

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, October 7, 2013 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre, Clerk Leslie Ann Morelli

ALSO PRESENT: Susan Smith, Rev. Krista Cameron, Virginia Campbell, Susan Holm, Keith Ewanyk, Sri Ram Bakshi, Andrew Saul, David Brannigan, Michael Willis, Joan Hamlin, Pam Ketchum, Kristina Gabalski, Hanny Heyen, Marcy Stickles, Fred Webster, Norm Giancursio

CALL TO ORDER / PLEDGE: Mayor Blackman called the meeting to order and led the Pledge of Allegiance.

MOMENT OF SILENCE: to honor those who serve our Country, enforce our laws, & respond to emergencies

MISSION STATEMENT: "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

Brockport Historical Moment: Trustee/Deputy Mayor Andrews shared the following:

January 2, 1913 Police Court Report

Cases in Police Court of the Town of Sweden for the year commencing January 1st and ending December 31st are as follows:

Arrests for intoxication in public places – 161

Arrests for tramps – 72

Arrests for petit larceny – 4

Arrests for assault 3rd degree – 20

Arrests for non-support – 5

Arrests for fighting and disturbing public peace – 14

Arrests for disorderly persons – 12

Arrests for grand larceny 2nd degree – 5

Arrests for cruelty to animals – 5

Arrests for violating Sec. 1140 of Penal law – 5

Arrests violating various sections of Penal Law 14

Total 317

PUBLIC COMMENT:

- Sri Ram Bakshi of Evergreen Road – made an announcement that Pro Brockport is holding "Not Your Average Spaghetti Dinner Forkraiser" on Saturday, 10/12 5:30-7:30pm at the Brockport Exempts on West Avenue. The proceeds will go to the Brockport Food Shelf and Camp Abilities. He encouraged participation.

- Andrew Saul of Main Street - read the following prepared statement:

Brockport has a sizeable number of run down rental properties that require immediate attention to come up to code. Many need painting and repair; accumulating litter is also a widespread problem. The entire village knows this, and I do not presume to instruct the trustees or our Mayor. A walking tour of Brockport shows it all to anyone, including kids walking to school on walk to school day last week, or people going to church on Sunday, or, for that matter, anyone driving through town.

Here is an example that may illustrate the extent to which this problem has been addressed so far:

The rental property at the corner of Main and Monroe (southwest corner; red-painted brick multiunit with white trim) has had green spray paint graffiti on it in several prominent places, on two sides of the building, since mid-May. It is now nearly mid-October. That graffiti has been there for almost five months. It is on the porch, doors, and windows. The building is right across the street from the Morgan Manning House. Not a particularly positive message for tourists, or children.

Having looked into it a bit, it is my understanding that existing graffiti is not a police issue but is a code issue. Same with littering; doing it is a police matter; failure to pick up trash on one's property is a code matter.

I spoke last meeting about the need for consistent and fair code enforcement. We need it, and now.

Having said that for the record, perhaps we have creative options. I have one here. Tonight I would like to propose a new, somewhat outside-of-the-box approach to the many code violation problems in our Village.

Brockport has free meals at churches and there are clothing shelves and a Brockport Food Shelf. These are great.

I propose we extend our helping hands to a group of struggling, financially-disadvantaged people that evidently really need our help. The landlords who own properties that are in multiple violation of the Village of Brockport's Code Law.

These unrecognized people deserve our help: they pay high taxes; they are burdened with sewer use fees, and victimized by other equally oppressive civic financial burdens.

No wonder they have not fixed up their rental properties. Evidently they can't afford it.

So let's help.

Let's form a Brockport Paint Shelf. We can provide free trash bags; free paint and brushes, scrapers, nails, masking tape and rags, the whole magilla. If adopted, I will make the first donation.

The alternative, of course, is to enforce the existing code laws. Maybe that would be a good idea, too.

Taxpayers have a reasonable expectation to see visible results from the Village taxes that they pay for a Code Enforcement office.

And we should not have to wait five months for it. In Brockport's case, we've waited for years.

GUESTS:

- Ronan John-Baptiste of Just Energy – 12 month peddling application – Clerk Morelli shared that she received a call from the applicant this afternoon indicating that due to a family commitment, he could not attend, but would plan to be at the 10/21/13 meeting.

CERTIFICATES & PROCLAMATIONS:

- Rev. Krista Cameron to accept proclamation – St. Luke's Episcopal Church 175th anniversary -

Rev. Cameron thanked the Board for honoring St. Luke's with a proclamation. She introduced Sue Holm, Ginny Campbell and Keith Ewanyk. She distributed a special prayer card that celebrates their anniversary. She referred to invitations having already been sent out regarding their 10/20 celebration.

Ginny Campbell read the following prepared statement:

The churches in the Village of Brockport share a special ecumenical partnership which serves not only their individual congregations, but more importantly, the physical, spiritual and social needs of many men, women and children living in this community.

At St. Luke's, it is our belief that a hand up is not a hand out, and that should anyone of us at any time find ourselves in need, we too could turn to the Brockport Food Shelf, Clothes Closet, St. Luke's Harvest Kitchen, or other community church ministries, knowing we would never be turned away.

