

VILLAGE OF BROCKPORT

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

VILLAGE BOARD – WORK SESSION AGENDA

Monday, August 27, 2018 7:00pm

Location: Village Court conference room – 49 State Street Brockport, NY 14420

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.

If any action is taken, Mayor takes notes & provides to Clerk.

- **CALL TO ORDER:**
- **GUESTS OR ITEMS FOR DISCUSSION / REVIEW:** none
- **ACTION ITEMS** (time sensitive):
 - Approval of minutes – 8/6 & 8/20
 - Approval of bills
 - Board / Committee vacancies
 - Appoint to ZBA
 - Appoint to Tree Board
 - Authorize DPW Spt. Donahue to attend NYCOM Public Works School 10/15-10/17 in Lake Placid
 - Authorize Building/Codes Dept. Coordinator Brown to attend NYS Codes training in Cheektowaga
 - Approve proposal per Village Engineer's letter re Havenwood Meadows Subdivision Section 3
 - Approve proposed amendments to fee schedule
- **EXECUTIVE SESSION:** (if needed)
- **ADJOURNMENT**

Upcoming:

- ❖ Brockport Public Forum on the Opiate Epidemic: 6:30pm Tuesday, 8/28 at Brockport Village Court

Upcoming Village Board meetings & Village office closures through September:

- ❖ Village Hall closed: Friday, 8/31 & Monday, 9/3 for holiday
- ❖ Village Board meeting: 7pm Monday, 9/17 (with Attorney, Treasurer, Dept. Heads)
- ❖ Village Board work session: 7pm Monday, 9/24

Public Works Training School Tentative Agenda

*Check back for pending credits: +Wastewater Credit | *DOH Credit | #PDH Credit*

Monday, OCTOBER 15, 2018

9:00 a.m. PLENARY SESSION

- First-Time Attendee Public Works School Orientation

9:30 a.m. CONCURRENT SESSIONS

- Geographic Information Systems and Their Importance in Public Works
- Long-Range Capital Planning

10:30 a.m. Break

11:00 a.m. CONCURRENT SESSIONS

- Save \$\$\$ and Enhance Resiliency By Becoming a Water Sense Partner
- Shared Services Success

12:00 p.m. Lunch

1:00 p.m. CONCURRENT SESSIONS

- Wastewater Update
- Preventing Sexual Harassment in the Workplace

2:00 p.m. Break

2:30 p.m. CONCURRENT SESSIONS

- Social Media as a Communications Tool for the Public Works Department
- Excavator Safety

6:00 p.m. Reception

7:00 p.m. Welcome Dinner

Tuesday, OCTOBER 16, 2018

8:00 a.m. EARLY-RISER ROUNDTABLE DISCUSSION

- Enforcing Safety Standards in the Field

9:15 a.m. CONCURRENT SESSIONS

- National Traffic Incident Management Responder Training - Part I
- LED Lighting
- Drinking Water Safety

10:15 a.m. Break

10:45 a.m. CONCURRENT SESSIONS

- National Traffic Incident Management Responder Training - Part II
- NYWEA
- Leveraging Best Value Contracts: How and Why

12:00 p.m. AWARDS BANQUET LUNCHEON

1:00 p.m. CONCURRENT SESSIONS

- National Traffic Incident Management Responder Training - Part III
- Solar Combined Heat Power
- MS4 DEC

2:00 p.m. Break

2:15 p.m. CONCURRENT SESSIONS

- National Traffic Incident Management Responder Training - Part IV
- Steam Cured-In-Place Pipe Lining
- Local Highway Data Project: A Collaborative State/Local Approach to Building Better Data About Local Roads

3:15 p.m. Break

3:30 p.m. CONCURRENT SESSIONS

- Wanting What You Can't Have - Understanding and Complying with New York State's Procurement Statutes
- Workplace Safety
- Water Storage Tank Rehabilitation

