calls at one time is not uncommon. During the daytime, “Medic 42” covers 800 square miles. Brockport covers 75 miles and since initiating the career staff program has covered 98 to 99% of all calls – up from 62% before that. He said it has proven its worth and was used at the recent SUNY concert and soccer tournament. Mayor Matela asked if he had any statistical figures to share to prove its cost effectiveness. Chief Wing said they would be provided in his report at the next meeting.
4. Career Staff – Chief Wing recommended the Village submit a bill to SUNY Brockport for 22.5 hours for working the recent SUNY concert. He said the Fire Department fed all of the police, fire and ambulance workers there. This helped in continuing a good working relationship with all. Chief Wing said the ambulance also provided lighting to the back of the building.
5. Relocation of Fire and EMS Dispatch back to 38 Market Street – Chief Wing shared that he has met with DPW Superintendent Upson and a couple of the Trustees about this relocation. The Chiefs office is full and needs to be moved to the 2nd floor. Although not ADA compliant, the Chiefs could always come downstairs to meet with citizens who could not make it upstairs.

8:20pm – Trustee DeToy arrived.

Mayor Matela asked for an estimate of costs associated with the move. Chief Wing said it could be done for less than \$30,000. Trustee Knapp asked if the Building Inspector/Code Enforcement Office is involved. Chief Wing said L. Vaughan is, but he has not yet spoken with S. Zarnstorff. Trustee Knapp said he would want to table any expenditure for the move until an itemized estimate is received. Chief Wing said they are not looking at spending money yet. They just want to move forward on getting information.

Trustee Knapp said he understands Chief Varrenti has plans for the space currently occupied by the communications center at 1 Clinton Street. The Board would need a cost estimate for that as well.

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Trustee Whipple said this was basically approved when it was determined the remaining dispatch operations would be moving back to 38 Market Street. This is the Fire Chief and DPW Superintendent's best suggestion. A written estimate can be done, but it is not carved in stone. The County is selling the existing equipment to the Village for \$1.00. Trustee Whipple said it would probably be a lot less than \$30,000.

Back to Voice Mail -

Chief Varrenti said as of May 31st, it would not be proper for the part-time Fire and EMS dispatchers to have any Police Department communications responsibility. Mayor Matela said most other municipalities and all other police departments have voice mail. This is a one-time cost. Chief Varrenti said it provides for effective communications. Now that the full Board is in attendance, he asked that they reconsider authorizing voice mail. It is important to lock in a price before it goes up.

Trustee DeToy said if a police officer from another department, or a confidential informant or a citizen wants to speak to a particular officer, there should be a voice mail system enabling them to leave a message for a particular person. He said 911 is not a secretarial service. Fire Chief Wing commented that they would wish they had it even when they *had* local police dispatch.

→ Trustee Whipple moved, Trustee DeToy seconded, authorizing the Police Chief to accept the Technicom quote of \$4,950 for a Police Department voice mail system. Mayor Matela in favor. Trustees Knapp and Wexler opposed. CARRIED 3 TO 2.

E. TREASURER - Scott D. Rightmyer – No report.

F. CLERK - Leslie A. Morelli

1. Adoption of June 1, 2003 – May 31, 2004 Holiday Schedule – Clerk Morelli said the CSEA and Stetson Club have agreed on which days to use in the upcoming fiscal year for floating holidays. She asked that the following holiday schedule be adopted.

Trustee DeToy moved, Trustee Wexler seconded, unanimously carried adopting the June 1, 2003 – May 31, 2004 Holiday schedule as follows:

**VILLAGE OF BROCKPORT
HOLIDAY SCHEDULE
JUNE 1, 2003 – MAY 31, 2004**

The following Holidays will be observed in accordance with the CSEA and Stetson Club Agreements as well as the Village of Brockport Employee Handbook (modified 5/6/02).