Each day, we at St. Luke's, aspire to embrace and express our belief, which is captured in this scripture:

What does the Lord require of you, but to do justice, love mercy, and walk humbly with our God.
Micah 6:8

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to adopt the following proclamation:

PROCLAMATION

WHEREAS; St. Luke's has a long tradition of worship, service, and participation in the life and vitality of the Village of Brockport; and

WHEREAS; incorporated in 1838, St. Luke's Episcopal Church has been serving God and community throughout the past 175 years; and

WHEREAS; the bell in St. Luke's bell tower was the same bell that was used to call the Village's firefighters to douse fires and save lives before the days of telecommunications and St. Luke's served the local community as a hospital, supported the humanitarian efforts of the local chapter of the American Red Cross during World War II; and

ministries, hosts the community's ecumenical Clothes Center and Food Shelf, hosts the monthly Harvest Kitchen, serving food and sharing fellowship with those in need or seeking community, as well as North Porch, an infant clothing service for new mom's in need; and

WHEREAS; St. Luke's, supports the Brockport Ecumenical Outreach Committee which provides services and advocacy for our local farm workers and their families, and hosts community programs including AA and Girl and Boy Scout groups; and

WHEREAS; St. Luke's outreach has included service to students at The College at Brockport and extends well beyond its house of worship and Village borders through Amnesty International.

WHEREAS; built in 1856, St. Luke's Episcopal Church, Brockport, is a designated National Historic Landmark, listed on the New York State Registry of Historic Sites, has been honored with the Landmark Society of Western New York Stewardship Award, and five of its stained glass windows are the work of American Master Louis Comfort Tiffany; and

NOW, THEREFORE, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, along with Trustees Andrews, Ciciotti, Hannan and La Pierre, do tender this proclamation, and congratulate St. Luke's Episcopal Church on the occasion of its 175th anniversary.

ADOPTED by unanimous vote of the Brockport Village Board on October 7, 2013.

IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed.

CONSENSUS ITEMS:

• **APPROVAL OF MINUTES:**

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 5/0 that the minutes of the 09/16/13 meeting be approved as amended.

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 5/0 that the simple minutes of the 09/23/13 work session be approved as written or amended.

• **APPROVAL OF BILLS TO BE PAID**

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 that the bills be paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	10/4/13	\$71,690.90
FUND (F): <u>Water</u>	10/4/13	\$3,597.73
FUND (G): <u>Sewer</u>	10/4/13	\$821.37
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	10/4/13	\$100.00
		\$76,210.00 grand total

CLERK REPORT: Clerk – Leslie Ann Morelli

○ Update on 2013 Village tax collection – Clerk Morelli reported that the second delinquent notices will go out later this week. Tax collection is at 95%. Collection ends 10/31.

○ Affordable Care Act – required notice re Health Insurance Exchange/Marketplace (employees) – Clerk Morelli referred to having prepared and distributed the notice required by 10/1 – to all Village and Library employees under age 65. There were 3 versions. One for full time union employees – eligible for health insurance that contribute nothing towards premiums. One for full time non union employees that – eligible for health insurance that contribute 20% towards premiums. One for part time employees – not eligible for health insurance.

○ Medicare Modernization Act – required notice re creditable coverage (retirees over 65) – Clerk Morelli reported that she will be preparing and distributing the notice required by 10/15 – to all retirees over age 65.

○ Pathstone/NYSERDA – Village Hall to host 10/23 5:30pm home energy efficiency workshop – Clerk Morelli shared that for the second time Village Hall was asked and agreed to host this workshop to be held 10/23 at 5:30pm. An informational flyer was included in the packet and is

available in the entry of Village Hall. There is no fee to register. She said she and Trustee Hannan were in attendance last year. Trustee Hannan said it was worthwhile and attendees get information and freebies.

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- Matt's Coats for Kids 2013 – Village Hall to be a drop off site 10/25-11/22 – Clerk Morelli shared that for the first time Village Hall was asked and agreed to be a drop off site 10/25-11/22 for coats and winter gear.

- Brockport Fire District – public hearing on proposed budget – 7pm 10/15
Brockport Exempts – Clerk Morelli shared that the proposed budget is in the packet and available in the entry of Village Hall and on the Village website.

- **PERSONNEL ITEMS:**

- Deputy Clerk-Treasurer Vacancy – Search Committee hiring recommendation – Mayor Blackman shared that the Search Committee comprised of she, Trustee La Pierre, Clerk Morelli, Treasurer Hendricks and Deputy Clerk Herzog, reviewed the 27 applications, narrowed them to 5 who were interviewed, then further narrowed to 3 who were called back for a 2nd interview. All finalists were excellent. The Committee recommends Erica L. Linden. Erica is a Village resident. She is young, smart, and has great people skills. The Committee believes she will be an asset to the office well beyond her duties as Deputy Clerk-Treasurer.

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to appoint Erica L. Linden to the position of Deputy Clerk-Treasurer effective 10/21/13.

This is a full time position, 40 hours per week Monday through Friday 8:30am to 4:30pm. There is a paid half hour lunch. The pay rate is \$15 per hour. The position is appointed and serves at the pleasure of the Mayor. The initial appointment will be for a 6-month probationary period. If all goes well, reappointment will go to a term to 6/30/15 which coincides with the term of the Clerk, Treasurer and Deputy Clerk. The four positions will be considered for reappointment at that time.

