

**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, August 16, 2004 at 7:00pm.**

**PRESENT:** Mayor Josephine C. Matela, Trustee/Vice Mayor Carrie L. Maziarz, Trustee Norman J. Knapp, Trustee Morton Wexler, Trustee James E. Whipple, DPW Superintendent Bradley B. Upson, Building/Zoning Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Treasurer Ian M. Coyle, Clerk Leslie A. Morelli.

**EXCUSED:** Planning Board Chair / Economic Development Coordinator Scott Winner

**ALSO PRESENT:** Village Attorney Keith O'Toole, Fire Chief Christian A. McCullough, Kenneth Pike, Ray & Jackie Morris, Carol Hannan, Cheryl & Michael Conner, Jim & Joan Hamlin, Jack Wahl, Paul VanEpps, Linda Borrayo, Norm GianCursio, John Lessord, Kathy Snyder, Fred Webster.

**CALL TO ORDER:** Mayor Matela called the meeting to order and led the Pledge of Allegiance.

**REVIEW OF MEETING MINUTES:** Mayor Matela called for any additions or corrections to the minutes of the regular meetings held June 21 and July 19, 2004.

➔ Trustee Wexler moved, Trustee Whipple seconded, unanimously carried that the minutes of the meetings held June 21 and July 19, 2004, be approved as written.

**PUBLIC HEARINGS:** None

**PUBLIC INFORMATION MEETINGS:** None

**PUBLIC COMMENT:**

1. Carol Hannan of 292 Main Street shared that a year ago a neighbor leveled their yard and covered it with stone, making it a parking lot. The person never got a permit or appeared before the Planning Board. She said it is a 3 bedroom single family home in a residential zone that is now student housing with a commercial size parking lot. She said the Police Department has been called to the address. It is disheartening to see another parking lot. She commented that she has learned that the Village is working on its codes and enforcement, but said it is too easy to circumvent Village Codes. She asked that the Village Board give the Code Enforcement Officer the tools and teeth he needs to enforce rather than use friendly persuasion. She suggested slapping monetary fines on violators to get their attention. S. Zarnstorff said he would follow up on her particular complaint Wednesday.

**GUESTS:**

1. DPW's James Clark, Jr. – certificate for 25 years of service – J. Clark, Jr. did not attend. Clerk Morelli read the certificate into the record:

New York State Conference of Mayors and Municipal Officials presents this Quarter-Century Certificate of Public Service to James F. Clark, Jr. in recognition of distinguished public service to your community for more than twenty-five years, the Conference of Mayors is pleased and honored to publicly acknowledge your dedication and commitment. Congratulations for a job well done!

Superintendent Upson commented that the DPW now has two employees with at least 25 years in: J. Clark, Jr. and Gary Hugelmaier.

2. Jeffrey Mann – request use of Sagawa Park for open drum jams Fridays 7-9pm – Mayor Matela shared that J. Mann appeared at last week's Village Board workshop and provided details in writing. He stopped in today and confirmed that he had checked with the area Churches and Strand Theater regarding their schedules.

→ Trustee Maziarz moved, Trustee Whipple seconded, unanimously carried to approve, on a trial basis, the request for use of Sagawa Park for open drum jams on Friday evenings from 7 to 9pm from late August to late October, weather providing, as long as there is nothing else scheduled there.

3. Paul VanEpps – request use of Corbett Park for concert – P. VanEpps said the date of Saturday, August 28<sup>th</sup> on the agenda is wrong. They are looking at Saturday, September 4<sup>th</sup> from 1 to 4pm. He said he is the Pastor of the Potter's House Christian Fellowship. This would be an amplified concert of contemporary music. There is no power there, so they will bring in a generator. There will be no charge. He anticipates 30 to 50 people. He said the concert proceedings will be done in an orderly fashion and the grounds will be picked up afterwards. Mayor Matela asked if he could provide the details in writing. P. VanEpps said he could.

Trustee Knapp said the music would have to be louder than the generator. He asked if there would be food or activities. P. VanEpps said no, just a concert. Mayor Matela asked if it is open to the public. P. VanEpps said yes. Chief Varrenti expressed concern that Corbett Park is

in a residential area and that amplification will likely conflict with the noise ordinance.