	Friday, July 4	-Independence Day
	Monday, July 7	- Floating Holiday
	Friday, August 29	- Floating Holiday
	Monday, September 1	- Labor Day
***	Monday, October 13	- Columbus Day
	Tuesday, November 11	- Veterans Day
	Thursday, November 27	- Thanksgiving Day
	Friday, November 28	- Day after Thanksgiving
	Thursday, December 25	- Christmas Day
	Thursday, January 1	- New Year's Day
	Monday, January 19	- Martin Luther King, Jr. Day
***	Monday, February 16	- Presidents' Day
	Friday, April 9	- Good Friday
	Friday, May 28	- Floating Holiday
	Monday, May 31	- Memorial Day

***Non-Union office staff only.

2. Report on Parking Amnesty Program – Clerk Morelli reported that 10 percent of those with outstanding parking tickets took advantage of the waiver of late penalties during the amnesty program April 1st through 30th. This was less than she hoped for, but many quite possibly would never have been paid if it weren't for the amnesty. One person had 21 outstanding

tickets. Of the 2,309 total outstanding tickets, 227 were paid bringing in \$5,675.

Clerk Morelli further shared that she learned that the Village has the capability of writing off all outstanding parking tickets prior to a chosen date as uncollectible. In reality the only thing held over a person is if they have 3 or more parking tickets within an 18-month period the DMV considers them a scofflaw and blocks their re-registration of any vehicles in New York state until all tickets are paid. Chief Varrenti shared that there is a provision in the law to "30-30" tickets

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that are misdemeanors or lower, including parking tickets. He said it would be hard to enforce payment of tickets over 2 to 3 years old. Clerk Morelli suggested the Board give this some consideration in an effort to make the transition of parking ticket collection to the Town of Sweden as smooth as possible. Chief Varrenti said the Board would endorse the Village Attorney bringing a group 30-30 dismissals before the Judge.

→ Trustee DeToy moved, Trustee Wexler seconded, unanimously carried to have Village Attorney Riley utilize the appropriate provision of law to write off all Village of Brockport parking tickets prior to January 2000.

- 3. Hawking & Peddling License Application – Clerk Morelli shared that the Citizens Campaign for the Environment submitted their annual application to go door to door in the Village distributing environmental information and collecting support. It was brought to our attention last year that groups such as this, NYPIRG, etc. do not need to go through a municipality’s particular process for going door to door. However, they provide the information as a measure of good faith. They have agreed to adhere to a consecutive two-week limit from 4pm to 8pm Monday through Saturday. They will notify us in advance as to the two weeks chosen.

→ Trustee Whipple moved, Trustee DeToy seconded, unanimously carried approving the Hawking and Peddling license for Citizens Campaign for the Environment.

G. ATTORNEY – Edward W. Riley / DEPUTY ATTORNEY – Frank A. Aloï (excused)

H. ECONOMIC DEVELOPMENT – Coordinator R. Scott Winner

- 1. Updates – S. Winner shared that Sports to the Max has opened in the 800 square foot location on Main Street, corner of Market Street. He has heard from a developer of single-family homes interested in building in the Village. He is working with the SUNY Brockport Business Department on developing market surveys for residential and business districts. A new antique shop is opening on Main Street where Unique Gift Boutique was located before it moved next door. There are only 2 small adjoining storefronts empty.
- 2. Economic Development Course – S. Winner referred to information he distributed recently about a one week New York State accredited course on Economic Development to be held in Schenectady. He said there is money in the budget for it. He asked that the Board review it at the upcoming Board workshop.
- 3. Historic Preservation Week – S. Winner asked the Board to endorse the following proclamation read by Mayor Matela.

PROCLAMATION

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS; it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS; “Cities, Suburbs, and Countryside” is the theme for National Historic Preservation Week 2003, sponsored by the National Trust for Historic Preservation.

NOW, THEREFORE, I, Josephine C. Matela, Mayor of the Village of Brockport do hereby proclaim May 5 – 12, 2003, as National Historic Preservation Week, and call upon the people of Brockport to join their fellow citizens across the United States in recognizing and participating in this special observance.

IN WITNESS WHEREOF, I do hereby set my hand, and cause the Corporate Seal of the Village of Brockport to be affixed this 5th day of May, in the year 2003.

Josephine C. Matela, Mayor

SUPPORT BOARDS REPORTS:

A. PLANNING BOARD – Chair R. Scott Winner

- 1. Updates – Remington Woods received overall conceptual approval and permission to clear and grub phase one. It is anticipated that they will soon be ready for overall preliminary approval and final approval on phase one. Champion Moving and Storage has revised its site plan regarding parking and landscaping and will return for the Planning Board’s blessing next week. Meli Enterprises has still not submitted additional documentation or proven a demonstrated need for a fill permit.