- Drops/adds: Welcome Center Greeters –

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to add James and Sandra Ford as Welcome Center Greeters.

Trustee Andrews commented that the Welcome Center runs May 1st through October 15th and will soon be closing. The new greeters will be trained at the beginning of next season.

- **NEW / OLD BUSINESS:**

- Brockport Community Museum – Museum Without Walls – sign placement on Village property –

→ Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 to authorize sign placement at Sagawa Park regarding downtown churches and at the north corner of Main Street and Market Street regarding historic businesses.

Trustee Andrews shared that the interpretive sign about churches was paid for by the churches and the interpretive sign about historic businesses was paid for by the Hill School 4th graders calendar proceeds.

Trustee Hannan commented that this is very admirable.

- Authorize Shafer Trust funds for Seymour Library energy efficiency improvement project – Per written request dated 10/2, Library Trustee Sri Ram Bakshi shared that National Grid surveyed the Library's use of electric wattage, and in order to reduce the use of wattage they recommended to replace current bulbs with more efficient bulbs. The estimated cost of the job is \$10,618.40. The estimated National Grid contribution is \$7,000.98. The estimated contribution by the Seymour Library is \$3,167.36.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to authorize \$3,167.36 to come from Shafer Trust funds towards the National Grid energy efficiency project at Seymour Library.

- Authorize RFP – seeking architectural historian re CLG grant re State & National Register Nominations –

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to authorize the following RFP:

VILLAGE OF BROCKPORT
NOTICE

Please take notice that the Village of Brockport is hereby inviting qualified architectural historians to apply for appointment as a consultant to write architectural descriptions of 73 houses in a proposed **MINUTES OF VILLAGE BOARD MEETING HELD October 7, 2013 continued.....page 5**

residential historic district, a cemetery, and two other structures. The descriptions are to provide part of the basis for nominations to the State and National Registers of Historic Places. The work must be completed within ninety days after being appointed.

Applications must include full particulars of the applicants' qualifications, including examples of work performed. The rate of compensation for the descriptions of the houses has been set by the Certified Local Government grant that is funding the project and information about the fees being offered for preparing the descriptions of the cemetery and other structures may be obtained from the Brockport Village Clerk.

Applications must be received by Brockport Village Clerk Leslie Ann Morelli, 49 State Street Brockport, NY 14420 by Noon Friday, October 25, 2013. The Historic Preservation Board will review applications and provide its recommendation to the Village Board who will select a consultant or consultants at their November 4th Village Board meeting.

Leslie Ann Morelli
Village Clerk
Village of Brockport

For publication in the 10/13/13 edition of Suburban News.
For posting on Village website and Village Hall bulletin board.

- o Authorize RFP – seeking copier lease for 2 copiers – Village Hall & Police Department –

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to authorize the following RFP:

REQUEST FOR PROPOSALS
Copier Lease

The Village of Brockport is currently seeking requests for proposals for two (2) copiers. The term is for a five (5) year lease.

Copier 1 must meet the following minimum qualifications:

45 prints per minute – black
45 prints per minute – color
Unlimited collating (no bin limit)
Print up to 11" X 17 "Paper
25% to 400% reduction enlargement
Fax enabled
50 sheet bypass tray
3100 sheet capacity
110 lb. media
Scan to file/Email
Stapling and three (3) hole punch capabilities
8 X Image overwrite

Copier 2 must meet the following minimum qualifications:

35 prints per minute – black
35 prints per minute – color
Unlimited collating (no bin limit)
Print up to 11" X 17 "Paper
25% to 400% reduction enlargement
Fax enabled
50 sheet bypass tray
3100 sheet capacity
Post Script Enabled
Scan to file/Email
Stapling
8 X Image overwrite

Proposal must include the following:

Duty cycle per month regarding the number of monthly copies the copiers are rated for.

Full Service maintenance agreement that includes all parts, labor, service calls for the full term of the

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lease, with cost per copy charge detailed for black and white, or color copies.

Monthly lease cost, less any discounts for quarterly or semi annual payment.

All supplies except paper and staples must be included in the cost.

Delivery, installation and removal at end of lease must be included in the cost.

Proposals must be received by Noon, Monday, October 21, 2013.

Submit written proposals to Village Clerk:

Leslie Ann Morelli
Village of Brockport
49 State Street
Brockport, NY 14420
lmorelli@brockportny.org

Address questions by e-mail or phone to Village Treasurer:

Daniel P. Hendricks
49 State Street
Brockport, New York 14420
dhendricks@brockportny.org
585-637-5300 X15

For publication in the 10/13/13 edition of Suburban News.

For posting on Village website and Village Hall bulletin board.

Trustee Hannan said she hopes the responses come in at better prices as the Police Chief has previously commented that the former Treasurer who took this over and recommended what they and Village Hall have now has not proved to be cost saving.

o Authorize grant application – Village / Walk/Bike Genesee Transportation Council UPWP grant –

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to authorize application for a 2014-15 UPWP (Unified Planning Work Program) grant from the Genesee Transportation Council.