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Trustee Wexler asked if he checked with the Strand. Mayor Matela reminded Trustee Wexler that P. VanEpps has requested use of Corbett Park not Sagawa Park. Mayor Matela asked P. VanEpps if he would consider using Sagawa Park if it were available. P. VanEpps said that would be fine. Clerk Morelli said she is unaware of any group using Sagawa Park on Saturday, September 4<sup>th</sup>.

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried approving the request of Potter's House Christian Fellowship to use Sagawa Park for an amplified concert, free and open to the public on Saturday, September 4<sup>th</sup> from 1pm to 4pm.

**DEPARTMENT REPORTS:**

A. PUBLIC WORKS / COMMUNICATIONS CENTER – Superintendent Bradley B. Upson

1. Benefits for DPW Foreman and Working Foreman – B. Upson asked the Board to pass the following resolution that was discussed at a recent workshop:

RESOLUTION RE: Benefits for DPW Foreman and Working Foreman

→ Offered by: Trustee Whipple Seconded by: Trustee Knapp, unanimously carried.

Whereas, in 1997, Harry G. Donahue and Richard K. Herzog were members of the Village CSEA bargaining unit; and

Whereas, at the request of the Village effective June 1, 1997, they agreed to leave the bargaining unit and assume non-union employment positions with the Village; and

Whereas, the Village recognizes that their choice has resulted in a cost savings to the Village since their new positions do not enjoy overtime pay; and

Whereas, since that time, the Village has endeavored to provide benefits to these two employees comparable in value to those they would have received in their former union positions; and

Whereas, the Village wishes to continue this arrangement for these two employees alone in light of the unique circumstances of their employment history

NOW THEREFORE, BE IT RESOLVED:

1. That employees Harry G. Donahue and Richard K. Herzog shall continue to receive a benefits package that is substantially comparable to those available to the class of employees of which they had been members within the CSEA bargaining unit under the contracts in effect during the course of their employment in the Village DPW.
2. That such "Benefits" shall include,
  - a. Health Care Insurance
  - b. Dental Insurance
  - c. Longevity Payments
  - d. Uniforms and Cleaning Allowances
  - e. Leave Accruals
  - f. Health Care Insurance during retirement
3. That when any such Benefit ceases to be available to members of the union, it shall also cease to be available to these employees.
4. That is not the intention of the Village to extend any other rights to these employees that are enjoyed by members of the CSEA by action of law or contract.

2. Havenwood Meadows Section III – Letter of Credit – Release 5 – B. Upson shared that D&S Land Developers (Hibschi) have requested that the Village issue a Reduction Certificate to reduce their letter of credit for the Havenwood Meadows project by \$11,634.96 for work done this summer. This release covers the completion of the sanitary sewers, the connection to MCPW interceptor, sewer testing, grading and landscaping work completed. Chatfield Engineers and DPW staff have reviewed this request and concur with the amounts. B.

Upson recommends that the Village Board pass a resolution authorizing the release of \$11,634.96 from Pavilion State Bank Irrevocable Standby Letter of Credit No. 0019443 for the account of D&S Land Developers and authorizing the Superintendent of Public Works to execute Reduction Certificate 5 reducing the letter of credit to an aggregate amount of \$44,370.01.

→ Trustee Whipple moved, Trustee Knapp seconded, unanimously carried authorizing the release of \$11,634.96 from Pavilion State Bank Irrevocable Standby Letter of Credit No. 0019443 for the account of D&S Land Developers and authorizing the Superintendent of Public Works to execute Reduction Certificate 5 reducing the letter of credit to an aggregate amount of \$44,370.01.

3. Remington Woods – Letter of Credit – Release 6 – B. Upton shared that Calcagno Enterprises LLC has requested that the Village issue a Reduction Certificate to reduce their letter of credit for the Remington Woods project by \$72,853.03 for work completed as of July 21<sup>st</sup>. This release covers the setting and connection to the pump station, sewer tests, additional paving work, signage, and landscaping for Phase 1. Chatfield Engineers and DPW staff has reviewed this request and concur with the amounts. B. Upton recommends that the Village Board pass a resolution authorizing the release of \$72,853.03 from M&T Bank Irrevocable Standby Letter of Credit No. 17633 for the account of Calcagno Enterprises, LLC and authorizing the Superintendent of Public Works to execute a Reduction Certificate 6 reducing the letter of credit to an aggregate amount of \$129,353.03. Treasurer Coyle confirmed that \$20,439 outstanding engineering fees were paid today.