DINNER ON YOUR OWN

7:30 p.m. AFTER-HOURS GATHERING

Wednesday, OCTOBER 17, 2018

8:00 a.m. EARLY-RISER ROUNDTABLE DISCUSSION

- Peer-to-Peer Q & A

9:15 a.m. CONCURRENT SESSIONS

- Should We Post Streets?
- Responding to Personnel Issues

10:15 a.m. Break

10:30 a.m. CONCURRENT SESSIONS

- Managing in a Union Environment
- Grants and Funding for Public Infrastructure Improvements

11:30 a.m. PLENARY SESSION

- Legal Panel

12:30 p.m. Boxed Lunch Available (conference concludes)

Updated: 7/21/18

Leslie Morelli

From: Katie Brown
Sent: Thursday, August 23, 2018 9:44 AM
To: Leslie Morelli
Subject: Codes School
Attachments: 9A 9B 9C codes training schedule.JPG

Leslie, let me know if this is sufficient:

These are the courses I will take to be certified as a Building Inspector/Code Enforcement Officer:

- 9A16 - Introduction to Code Enforcement Practices, Part 1
- 9B16 - Introduction to Code Enforcement Practices, Part 2
- 9C16 - Inspection Procedures for Existing Buildings
- 9D16 - General Building Principles
- 9E16 - Residential Code of New York State
- 9F16 - Building Code of New York State

More detailed description of each course can be found here:

https://www.dos.ny.gov/dcea/edu_course_descript.html

Each course is 21 hours in length (3 days per month, usually a Tues- Thurs) and requires passing a competence exam. I have attached the schedule for the first 3 courses I have enrolled in. Erie County is currently the closest location offering courses. There is no cost for current municipal employees to take the courses. The only expense will be mileage.

Having this certification will benefit my effectiveness in my job by enhancing my understanding of NYS Building Code and ability to navigate the code books. I will have proper training and legal authority to review & issue building permits, violation notices, and appearance tickets. If needed, I will have the ability to conduct inspections and gain a basic aptitude to oversee the conduct of other inspectors.

Katie Brown

Department Coordinator

Building/Code Enforcement/Planning/Zoning

Village of Brockport

127 Main St

Brockport, NY 14420

PH: (585) 637-5300 x114

FAX: (585) 637-1045

Visit our Building Department webpage at <http://www.brockportny.org/departments-services/building-code>

**NEW YORK STATE DEPARTMENT OF STATE
CODE ENFORCEMENT BASIC TRAINING PROGRAM
July - December 2018**

A building safety inspector performs fire safety and property maintenance inspections on existing buildings. To receive a building safety inspector certification, an individual must complete Courses 9A16, 9B16 and 9C16. These courses must be completed within 18 months of your appointment date to the position or within 18 months from the date of the first training course attended, whichever is the shorter. Failure to complete these courses within that time frame will result in the forfeiture of the accrued basic code enforcement training credit.

A code enforcement official performs any enforcement activity. To receive a code enforcement official certification, an individual must complete Course 9A16, 9B16, 9C16, 9D16, 9E16 and 9F16. These courses must be completed within 18 months of your appointment date to the position or within 18 months from the date of the first training course attended, whichever is the shorter. Failure to complete these courses within that time frame will result in the forfeiture of the accrued basic code enforcement training credit.

Course Names and Descriptions

COURSE 9A16

Introduction to Code Enforcement Practices (2016)

Part 1 - Regulations, Administration and Enforcement

This program will discuss the role of the Code Enforcement Official and the practices necessary to carry out the job for a local government, including the process; from permit issuance, inspections, records and paperwork, through enforcement actions and legal recourse. In addition, a quick historical side trip will provide a perspective for the laws and regulations which have been enacted to create a uniform statewide approach to code enforcement. This course is designed to provide 21 hours of classroom training including a 1 hour final exam.

COURSE 9B16

Introduction to Code Enforcement Practices (2016)

Part 2 - Fire Safe Design

Prerequisite: 9A

The focus of this portion of the course is to understand the basic principles which create a building that will endure the effects of fire and enable its occupants to safely escape. The New York State Uniform Fire Prevention and Building Code provides this blueprint. This course addresses the basic concepts in the code which establish the minimum construction standards for all new buildings, and demonstrates how the code balances the potential hazards of the occupancy with the benefits of fire resistant construction techniques, notifications and suppression equipment and systems, and proper planning. This course is designed to provide 21 hours of classroom training including a 1.5 hour final exam.