This application is due 10/18/13. Funds are being requested in the amount of \$50,000 (amount is at the recommendation of a Program Officer) to hire a planning consultant to develop an Active Transportation Plan, which will include an evaluation of the Village's existing pedestrian and bicycle transportation facilities, identification and prioritization of potential improvements, and recommendations to guide the Village in appropriately and effectively investing in active transportation infrastructure. The plan will also include the above components as they relate to routes that extend from the Village into the Town of Sweden for the purpose of accessing the 4 public schools that are located in the Town of Sweden, major commercial areas, and the Sweden Town Park. Some kind of formal adoption of the Plan is expected by both the Village of Brockport, either in the Joint Comprehensive Plan currently under development or as a standalone planning document. If awarded, the Village would have to provide a minimum of 10% of the total project budget in either cash or documented in-kind services. In-kind services can include staff time through participation on a steering committee, attendance at public meetings, and/or other services. A Steering Committee made of Village officials, department heads, and citizens will work with the consultant on this. Funds will be awarded in March 2014 and the Village would have 2 years to complete the project.

Mayor Blackman said this is a combined effort of the Village and Walk Bike Brockport Action Group.

Trustee Andrews said Walk Bike Chair Ray Duncan was encouraged that such an application would be received well.

Trustee Hannan commented that this would be in line with the Town/Village joint comprehensive plan.

Mayor Blackman said letters of support have been solicited from the Town of Sweden, Town of Clarkson, SUNY, BCSD, etc.

- o Authorize grant application – Erie Canalway National Heritage Corridor –

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to adopt the following resolution:
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RESOLVED, to authorize application for a 2013 Erie Canalway National Heritage Corridor Grant Program for funds to create a Canal-themed exhibit at the Welcome Center and to install several kiosks throughout the Village that will display information on Village history, upcoming events, and locations that will be helpful to tourists.

The Village will partner with the Emily L. Knapp Museum and Library of Local History, the Brockport Community Museum without Walls, and the College at Brockport. Students enrolled in the College’s museum studies course will work with the Emily Knapp Museum to create the exhibit at the Welcome Center. Norm Frisch, a designer and Board Member for Brockport Community Museum Without Walls, will design the kiosks. Costs have not yet been calculated, but the Village can apply for \$2,000-\$7,000, which will be made on a reimbursement basis. The Village must show a secured one-to-one match, which can be in the form of cash, donations, other non-federal grant funds, staff or volunteer time, or in-kind services. Awards will be made in January 2014.

Trustee Hannan said the Knapp Museum Committee, SUNY students and she are working on this. She said Lockport has something similar on its canal bank that draws tourists. Trustee Hannan said the Knapp Museum has a wealth of information and artifacts regarding the Canal.

- o Call for 10/21 public hearing on proposed Local Law to amend Village Code Chapter 34- Parking, Chapter 19B-Fire Lanes, Chapter 58-8(A)(1) Application – Due to some additional tweaks being needed, this agenda item is not ready. It will be ready at either the 10/21 or 11/4 meeting to call for a public hearing in December.

- o Proposed resolution establish position of Village Justice & authorize funds for court setup–

→ Mayor Blackman moved, Trustee Hannan seconded:

1. Pursuant to Village Law § 3-301, Subdivision 2a, to create the office of Village Justice. There shall be two elected justices. The Office of Village Justice shall be filled at election for a four year term in accordance with § 3-302, Subdivision 3, of the Village Law.

Discussion:

Mayor Blackman said this resolution is subject to a permissive referendum. Accordingly, within 10 days from the date of this resolution, the Village Clerk is directed to post and publish a notice which shall set forth the date of the adoption of this resolution. Such notice shall contain an abstract of such resolution stating the purpose and indicate that the resolution shall take effect 30 days after its adoption.

However, if such petition is filed as set forth in Article 9 of the Village Law, this resolution shall not take effect until approved by the affirmative vote of the majority of qualified electors of this village voting on such proposition. Permissive referendum requires 20% of the registers voters. It would be a special election, because of when the resolution was passed. That election would have to take place within 60 days of the resolution.

Upon roll call vote:

Trustee La Pierre	yes
Trustee Andrews	yes
Trustee Ciciotti	yes
Trustee Hannan	yes
Mayor Blackman	yes

Result: Carried 5/0

→ Mayor Blackman moved, Trustee La Pierre seconded:

2. The board requested a sum not to exceed \$27,000 for the setup of such court, with costs to include necessary alterations to the village hall for courtroom and judges’ office, purchase of court software, computers, and online law books. These funds are to come from delinquent parking ticket income.

Discussion:

Mayor Blackman said estimates of costs of alterations to Village Hall are \$5,875 in materials with work to be in kind from DPW.

Trustee Hannan said when she was part of the research visiting other Village courts; they were asked why the Village of Brockport doesn't already have a Village Court since it has a Police Department. She said she believes the taxpayers will benefit from having a Village Court.

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Trustee Andrews commended Mayor Blackman for doing an exceptional job studying and analyzing the issue. He said it was a well-prepared proposal and he supports it enthusiastically.