→ Trustee Knapp moved, Trustee Whipple seconded, unanimously carried passing a resolution authorizing the release of \$72,853.03 from M&T Bank Irrevocable Standby Letter of Credit No. 17633 for the account of Calcagno Enterprises, LLC and authorizing the Superintendent of Public Works to execute a Reduction Certificate 6 reducing the letter of credit to an aggregate amount of \$129,353.03.

**B. POLICE DEPARTMENT – Chief Daniel P. Varrenti**

1. Dissemination of 2<sup>nd</sup> Quarter Report – Chief Varrenti distributed the quarterly report. Trustee Wexler asked how training for part-time officers works. Chief Varrenti said potential part time police officers can either pay for the police academy themselves with the police department as their sponsor or the Village can hire the person and pay for the police academy. Either way, there is still field training (FTO) with the Department after successful completion of the police academy.

2. Accept resignation of part time clerk Heather Luczak – Chief Varrenti reported that part time clerk Heather Luczak plans to return to school and has resigned from her position.

→ Trustee Maziarz moved, Trustee Whipple seconded, unanimously carried to accept the resignation of part-time police department clerk Heather Luczak with regret.

3. Accept resignation of crossing guard Michael Clark – Chief Varrenti reported that crossing guard Michael Clark is relocating to Arizona and has resigned his position.

→ Trustee Knapp moved, Trustee Wexler seconded, unanimously carried accepting the resignation of crossing guard Michael Clark with regret.

4. Request Executive Session for personnel matters - Chief Varrenti asked for an executive session at the end of the meeting to discuss two personnel issues – an officer's application for disability and a worker's compensation issue.

5. Disposal of Surplus Vehicles - Chief Varrenti shared that they would like to declare 11 cars as surplus and dispose of appropriately. This has been done previously. These vehicles are currently in the Village's possession in the impound lot and he asked to rid ourselves of them in the same fashion as before. Performance Auto has been contacted and is willing to remove them.

→ Trustee Wexler moved, Trustee Maziarz seconded, unanimously carried authorizing disposal of the impounded vehicles.

6. Funds to Treasurer - Chief Varrenti presented a check for \$1,244.79 to the Treasurer for reimbursement from SUNY for Police Department assistance at the "Ludacris" concert. Chief Varrenti presented the Treasurer with a check for \$757.60, which were the proceeds of the recent bicycle auction in which 79 bicycles were auctioned. Chief Varrenti presented two checks for \$25 each to the Treasurer for an overage in the petty cash fund and close out of the start up of the tow fund.

7. National Night Out – Chief Varrenti reported on the success of the Police Department's 2<sup>nd</sup> annual participation in the National Night Out. Approximately 125 kids participated in the bike rodeo. Many merchants were very generous with their donations. Cost to the Police Department was only \$300. Trustees Wexler and Maziarz commended the event.

8. Accreditation – Chief Varrenti reported that Sal Simmonetti of the Webster Police Department has lent his assistance to the Brockport Police Department as they move toward formal accreditation. A mock accreditation will take place in September. Of 134 standards, the

department will be judged on 10 chosen at random to see if they are in complete compliance. Then October 12 – 14 3 accreditators spend 72 hours reviewing everything including general orders, riding with officers on calls, etc. Chief Varrenti said Brockport would be the last department in Monroe County to become accredited. However, Monroe County will be the first in New York State to have all its departments accredited. They are in competition with

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Onandaga County who is hoping to be first at that distinction.

Chief Varrenti said Sgt. Ziegler has put in a lot of effort regarding accreditation. There are still some housekeeping issues to be taken care of such as restoration of ceiling tiles, filling of holes including one in the lock up area and painting. He was hoping DPW would have gotten to it by now, but they have been busy. He said he would look for other means, including strapping on a tool belt himself, to get it done. Trustee Whipple asked B. Upson if the DPW could accomplish these tasks by the required deadline. B. Upson said he would prefer that it be sourced out since his department is extremely busy. Trustee Knapp said it is disappointing to hear that the DPW does not have the time or staff to do it. Obviously Chief Varrenti will need to look elsewhere.