COURSE 9C16

Inspection Procedures for Existing Structures (2016)

Prerequisite: Course 9A and 9B

Course 9C will provide the individual with the skills required to conduct inspections of existing buildings using the International Fire Code and the International Property Maintenance Codes. The course will consist of standard lecture on a topic, followed by a virtual inspection, requiring the student to utilize the information gained from the lecture. This course is designed to provide 21 hours of classroom training including a 1.5 hour final exam.

COURSE 9D16**General Construction Principles (2016)****Prerequisite: Course 9A and 9B**

This program will acquaint code enforcement officials with the systems and equipment requirements and the structural requirements of the Uniform Code. In the first module, "Systems and Equipment", the organization, applicability and content of the International Mechanical Code, International Fuel Gas Code, International Plumbing Code, International Energy Conservation Construction Code and International Residential Code will be addressed. The second module, "Structural Requirements", will consist of basic load and design theory and the resulting structural requirements in the International Building Code and International Residential Code. This course will provide 21 hours of classroom training including a 1.5 hour final exam.

COURSE 9E16**Residential Construction (2016)****Prerequisites: Course 9A, 9B, 9D**

This course will address the construction requirements for one and two-family dwellings and low-rise multiple dwellings using the International Residential Code as the compliance method. The program is designed to take the student through the steps of a typical code enforcement permit process, including code research, plan review and the inspection process. This course will provide 21 hours of classroom training including a 1.5 hour final exam.

COURSE 9F16**Building Construction (2016)****Prerequisite: Course 9A, 9B, 9D, 9E**

Course 9F addresses the construction requirements for a commercial structure using the International Building Code as the method of compliance. This program will take the students through a typical plan review process utilizing information from the preceding courses as well as specific code references pertaining to the detailed drawings used for this course. An inspection form following the course outline is included in the student handout material. This course is designed to provide 21 hours of classroom training including a 1.5 hour final examination.

The basic training courses are being offered in the locations listed below. The exact location will be emailed to you if you are confirmed for the course. Individuals that are accepted into Course 9A16 and apply for the entire sequence at one location will be guaranteed a reservation in that sequence.

Erie County Sequence (Cheektowaga)		
Course #	Date	Time
9A16-0943	September 25 – 27, 2018	8am - 4pm
9B16-0839	October 30 –November 1,2018	8am - 4pm
9C16-0838	November 27 – 29, 2018	8am - 4pm
9D16-	Dates will be announced in November	
9E16-	Dates will be announced in November	
9F16-	Dates will be announced in November	

August 9, 2018

Mayor Margaret Blackman
Village of Brockport
127 Main Street
Brockport, NY 14420

**RE: HAVENWOOD MEADOWS SUBDIVISION SECTION 3
MRB GROUP PROJECT NO. 3021.18002.00**

Dear Mayor Blackman,

On July 26, 2018, I attended a with: Dan Hendrix, Village Treasurer; Dan Mastrella, Esq. Village Attorney; Dan Hogan, John Kane and Adam Tellier, Chromium Development. The purpose of this meeting was to find a remedy to complete Havenwood Meadows Section 3, Phase 2. The conclusion of this meeting was that the Dan Henricks would contact the Village Board and determine their opinion on how to proceed.

It is my understanding that Village Board is willing to offer \$25,000 towards the work remaining in Phase 2, with the following conditions. First, that Chromium Development will complete the work and the Village will reimburse them upon completion. Second, a crushed stone access walk way be constructed from the roadway to the canal right-of-way east of future lot 28 within the open space area of the future phase. Third, Chromium Development will complete coordination with the Condominium Association and previous owners of the Havenwood Subdivision to complete dedication of the Phase 2.

Should you have any questions or comments, please do not hesitate to call.