Mayor Blackman said she and Trustee Andrews met today with Town of Sweden officials who had a mixed response about the proposal for a Village Court and the suggestion of sharing costs by utilizing the existing Town Court as the venue.

Trustee Hannan said one of the venues visited during the research was that of a Town and Village sharing space and personnel to benefit the taxpayers of the Town and Village.

Mayor Blackman said the decision on the venue has some time to play out.

Upon roll call vote:

Trustee Hannan	yes
Trustee La Pierre	yes
Trustee Ciciotti	yes
Trustee Andrews	yes
Mayor Blackman	yes

Result: Carried 5/0

Clerk Morelli will publish the following notice:

**NOTICE OF ADOPTION
OF RESOLUTION SUBJECT TO PERMISSIVE REERENDUM**

NOTICE IS HEREBY GIVEN that at a regular meeting held on the 7th day of October, 2013, the Village Board of the Village of Brockport duly adopted a resolution, an abstract of which follows, which resolution is subject to a permissive referendum pursuant to Article 9 of the Village Law of the State of New York.

1. Pursuant to Village Law § 3-301, Subdivision 2a, the Village of Brockport voted to create the office of Village Justice. There shall be two elected justices. The Office of Village Justice shall be filled at election for a four year term in accordance with § 3-302, Subdivision 3, of the Village Law.
2. The board requested a sum not to exceed \$27,000 for the setup of such court, with costs to include necessary alterations to the village hall for courtroom and judges' office, purchase of court software, computers, and online law books. These funds are to come from delinquent parking ticket income.

BY ORDER OF THE BOARD OF TRUSTEES OF THE VILLAGE OF BROCKPORT

Dated: October 8, 2013

VILLAGE OF BROCKPORT
Leslie Ann Morelli
Village Clerk

For publication in the 10/13/13 edition of Suburban News.
For posting on Village website and Village Hall bulletin board.

o Proposed Memorandum of Agreement – Chief Varrenti – Mayor Blackman read the following prepared statement:

As I believe the public is aware, Chief Varrenti lost his health care coverage from his former employer, the Town of Irondequoit, and has been paying for family health care through COBRA. Once his lawsuit with Irondequoit was settled, he approached the Village Board and asked if he could enroll in our

employee health care plan. The MOA provides him with the Village's health care plan, minus dental, life and short term disability, at the same payment schedule as other full time non union employees – he will pay 20% of the premium.

His salary remains the same, but an important change was made to his contract which removes a major liability to the Village and that has to do with his 211 waiver. Such waiver allows someone who is retired and re-employed to draw their pension from the State. In the contract was the requirement that if the Village refused to sign the 211 waiver application or if the 211 waiver at some point was not offered or

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approved by the State, the Village was required to reimburse Chief Varrenti the annual amount of those pension funds (an amount close to \$50,000). I would add that 211 waivers have become more problematic to obtain. That clause has been removed. The remainder of his contract remains the same. I would add that while his health care comes at a cost to the Village, by not having to provide his health care the past 11 years, the Village has saved more than it will expend over the term of his continuing contract.

→ Trustee Hannan moved, Trustee La Pierre seconded to adopt the following resolution:

RESOLVED: to approve and authorize the Mayor to execute the Memorandum of Agreement (MOA) between the Village of Brockport and Chief of Police Daniel P. Varrenti regarding employment compensation and benefits.

Upon roll call vote:

Trustee Andrews	yes
Trustee Ciciotti	yes
Trustee Hannan	yes
Trustee La Pierre	yes
Mayor Blackman	yes

Result: Carried 5/0

**Memorandum of Agreement (MOA) between the Village of Brockport
And Chief of Police Daniel P. Varrenti**

This Agreement sets forth the entire understanding between the Village of Brockport (“the Village”) and Chief Daniel P. Varrenti (“Varrenti”). This Agreement supersedes all prior agreements, arrangements, and communications, whether oral or written, pertaining to the subject matter hereof; and this Agreement shall not be modified or amended except by the mutual written agreement of the parties.

In addition to the Village of Brockport Employee Handbook, dated March 2008, both the Village and Varrenti agree to the following:

1. Employment Compensation

1.1 While Varrenti is employed as Chief of Police the Village shall continue to pay him, a salary “the “Salary”) that is in effect at the time this agreement is enacted.
The Salary shall be paid in equal, bi-weekly installments during each Employment Year.

1.1.1 Beginning the first pay period of January 2014, and for each subsequent first pay period of January during the term of this agreement, Varrenti’s “Salary” shall be adjusted annually by a percentage equal to the percentage of salary adjustment due to be received in June of the same year by Stetson Club members as afforded by their contract.

1.1.2 The Village shall be required to timely apply and complete all necessary paperwork for a “211 Waiver” pursuant to Section 211 of the Retirement and Social Security Law.

2. Benefits

2.1 Six (6) weeks vacation during each Employment Year.

2.2 Varrenti will, continue to earn one and one-half (1 ½) days of sick leave per month (the “Monthly Sick Leave”). Any accrued unused sick time may be sold back to the Village upon retirement in a manner consistent with the Stetson Club contract.

2.3 A cleaning/clothing allowance (“Cleaning/clothing Allowance”) in the amount of Five

Hundred Dollars (\$500.00) annually.