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

1. Monthly Reports – S. Zarnstorff touched on his June and July monthly reports. He commented that Belmont is coming along very well with the construction of the senior apartments. They are great to work with. He said the Merchants Street Smoke House had hoped to be open by mid August. He still has three to four weeks worth of work to do. Havenwood Meadows Section III (McCormick Place) has 5 homes under construction and has done a lot of site work. The homes are very nice. S. Zarnstorff shared that the property next to McCormick Place is being considered for another subdivision. They plan to present concept plans to the Planning Board in September. Ryan's Big M received Planning Board approval for a 4,000 square foot addition and parking lot rehab to improve traffic flow.
2. Distribution of Door Knockers – S. Zarnstorff said Code Enforcement, Police Department and Fire Department staff will be out Saturday, August 28<sup>th</sup> delivering door knockers door to door as the College students move in to their off-campus apartments. S. Zarnstorff said a lot of the information was brought forward by Mayor Matela who serves on a State coalition. Mayor Matela said the Village and College are collaborating closing. The college produced the door hangers at no cost to the Village. She said they would be delivered to each house in the areas where students live. Mayor Matela invited the Trustees to participate in the door-to-door campaign. Chief Varrenti shared that he and Trustee Maziarz met with SUNY Vice President for Student Affairs, Ray DiPasquale, today. He said they were impressed with the initiative and offered to lend a hand going door to door. There will be a briefing and de-briefing before and after the event.
3. Certificates of Occupancy – Trustee Wexler commented on the recent ad in the local paper asking landlords and tenants to check on the status of their c of o's. He asked S. Zarnstorff if he has received any calls. S. Zarnstorff said he has received several calls and is in the process of making appointments to inspect those properties.

**D. FIRE DEPARTMENT - Chief Christian A. McCullough**

1. Membership Adds/Drops/Transfers – Chief McCullough asked the Board to consider approving the following drops: Thomas Sackett moved from district; the following adds: James Butler to Fire Company 3 and Cheryl Tubbs to Company 6 Ambulance only; and the following exempt certificates: Fred Seiler.
- Trustee Whipple moved, Trustee Maziarz seconded, unanimously carried approving the previously mentioned adds, drops, transfers and exempt certificates.
2. Call Load - 545 Fire calls year to date and 1,068 ambulance calls year to date
  3. 1971 Hahn Pumper 2312 – Chief McCullough reported that the old 1971 Hahn pumper 2312 was driven down to the Fire Museum on the Hudson (FASNY). They are thrilled to have it. Trustee Knapp and Joe Murphy went with it. Trustee Knapp shared that it is located on the campus of the Fireman's Home of 100 years. He said it houses 75 residents and Governor Pataki's father was once a resident there. He said the home has lots of activities for the retired firefighters and has become progressive and offers rooms that accommodate the retiree and his wife. They plan to build a state of the art nursing home as well as a 20,000 square foot addition to the museum of firefighting. The 1971 Hahn was donated in the memory of past chief D. Scott Warthman.
  4. September 11<sup>th</sup> Ceremonies – Chief McCullough reminded all that there would be ceremonies at the memorial monument on September 11<sup>th</sup>. Two black granite stones will be in place by then.

5. Observer Program – Chief McCullough distributed a memo from Ambulance Corps Captain Lucas VanDervort to Village Attorney O’Toole regarding the proposed observer program. The Brockport Ambulance Corps is developing a program for citizens to ride along on ambulance calls so that they may observe what they do on a daily basis. They intend on allowing people from other agencies and classes to ride on the ambulances and practice their skills. They

will

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be covered under their own agencies or institution’s insurance in order to practice invasive skills. They intend on allowing them to perform assessments of patients with the supervision of a cleared medic. Invasive procedures may only be performed with supervision from a cleared Monroe-Livingston Regional EMS Council preceptor. That is a requirement from MLREMS. They will also not be allowed to practice invasive procedures without clearance from the ALS administrator and proper documentation from their course instructor. Captain VanDervort and Attorney O’Toole are collaborating on a waiver form – modifying one derived from Monroe Ambulance’s Observer Program. Chief McCullough asked that the Board give this program some thought and consider approving such program at their next meeting.