Sincerely,

John Paul Schepp, P.E.

cc: (via email only w/ enc.)
Harry Donahue, Supt. of Public Works
Leslie Morelli, Village Clerk
Dan Henricks, Village Treasurer
Katie Brown, Building Department Clerk
John Kane, Chromium Development
Scott Harter, P.E., Professional Engineering Group

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VILLAGE OF BROCKPORT FEE SCHEDULE

Amended by Village Board 07/17/17

Chad's recommendations of 7/16/18 in red for consideration 8/20/18 VB meeting

To be noted on invoices: All bills and charges are payable net cash within thirty (30) days. A delinquent charge of 10% will be added for non-payment by the due date. Failure to pay may result in the re-levy of said charges plus delinquent charges on your next Village tax bill.

VILLAGE BOARD FEES

- Rezoning application.....500.00
- Blasting permit.....\$200.00

ZONING BOARD OF APPEALS FEES

- Area Variance.....\$200.00
- Use Variance.....\$300.00
- Interpretation.....\$150.00
- Home Occupations.....\$150.00
- Travel trailer / dumpster approval.....\$25.00
- Other (special permit or authorization required by code).....\$175.00
- Zoning Map (color).....\$5.00

PLANNING BOARD FEES

- Commercial / Industrial Change of use.....\$250.00
- Residential Change of use.....\$250.00
- Site plan (new construction) (less than 5 acres).....\$300.00
includes stormwater pollution prevention plan review
- Site plan (new construction) (greater than 5 acres)\$600.00
includes stormwater pollution prevention plan review
- Site plan (other).....\$250.00
includes stormwater pollution prevention plan review
- Residential subdivisions (less than 5 acres)\$200.00 plus \$50 per lot
includes stormwater pollution prevention plan review
- Residential subdivisions (greater than 5 acres).....\$600.00 plus \$50 per lot
includes stormwater pollution prevention plan review
- Re-subdivision.....\$50.00
- Residential Fences (front yard).....\$50.00
- Commercial / Industrial Fences (includes dumpster enclosures).....\$100.00
- Residential / Commercial / Industrial parking lots.....\$200.00
includes stormwater pollution prevention plan review
- Changes to or alteration of previous approved plans.....\$100.00
- Extension of previous approvals.....\$50.00
- Special Meeting at request of applicant.....\$50.00 in addition to application base fee
- Public Hearing if Board deems necessary.....\$100.00 in addition to application base fee

ENGINEERING INSPECTIONS & STORMWATER INSPECTIONS

Engineering costs charged to the Village for site inspections or stormwater inspections shall be the responsibility of the applicant / developer. Village engineering inspections are based on time spent and will either be invoiced or utilized from the letter of credit. Village stormwater inspection fee is \$50 per inspection and will either be invoiced or utilized from the letter of credit.

MISCELLANEOUS

- Tax Search.....\$20.00
- Copies.....\$.25 per page
- Returned Check Charge.....\$20.00
- Sidewalk Café Permit.....\$200.00
 - \$150 of the \$200 is returnable at the end of season if no violations.
- Peddling & Soliciting Permit
 - 1 to 7 days.....\$100.00
 - 6 months or less.....\$250.00
 - 1 year.....\$500.00

Note: A food truck vendor who intends to operate in the Village of Brockport and the Town of Sweden may pay ½ the regular vending fee upon submission of a vending permit from the Town of Sweden.

- Parade / Procession Permitno charge
- Fireworks Permit.....no charge
- Appliance with Freon.....\$25.00
- Garbage and Trash Pick-Up cost to Village plus \$50.00 for first calendar year (CY) offense, cost plus \$100 for second CY offense, cost plus \$250 for third CY offense.
- Garbage Cans Pick-Up.....\$25.00 per can
- Lawn Mowing.....\$150 per hour (1 hour minimum) per man plus equipment - plus \$50.00 for first calendar year (CY) offense, plus \$100 for second CY offense, plus \$250 for third CY offense.
- Weekly Commercial Waste Hauler Permit.....\$1,500.00 (annually)
- Other Commercial Waste Hauler Permit.....\$500.00 (annually)