2.4 The village agrees to supply Varrenti with a police package vehicle purchased by the Village as approved by the village board. Since Varrenti will be on call 24 hours a day 7 days a week, said vehicle may also be used for personal business.

2.5 Holiday Pay that consists of annual payments at the prevailing rate during that Employment Year for Thirteen (13) Eight (8) hour holidays.

2.6 Longevity Pay at a rate per year as stated in the Stetson Club Contract for each year of **MINUTES OF VILLAGE BOARD MEETING HELD October 7, 2013 continued.....page 10**

law enforcement service.

2.7 Retirement Pay – Varrenti agrees to not re-enter the NYS Retirement System and the Village agrees to pay Varrenti \$3,000.00 annually.

2.8 Said Holiday Pay, Longevity Pay, Cleaning Allowance and Retirement Pay shall be paid on the first pay period of November 2013 and every first pay period in November thereafter for the term of this agreement.

2.9 All Healthcare benefits terminate when Varrenti reaches age 65.

2.10 Varrenti shall be allowed to accumulate time at a rate of one hour for each hour worked during off duty hours, and shall be allowed to take off such time with notice to the Mayor. Any accumulated time MUST be used or lost prior to leaving employment. No “cash out” or conversion will be allowed.

2.11 Varrenti will not be provided Dental Insurance, or will he be allowed to participate in any Dental Coverage as described in the Village of Brockport Employee Handbook.

2.12 Varrenti will not be provided Life Insurance, or will he be allowed to participate in any Life Insurance described in the Village of Brockport Employee Handbook.

2.13 Varrenti will not be provided any Short-Term Disability Benefits as described in the Village of Brockport Employee Handbook.

- o Review of Police Department overtime and potential of full time hiring – Trustee La Pierre

shared that he did a police ride along last Friday night and Saturday night and has a better understanding of what they face and what they do. He said by 2:15am the Sgt. said BPD was babysitting so fights don't break out. There are lost opportunities for issuing tickets. You never know what will happen and we're lucky personnel go home safe at the end of their shifts. Trustee La Pierre presented a Power Point presentation (**attached to the end of these minutes**). He will place a motion on the floor at the next meeting to hire 3 full time officers.

Trustee Hannan commented that the increased police hours could increase community safety as well as revenues from tickets and deterrence for future infractions.

Mayor Blackman said she has done police ride alongs and seen what goes on. Sometimes Monroe County Sheriff's Department and SUNY University Police get involved. She said the research indicates enough hours to add an officer on the busiest shift.

Trustee Hannan said she has done police ride alongs and the public may not know of the late night antics in the Village including drunken teenagers.

Trustee La Pierre said they dealt with an underage young woman passed out and injured. He said he has long thought his street, College Street, had a lot of late night vehicle and pedestrian traffic. He learned that it is not as bad as some areas of the Village. However, each police car can only be at one place at a time. BPD has a very fast response now. Additional officers would mean better coverage. He said some officers work 16 hours straight which is taxing and brings into question their reflexes and ability to make quick decisions.

Trustee Hannan concurred that double shifts are a potential liability.

Mayor Blackman thanked Trustee La Pierre for taking on this project as Liaison and for going through 85 weeks of payroll information. She said she appreciates his expertise and report.

Trustee Andrews commended Trustee La Pierre for a remarkable job on research and presentation. Police staffing has been a problem plaguing the Village through at least 4 Mayors.

VILLAGE BOARD REPORTS:

o Mayor Margaret B. Blackman

▪ Update – Mayor Blackman shared that since the last meeting, she’s been to Indiana and Seattle. In between, she’s been meeting each week with her intern working on the Village website redesign. She’s also been working on getting the Erie Canalway grant application off the ground. She also met with Code Enforcement Officer Zarnstorff to discuss the issues she raised at the last meeting. She will be continuing to meet with him on a regular basis. She said she met with him and DPW Spt. Donahue to discuss adaptations that would have to be made to Village Hall to hold a Village Court and the cost of same. She and Trustee Andrews met with Sweden Supervisor Connors

MINUTES OF VILLAGE BOARD MEETING HELD October 7, 2013 continued.....page 11

and Councilperson Carges to discuss the possibility of holding Village Court at Town Court and sharing expenses of doing so. They also discussed the Seymour Library proposed budget which was discussed

at the last work session – a 6% increase over last year. She said she can assure that a 6% increase will not be given. The proposal will be on the 10/21 agenda. She said she had the Mayoral honor of judging the floats in the Brockport High School parade held 10/5. The winning float was the sophomore class’s Cartoon Network. Mayor Blackman shared that the Seymour Library Search Committee has hired a new Library Director, Carl Gouveia, who will start 11/4. Finally, she shared of two celebratory events in the Village Saturday, 10/19 – the installation of the Brockport Churches interpretive sign at 10am in Sagawa Park and the unveiling of the Erie Canal mural at 2pm at the DPW building.