6. Replacement of Ambulance 2339 – Chief McCullough distributed a memo from Ambulance Corps Captain Lucas VanDervort regarding the need to replace Ambulance 2339. Due to increasing maintenance and mechanical failures, a committee has been formed of various members of the corps in order to research and produce specifications for a replacement. They are beginning to view demonstration ambulances of various manufacturers. They have also begun the process of producing the specifications for replacement. The general consensus is that we should try to build an ambulance that closely matches the current two identical ambulances. This is most logical in order to keep consistency for the members who work on the rigs. Chief McCullough asked the board to give this some thought and consider approving going out to bid at their next meeting.

Treasurer Coyle verified that there is approximately \$125,000 available in the Project 26 line.

7. NYS DOH Vital Signs Conference – Chief McCullough distributed a memo of Chiefs support for 20 members of the Ambulance Corps to attend the New York State Department of Health Vital Signs conference in Buffalo October 29-31. Attached was a memo from the Ambulance Captain as well as a list of the 20 participants. The hotel that is reserved will cost a total of \$2,000 for 10 rooms for 2 nights. Conference registration is usually \$120 per person.

Trustee Maziarz said that is a total cost of \$4,200 and questioned why they could not commute to Buffalo to save \$2,000. Chief McCullough said a lot of the sessions go until 9pm and then they network with others. Mayor Matela said this is the first she has seen this request. The Village is really trying to cut down on travel. Chief McCullough said this annual conference is in the budget. Trustee Maziarz asked if the attendees receive some type of accreditation from attending. Chief McCullough said no, it just enhances their knowledge. Trustee Knapp said they do receive credit if they are working toward their EMT. Mayor Matela asked if the 20 members have a reasonable length of service with the corps. Chief McCullough said yes. None have been in less than 2 years. He said they represent the backbone of the corps. Mayor Matela said besides the \$4,200, there would be a cost of additional career staff covering for those at the conference.

Trustee Wexler asked how much money is in the particular line item. Treasurer Coyle said there is enough money between two lines to cover it. Mayor Matela said she is a firm believer in training and staff development, but we need to look closely at cost, particularly travel. Chief McCullough said it is budgeted and it comes from Third Party Billing money, not taxpayer money.

Chief McCullough asked that it be considered and addressed at the next meeting.

8. Employee Assistance Program – Chief McCullough shared that the Strong Health EAP renewal will be coming up later this fall. He said the Fire and Ambulance have been more than pleased with the service. Mayor Matela asked that the proposed contract renewal be forwarded to Village Attorney O’Toole when it comes in.
9. Dispatchers – Chief McCullough distributed a copy of a memo from Deputy Chief Vaughan to Superintendent Upson suggesting that consideration be given to interview, hire and train between two to four additional part-time dispatchers for scheduling purposes. The memo outlines that the original dispatcher roster consisted of 26 dispatchers. Three did not complete the training. Currently 17 of the 23 dispatchers are taking regular shifts. There are 90 to 93 shifts to cover each month. Deputy Chief Vaughan’s memo further stated that “Though we have people stepping up and taking shifts, several of these have been laid off

from their regular jobs. It is surprising that we have covered all shifts, without any real serious situations developing. It is a credit to the dispatchers on the roster! We could be a full time job or two away from losing the services of several dispatchers who currently have "extra" time to take a lion's share of the shifts. Scheduling during summer and holidays would be easier for Dave Noltee with a few extra names. Deputy Chief Vaughan continued that it would be his suggestion that a list of available names from applications on file be reviewed. I would also suggest that preference be given to applicants that have "considerable" fire and EMS experience, along with credible dispatching experience – as these criteria will make training much easier and much shorter. The memo outlined that training costs of 25 to 50 hours are

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roughly \$300 to \$600 each and uniform costs – a shirt or two and trousers are estimated at \$75 each.

→ Trustee Maziarz moved, Trustee Whipple seconded, unanimously carried to authorize the review and interview and recommendation of up to four dispatch candidates.

**E. TREASURER - Ian M. Coyle**

1. Request permission to attend NYCOM Fall Training School 9/20-9/24 – Treasurer Coyle asked for authorization to attend the annual NYCOM Fall Training School. Attendance for one was budgeted in the Clerk-Treasurer line. Mayor Matela said Clerk Morelli and Treasurer Coyle have agreed to rotate attendance year to year. Trustee Whipple commented that this particular training school is geared quite specifically to Clerks and Treasurers with a course tract for each. It is important to go and keep abreast on updated information on the day-to-day operation of the Village. Total cost is estimated at \$661 to stay at an off-site motel.