CANAL FRONT AMMENITIES

- Boats 16' or less.....\$4.00
- Boats 17' – 30'.....\$6.00
- Boats 31' – 40'.....\$12.00
- Boats 40'.....\$15.00
- Commercial Boats.....\$20.00

POLICE DEPARTMENT FEES

- Copy of Police Report.....no charge
- Fingerprinting (NON-Village resident/merchant).....\$25.00
Pay at Village Hall for fingerprinting then go to Police Department.
- Parking
 - Illegally Parked.....\$30.00
 - Winter Parking Ordinance.....\$40.00
 - Fire Lane / Hydrant.....\$50.00
 - Handicapped Parking.....\$60.00*

Fines double if unpaid after 10 days.

Fines quadruple if unpaid after 30 days.

*Applicable NYS surcharges may be applied by the adjudicating agency.

BUILDING INSPECTION / CODE ENFORCEMENT FEES

RESIDENTIAL NEW HOME CONSTRUCTION:

- \$250 or \$0.20 per square foot, whichever is greater
- Parks Fee per dwelling unit\$350
- Building permit renewal after expiration: 75% of original permit fee

RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling):

- Value of construction from \$0 - \$500.....\$65
- Value of construction from \$500 - \$10,000.....\$85
- Value of construction from \$10,000 - \$50,000.....\$105
- Value of construction from \$50,000 - \$100,000.....\$125
- Value of construction from \$100,000 - \$150,000.....\$145
- Value of construction from \$150,000 and up.....\$175
plus \$10.00 for each \$10,000 of construction value
- Building permit renewal after expiration: 75% of original permit fee
- Residential Solar Electric System.....\$85

COMMERCIAL NEW BUILDING CONSTRUCTION

- Flat fee +per square foot charge.....\$250 + \$0.20 per sq/ft

COMMERCIAL NEW CONSTRUCTION – (additions, remodeling):

- Value of construction from \$0 - \$500.....\$100
- Value of construction from \$500 - \$10,000.....\$120
- Value of construction from \$10,000 - \$50,000.....\$140
- Value of construction from \$50,000 - \$100,000.....\$160
- Value of construction from \$100,000 - \$150,000.....\$180
- Value of construction from \$150,000 and up.....\$200
plus \$10 for each \$10,000 of construction value
- Building permit renewal after expiration: 75% of original permit fee
- Commercial Solar Electric System.....\$500 +
\$0.50 per kW - Installer to document assurance against abandonment with bond, letter
of credit, or annual licensing fee

SIGNS

- Commercial Sign Permit\$30.00 per sign
- Residential Sign Permit (for approved customary home occupations).....\$30.00 per sign

RESIDENTIAL ACCESSORY STRUCTURES – includes Certificate of Compliance inspection:

- Decks.....\$35
- Above ground pools.....\$50
- In ground pools.....\$100
- Sheds (144+sf).....\$30
- Gas appliances i.e. hot water heater, furnace.....\$20
- Gas appliances..... i.e. fireplace, gas log sets, fixed piped home generators.....\$20.00
- Temporary Construction Trailer.....\$50.00
- Building permit renewal after expiration: 75% of original permit fee

DEMOLITION

- Demolition permit – Residential structures.....\$50.00
- Demolition permit - Commercial structures.....\$100.00
- Demolition permit – Industrial structures.....\$200.00

RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS

- Residential rental registration.....\$125.00 per building per year
- Single family rental Code 210.....\$150.00
- Two family rental Code 220.....\$250.00
- Three family rental Code 230.....\$350.00
- Apartment Buildings/Townhouses Code 411.....\$350.00 or \$25.00 per unit whichever is greater
- Inn / rooming house Code 418.....\$350.00
- ****Property owners will be charged \$50 for each re-inspection following the 1st non-compliant re-inspection****

OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES

- Educational.....\$100.00 (annually)
- Place of Public Assembly 100 persons or greater\$100.00 (annually)
- Assembly uses 50 – 99 persons.....\$50.00 (annually)
- Manufacturing.....\$100.00(annually)
- Fairs/festivals.....\$200.00 (annually)
- Repair/service garages.....\$100.00 (3 year intervals)
- Mercantile.....\$100.00 (3 year intervals)
- Business uses (including food service establishments under 49 occupants).....\$100.00 (3 year intervals)
- Other.....\$100.00 (yearly and/or as local conditions require)
- ****Property owners will be charged \$50 for each inspection following the 1st non-compliant re-inspection****

PLUMBING & SEWER FEES

- Plumbing License.....\$25.00
- Plumbing Permit.....\$40.00 plus \$4.00 per fixture
- Sewer Tap Inspection (Monroe County Pure Waters).....\$250.00 plus
 - If Village installed.....\$300.00
 - If contractor installed.....\$125.00
- Sewer Rental Fee:
 - In District Sewer Users.....\$1.16/1,000 gallons water used
 - Out of District Sewer Users\$1.66/1,000 gallons water used

Water Rate Schedule – Effective March 1, 2017 Billing

As Adopted January 23, 2017

Rates for the sale of water to all customers of the Board of Water Commissioners.

QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

All Water Usage	\$4.81 per M gallons
Minimum Billing	\$20.00 per quarter

QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

All Water Usage	\$6.14 per M gallons
Minimum Billing	\$25.00 per quarter

MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

All Water Usage	\$4.81 per M gallons
Minimum Billing	\$20.00 per month

MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

All Water Usage	\$6.14 per M gallons
Minimum Billing	\$25.00 per month

UN-METERED WATER

The rate for un-metered water sales shall be \$6.15 per 1,000 gallons.

TERMS AND PAYMENTS:

All bills and charges of the Water Commissioners are payable net cash within thirty (30) days. A delinquent charge of 10% will be added to the bill for non-payment by due date.

Frozen meter fee \$100 plus equipment and labor

SERVICE CONNECTIONS:

The fees charged upon application for water service tap (including meter) to the Commissioner's are as follows:

SIZE OF SERVICE	Fee Charge
¾" and 1" with 5/8" or ¾" meter and under.....	\$1,000.00
¾" and 1" with 1" meter.....	\$1,880.00
1 ½" meter and above.....	to be charged a fee equal to the time and materials used to render the service plus 10%

The Commissioners will install the service pipe and appurtenances on public streets from the water main to and including the curb box and shutoff. Easements acceptable to the Commissioners must be furnished to them for service installation if private property is involved. Water meters will be furnished and connected by the Commissioners and will remain the property of the Commissioners. (Section IV and Section V)

Where a tap already exists, or is being installed under a Main Extension, the fees charged are as follows:

SIZE OF SERVICE	Fee Charge
3/4" and under	\$250.00
1"	\$300.00
1 1/2" meter and above.....	to be charged a fee equal to the time and materials used to render the service plus 10%

In addition to the fee charges set forth above for the service taps and water installation, there will be an additional charge if, upon installation, the Water Department has to supply any other necessary parts in order to effect the installation.

SERVICE DISCONTINUANCE

Any water service account which carries an unpaid balance for two billing quarters or more is subject to discontinuance of service, and a fee of \$100.00 will be collected prior to restoration of the service.

Any use or attachment to an unprotected, unmetered fire hydrant for other than fire-fighting purposes is subject to an Unauthorized Hydrant Use Fee of \$500.00.

GATES TO RECOVERY

1605 Buffalo Road Rochester, NY 14624
585-310-4080



Brockport Public Forum on the Opiate Epidemic

When: Tuesday August 28th 6:30pm

Where: Brockport Village Court
49 State Street

Time: 6:30pm

Why: Since the Opiate Epidemic started nearly 5 years ago, we are approaching the 1,000th fatal overdose death in Monroe County.

It's in your Family too!

There is no stigma in this epidemic that should stop you from seeking recovery. Come hear from Brockport Officials, local law enforcement, peer advocates, health care professionals – on how you can help a loved one. This is a FREE event, no pre-registration required! Come!

Recovery is possible.....