o Trustee/Deputy Mayor William G. Andrews

▪ Update – Trustee Andrews shared that he attended the Morgan Manning House Fine Arts Show of 25 local artists – high quality. He attended an open house of the Ogden Historical Society Museum. He attended several SUNY College at Brockport Homecoming Weekend events including dedication of a library in the physics building to the late Dick Mancuso and dedication of a lounge in the political science building to Henry Bretton who is 97 and lives in Albuquerque. Trustee Andrews met with Trustee La Pierre, Parks Committee Chair Andrea Perry and DPW Spt. Donahue regarding the tennis courts at Barry Street Park. Since they are no longer regulation size, they can be converted to pickle ball courts. Pickle ball is becoming popular. Trustee Andrews gave a talk on Clarkson in the Civil War for the Clarkson Historical Society. He attended a Brockport Community Museum meeting regarding the interpretive signs. He attended a meeting to help plan the canal mural dedication. Trustee Andrews reported that the Historic Preservation Board’s projects regarding a comprehensive survey and website creation has concluded. They are now awaiting the responses to the RFP regarding preparing nominations of properties for historic registers..

o Trustee Valerie A. Ciciotti

▪ Update – Trustee Ciciotti said she and Trustee La Pierre attended the recent Parks Committee meeting as follow up to the survey and evaluation of parks. They then met with DPW Spt. Donahue to review the Parks budget and get a better understanding of maintenance and purchasing. There may be some grant opportunities to help with maintenance needs.

o Trustee Carol L. Hannan

▪ Update – Trustee Hannan shared that BPD will be holding a pharmaceutical take back on Saturday, 10/26 from 10am-2pm. This is to properly dispose of expired and unneeded prescription and over the counter medications. The last time they filled a 55 gallon drum. Residents are discouraged from throwing them away or flushing them. Trustee Hannan said she has 2 possible student volunteers from the museology class to help scan and digitize the Knapp Museum records. Trustee Hannan stated for the record that she may be a Village Board liaison to Code Enforcement, but her role does not call for directing or supervising the Code Enforcement Officer. She regularly brings forward concerns brought to her attention. She encouraged citizens to relay their concerns to Code Enforcement. She meets with S. Zarnstorff from time to time to share concerns and ideas. She said she drives around the Village and spots areas needing attention. Trustee Hannan said she attended the recent Code Review Committee meeting.

o Trustee John D. La Pierre

▪ Update – Trustee La Pierre referred to his police ride alongs and shared that citizens can request such. It is a learning experience. Trustee La Pierre concurred with Trustee Ciciotti’s comments regarding Parks and added that the Parks Committee and volunteers to a marvelous job using their talent and dedication. Trustee La Pierre shared that he met with Time Warner representatives regarding the possibility of Village wide Wi-Fi. He believes it is not a matter of if, but when. He referred to a well written NY Times article about the miniaturization of electronics. Trustee La

Pierre said he wants Brockport to be as progressive as possible. The questions are: What is involved? What does it cost? He will share the results with the Board once the TWC engineers complete their survey.

SEYMOUR LIBRARY AFTER HOURS EVENT:

Clerk Morelli shared that the Village Board was invited to create a visual program, sponsor a food station and sponsor a gift basket for the 11/9/13 After Hours @ the Library fundraising event. Each Village Board member personally contributed \$50 totaling \$250 for a food station. This is not from taxpayer dollars, but from the Board personally. Clerk Morelli said she will be gathering items from the Village Board for Trustee Hannan to incorporate into a gift basket. Mayor Blackman and Trustee Andrews are working on a visual program about the Village. Since the \$250 food station sponsorship comes with 2 tickets and 2 wine glasses, Mayor Blackman suggested raffling it among the Village Board. Clerk Morelli drew the name of Trustee Hannan.

EXECUTIVE SESSION:

→ At 8:20pm, Trustee La Pierre moved, Trustee Ciciotti seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss a personnel/performance **MINUTES OF VILLAGE BOARD MEETING HELD October 7, 2013 continued.....page 12**

matter of an employee.

Mayor Blackman shared that she does not anticipate any action after Executive Session.

→ At 9:08pm, Trustee Hannan moved, Trustee Ciciotti seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 9:08pm, Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk



Brockport Police Department Staffing

Brockport Police Department Staffing

- Chief
- Lieutenant
- Sergeants (2)
- Officers (Full Time) (7)
- Officers (Part Time) (3)

Brockport Police Department Staffing

Village Patrols

- 1st Shift: 3 Officers
 - 2nd Shift: 2 Officers
 - 3rd Shift: 3 Officers
- 7 Days /Week, 52 Weeks /Year
- Total Hours to cover all shifts
23,296 hours/Year

Brockport Police Department Staffing

Total Hours to cover all shifts
23,296 hours/Year

Available Hours
17,400 hours/Year

Shortage of Available Hours
5,986 hours/Year

Difference:
Overtime
Part Time Officers

Brockport Police Department Staffing

Over Time Hours Used
3574 Hours /Year

Based on a study of 85 weeks
Averaged per week and annualized.
Time period studied is Nov. 20, 2011 thru July 13, 2013