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried authorizing Treasurer Coyle's attendance at the annual NYCOM Fall Training School September 20-24 in the Catskills.

2. Travel Policy – Treasurer Coyle reported that he and Deputy Clerk for Personnel, Betty Coopenberg, are working on updating the Village's conference and travel policy. He welcomed any feedback or suggestions from the Village Board.
3. Sewer Grant Opportunity – Treasurer Coyle shared that he and Superintendent Upson are looking into a grant opportunity for Public Works infrastructure improvements through the US Department of Commerce. They will target certain areas of highest priority.
4. 2<sup>nd</sup> Quarter Sales Tax Revenue – Treasurer Coyle reported a \$12,000 increase from the same quarter last year.
5. 2005 Budget Preparation – Trustee Wexler said he was glad to hear that Treasurer Coyle plans on starting next year's budget preparation early. Involvement of Department Heads and officials usually began in February. Trustee Wexler said it's nice to see that the Treasurer will begin meeting with Department Heads as early as mid-September.

**F. CLERK - Leslie A. Morelli**

1. Next meeting – Clerk Morelli reminded everyone that the next Village Board meeting would be Tuesday, September 7<sup>th</sup> since Monday, September 6<sup>th</sup> is Labor Day.

**G. ATTORNEY – Keith O'Toole / DEPUTY ATTORNEY – Frank A. Aloï – No report.**

**H. ECONOMIC DEVELOPMENT – Coordinator R. Scott Winner (excused)**

**SUPPORT BOARDS REPORTS:**

- A. PLANNING BOARD – Chair R. Scott Winner (excused)
- B. LIBRARY BOARD – President Matthew Minor (absent)
- C. ZONING BOARD OF APPEALS - Chair Jennifer Skoog-Harvey (absent)

**VILLAGE BOARD REPORTS:**

- A. Trustee/Vice Mayor Maziarz
  1. National Night Out – Trustee Maziarz thanked all involved for a great event.
  2. Monroe County Planning & Development Land Use Decision-Making Training Program – Trustee Maziarz said she wishes to attend one or two of the 6 sessions being offered this fall. Each session carries a \$25 registration fee. Clerk Morelli commented that Planning Board member Art Appleby also wishes to take 3 of the sessions.

3. Historic Commercial District – Trustee Maziarz commended Historian Emeritus William Andrews for his efforts in getting the Main Street Historic Commercial District on the State and National Registers of Historic Places. She said she looks forward to the unveiling of the signage at the Arts Festival.
4. Farmer’s Market – Trustee Maziarz reported that the Farmer’s Market Is going very well. The Cornell Cooperative Extension will be there on August 29<sup>th</sup> with nutrition information.
5. Walk Bike Brockport Action Group – Trustee Maziarz reported that the Arts & Aesthetics Committee is well underway with plans for the Stone Soup Auction scheduled for September 17<sup>th</sup>. This is an effort to raise money for the Bill Stewart sculpture at Harvester Park.

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6. SUNY Brockport – Trustee Maziarz shared that she and Chief Varrenti met with representatives of the College today to discuss the Village’s role in orientation. She shared that one residence hall of 100 students will be closing in January, but that they plan to build a 200 bed apartment complex in 2005.

**B. Trustee Knapp**

1. National Night Out – Trustee Knapp commented on the great effort for this event.
2. 1971 Hahn Pumper – Trustee Knapp reported earlier in the meeting about this donation.
3. Arts Festival – Trustee Knapp commented on another successful Arts Festival.
4. Motorists and Pedestrians – Trustee Knapp complimented Chief Varrenti for his recent article in the local papers about motorists and pedestrians and use of crosswalks. He suggested ticketing jaywalkers. Chief Varrenti reported that two tickets were issued today and that they are paying attention to enforcing both ends.

**C. Trustee Wexler**

1. Arts Festival – Trustee Wexler commented on another successful Arts Festival.

**D. Trustee Whipple**

1. Arts Festival – Trustee Whipple said the Arts Festival does not just happen without a lot of people and a lot of time and effort put into it. This includes cooperation of departments of Village government such as Public Works, Police Department, Fire, and Ambulance.