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B. LIBRARY BOARD – President Sean Wilcox (absent)

C. ZONING BOARD OF APPEALS - Chair Jennifer Skoog-Harvey (absent)

VILLAGE BOARD REPORTS:

A. Vice Mayor Wexler

- 1. FOIL (Freedom of Information Law) Process – Trustee Wexler said he has heard some concerns from citizens that they should not have to fill out a FOIL application every time they have a question or need to look at a document. He questioned where the line is drawn where information can be released immediately and why it is all funneled through the Village Attorney first. Clerk Morelli said she follows the FOIL policy the Village Board adopted per Attorney Riley’s recommendation a year and a half ago. If she or staff members know the answer to a person’s question or have the requested document at hand, they do not necessarily fill out a FOIL application. Many things are known to be items of public record without question. However, items involving personnel matters, lawsuits, potential litigation or contamination have to be checked if they can be released per Public Officer’s Law. Mayor Matela said there is a process to follow and the Village needs to uphold that process. Treasurer Rightmyer said FOILING is the simple act of placing the request on a simple form. It involves nothing else of the person doing the requesting.

DPW Superintendent Upson shared that one item of 10 or so on a recent FOIL request from a law firm out of Syracuse asks for all the storm sewer information and plans for the entire Village. This will take many man-hours to compile at a cost of thousands of dollars. There is no provision in the law to charge for research costs. The charge can be no more than 25 cents per page. Clerk Morelli said since she began keep track of FOIL applications in December 2001, she has taken in 349. However, many applications have several parts to them, therefore this number could easily be doubled or tripled. Clerk Morelli further expressed that if any aspect of the job could cause her to consider leaving, it would be FOIL and records management.

B. Trustee Whipple

- 1. Pre-Disaster Mitigation Planning – Trustee Whipple shared that he and DPW Superintendent Upson and Deputy Fire Chief McCullough are a part of this committee and are making good progress. They looked at the Monroe County Plan and prioritized types of disasters.

C. Trustee Knapp – No report.

D. Trustee DeToy – No report.

E. Mayor Matela

- 1. Resolution re health benefits to D. Zimmer & C. Connors if retire from 911 w/o 10 years – Mayor Matela said as everyone knows, Dan Zimmer and Nate Connors will be going to 911 as of June 1st. In her conversations with John Merklinger of 911, they would not be entitled to health care after retirement unless they stay there 10 years. There is a chance they will not work for 911 for that long. Since they have 30 plus years with the Village, and a precedent was created with Wilson Hoy who went to Monroe County Water Authority after many years with the Village’s water treatment plant, Mayor Matela says she feels it is fitting that the Village provide their health insurance if they retire from 911 prior to 10 years with them. They would get whatever coverage is offered by the Village at the time of their retirement. Trustee DeToy clarified that no cost will be incurred by the Village in the interim or if they retire from 911 with 10 or more years. Mayor Matela said that is correct.

→ Trustee DeToy moved, Trustee Whipple seconded, unanimously carried that the Village would cover whatever health care benefits are offered at the time to Dan Zimmer and Nate Connors if they should retire from 911 prior to having 10 years in.

AUDIT:

- Trustee DeToy moved, Trustee Wexler seconded, unanimously carried that the bills be allowed and paid upon audit.

<u>Village</u>		
Date	Check #	Amount
4/28	167565-571	58,029.69
5/05	167639	7,955.00
5/05	167590-630	31,157.36
5/05	167638	4,086.00

<u>Fire</u>		
5/05	167578-589	3,534.14

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<u>Ambulance</u>		
5/05	167572-577	4,488.01

<u>Capital Projects</u>		
5/05	1571	12,212.20

<u>Third Party Billing</u>		
5/05	157	1,982.50

ADJOURNMENT:

- ➔ Trustee Knapp moved, Trustee Whipple seconded, unanimously carried that the meeting be adjourned at 9:25pm.

Leslie Ann Morelli, Village Clerk