Brockport Police Department Staffing

Overtime Codes Used

Code	Reason	Code	Reason
1	In-Service Training	20	Other Coverage
2	In-Service Instructing	21	Court Appearance
3	Field Training Officer	22	Investigation
4	Other Training Detail	23	Late Assign/Arrest Process
5	Special Events Detail	24	Minimum Manpower
6	Plainclothes/Drug Investigation Detail	25	Additional Manpower
7	STOP-DWI, Detail	26	Administrative/Paperwork
8	STEP Aggressive Driver Detail	27	Evidence Tech Work
9	BUNY Seatbelt Detail	28	Explorer Post Activity
10	Other Traffic Detail	29	Community Service Activity
11	Covering In-Service Training	30	Emergency Call-Back
12	Covering Sicknes	31	Department/Staff Meeting
13	Covering Family Sicknes	32	Admin./Support Meeting
14	Covering Comp. Day	33	Other Meeting
15	Covering Vacation Day	34	STOP DWI Court Appear.
16	Covering Personal Day	35	STOP DWI Training
17	Covering Funeral Day	36	STOP DWI Enforcement
18	Covering Union Day		
19	Covering Jury Duty		

Brockport Police Department Staffing

Overtime Codes Used

Code	Reason	Code	Reason
1	In-Service Training	20	Other Coverage
2	In-Service Instructing	21	Court Appearance
3	Field Training Officer	22	Investigation
4	Other Training Detail	23	Late Assign/Arrest Process
5	Special Events Detail	24	Minimum Manpower
6	Plainclothes/Drug Investigation Detail	25	Additional Manpower
7	STOP DWI Detail	26	Administrative/Paperwork
8	STEP Aggressive Driver Detail	27	Evidence Tech Work
9	BUNY Seatbelt Detail	28	Explorer Post Activity
10	Other Traffic Detail	29	Community Service Activity
11	Covering In-Service Training	30	Emergency Call-Back
12	Covering Sickness	31	Department/Staff Meeting
13	Covering Family Sickness	32	Admin./Support Meeting
14	Covering Comp. Day	33	Other Meeting
15	Covering Vacation Day	34	STOP DWI Court Appear.
16	Covering Personal Day	35	STOP DWI Training
17	Covering Funeral Day	36	STOP DWI Enforcement
18	Covering Union Day		
19	Covering Jury Duty		

Brockport Police Department Staffing

Required Over Time Hours
1,443 Hours/Year

Overtime Hours for Staffing Requirements
2,131 Hours/Year

Part Time Hours Used
3574 Hours /Year

Brockport Police Department Staffing

PartTime Hours



■ Required Overtime Hours
■ Overtime for Staffing

Brockport Police Department Staffing

Cost of Overtime
\$268,174

Required Overtime Hours
\$108,253

Overtime for Staffing Requirements
\$159,921

Costs include Salary plus FICA plus Retirement Benefit

Brockport Police Department Staffing

Recommendation will be to add three
full time police officers

Brockport Police Department Staffing

Financing three full time officers:

1. Reduction of Overtime used for covering shifts by 75%
2. Reduction of Part time officers

**Brockport Police
Department Staffing**

Financing three full time officers:

1. Reduction of Overtime used for covering shifts by 75%
2. Reduction of Part time officers

Three New Officers cost	\$184,146
Reduction of Overtime	-\$117,416
Reduction of Part Time	-\$ 37,095
Net Cost /Year	\$ 29,633
Cost for this (fiscal) year	\$17,286

**Brockport Police
Department Staffing**

Three New Officers cost	\$184,146
Reduction of Overtime	-\$117,416
Reduction of Part Time	-\$ 37,095
Net Cost /year	\$ 29,633
Cost for this (fiscal) year	\$17,286
Future Years	
'14-'15	\$ 43,473
'15-'16	\$ 78,095
'16-'17	\$119,642

**Brockport Police
Department Staffing**

Benefit for adding three full time police officers

Overtime coverage:	(1,598) hours /Year
Part Time coverage:	(1,500) hours /Year
Full Time coverage:	5,472 hours /Year
Advantage for coverage:	2,374 hours /Year 45 hours Per week

**Brockport Police
Department Staffing**

An analysis of adding TWO full time officers shows the following:

2 New Officers cost	\$122,764
Reduction of Overtime	-\$ 78,279
Reduction of Part Time	-\$ 18,548
Net Cost /year	\$ 25,938
Future Years: 2 new officers	
'14-'15	\$ 35,165
'15-'16	\$ 58,246
'16-'17	\$ 85,944

**Brockport Police
Department Staffing**

Three full time officers	Two full time officers
3 New Officers cost	2 New Officers cost
\$184,146	\$122,764
Reduction of Overtime	Reduction of Overtime
-\$117,416	-\$ 78,279
Reduction of Part Time	Reduction of Part Time
-\$ 37,095	-\$ 18,548
Net Cost /Year\$ 29,633	Net Cost /Year\$ 25,938
Future Years: 3 new officers	
'14-'15	\$ 43,473
'15-'16	\$ 78,095
'16-'17	\$119,642
Future Years: 2 new officers	
'14-'15	\$ 35,165
'15-'16	\$ 58,246
'16-'17	\$ 85,944

**Brockport Police
Department Staffing**

Recommendation will be to add three full time police officers

Village Board Meeting October 21, 2103

**Brockport Police
Department Staffing**

**Recommendation will be to add three
full time police officers**

Village Board Meeting October 21, 2103

Questions