**E. Mayor Matela**

1. Formation of Code Review Committee – Mayor Matela shared that a notice was placed in the local paper for an interested resident and an interested merchant to serve on the Code Review Committee. Mayor Matela asked the Board to consider the following slate to serve on the Code Review Committee:

Morton Wexler	Trustee
Peter DeToy	Past Trustee
Scott Zarnstorff	Building / Zoning Officer
Jennifer Skoog-Harvey	Zoning Board of Appeals
John Brugger	Planning Board
Archie Kutz	Merchant – Lift Bridge Book Shop
Dr. John Keiser	Resident – Assistant Professor – SUNY

→ Trustee Wexler moved, Trustee Maziarz seconded, unanimously carried appointing the above-named individuals to the Code Review Committee.

2. Appointment to Historic Preservation Board – Mayor Matela shared that a notice was placed in the local paper for an interested resident to serve on the Historic Preservation Board. Mayor Matela asked the Board to consider appointing David Wagenhauser. Trustee Knapp commented that he was just appointed to the ZBA and questioned if he has sufficient time. Trustee Wexler said there was no other interest. Mayor Matela said she is sure he will be an asset on the Historic Preservation Board as he re-habbed 61 Monroe Avenue and just purchased 45 State Street (next door) to preserve it.

→ Trustee Maziarz moved, Trustee Whipple seconded, unanimously carried to appoint David Wagenhauser to the Historic Preservation Board.

3. Renewal of Employee Assistance Program (E.A.P.) agreement – Mayor Matela asked the Board to consider renewing the agreement with the Employee Assistance Program for the non-union / office employees. Village Attorney O’Toole reviewed it and found it in order.

→ Trustee Whipple moved, Trustee Wexler seconded, unanimously carried to renew the Employee Assistance Program agreement for the non-union / office employees and authorize the Mayor to sign it.

4. National Night Out – Mayor Matela congratulated all involved on a great event.
5. Arts Festival – Mayor Matela said this was a good example of teamwork of BISCO and Village departments working together.
6. Historic Listing – Mayor Matela thanked Bill Andrews and Jackie Morris for helping the Village’s commercial district get listed on the State and National Registers of Historic Places and for the unveiling of the signage.

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**PUBLIC COMMENT (related to meeting content):** None

⇒ Trustee Wexler moved, Trustee Whipple seconded, unanimously carried that the Board of Trustees of the Village of Brockport enters into an executive session to discuss personnel matters at 8:45pm.

I, Leslie A. Morelli, Clerk for the Board of Trustees of the Village of Brockport, do hereby certify that the Board met in an executive session and did discuss the matters as expressed in their motion, and I further certify that no formal action regarding public funds was taken thereon.

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Leslie Ann Morelli, Village Clerk

⇒ Trustee Knapp moved, Trustee Maziarz seconded, unanimously carried that the Board of Trustees of the Village of Brockport re-convene the regular meeting at 9:50pm.

1. Part-Time Police Department Clerk –

→ Trustee Maziarz moved, Trustee Wexler seconded, unanimously carried authorizing Chief Varrenti to advertise and interview for a part-time clerk.

2. Part-Time Police Officer –

→ Trustee Maziarz moved, Trustee Wexler seconded, unanimously carried authorizing Chief Varrenti to advertise and interview for a part-time officer.

**AUDIT:**

→ Trustee Whipple moved, Trustee Maziarz seconded, unanimously carried that the bills be allowed and paid upon audit.

<u>Village</u>	Check #	Amount
Date		
7-19-04	170045	103,622.09
8-2-04	170084-85	114.00
8-5-04	170086	250.00
8-6-04	170087	60.00
8-9-04	170088	23.90
8-16-04	170112-170172	177,073.77
8-16-04	170183	29,557.86
<u>Fire</u>		
8-16-04	170090-170111	22,568.40
8-16-04	170173-170182	2,576.34
<u>Third Party Billing</u>		
8-9-04	372	638.86
8-16-04	375-391	8,912.14
<u>Capital Projects</u>		
8-16-04	1659-1670	29,779.09

**ADJOURNMENT:**

→ Trustee Maziarz moved, Trustee Knapp seconded, unanimously carried that the meeting be adjourned at 9:51pm.

Leslie Ann Morelli, Village Clerk