

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, May 15, 2017 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre, Clerk Leslie Ann Morelli, Treasurer Daniel P. Hendricks, DPW Superintendent Harry G. Donahue, Police Chief Daniel P. Varrenti, Building Inspector/Code Enforcement Officer David J. Miller, Jr., Attorney Daniel J. Mastrella

ALSO PRESENT: Christopher Martin, Jean Brooks, Norm Giancursio, Joan Hamlin, Susan Smith, Sarah Bonczyk, Lyle Stirk, Fred Webster

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:

This evening's historical moment will provide a bit of history of Brockport's streets. The 1822 village had the streets on the west side of Main Street from the canal to Adams Street and on the east side from the canal to the intersection of Main Street and Park Avenue, then known as Mechanic Street. North of the canal were no streets on the east side and only Smith Street, then called Jones Street, and a West Street that apparently was never built. Bordering the canal on the north was Canal West Street. West College Street and Millard Street were displaced by the expansion of the college after World War II. Market Street was known as Lawrence Street and Monroe Avenue as Monroe Street. Utica Street from College Street to Adams Street was North Street, though it was one of the most southerly streets in the village. South Street is now in the middle of the village, but was then the most southerly cross street on the east side.

When the railroad arrived in 1852, Railroad Avenue was added along the north edge of the right-of-way. It exists now as an overgrown footpath. Sometime between 1872 and 1890, the village annexed the area south of Adams Street and laid out the streets there. Centennial Avenue was so named because it was dedicated on the centennial of George Washington's inauguration as President. In 1964, the Havenwood, Cloverwood, Candlewick, and Meadow Lane area was annexed and the streets laid out.

Both East and West Avenues were originally called Clarkson Street. Fayette Street was named for the French marquis, apparently in commemoration of his 1824 grand tour of the United States. He traveled through the village on the Erie Canal. Legend says that he leaned on his cane and waved to the villagers. However, his secretary kept a diary of the trip and, according to it, their boat would have passed Brockport at 1 or 2 o'clock in the morning. So the marquis was probably sleeping peacefully.

Another myth holds that some of our cross streets do not align because of hostility between Hiel Brockway and James Seymour. More likely, it was required by the swampiness of the area at the time. For instance, the grounds of the Morgan-Manning House were swampy, so South Street could not align with Monroe Avenue. And a swamp west of Main Street forced Clinton Street further north than Water Street.

OATH OF OFFICE: none

CERTIFICATES & PROCLAMATIONS: none

PUBLIC HEARINGS: none

GUESTS:

- Sarah Bonczyk of Lift Bridge Book Shop – request to utilize Village logo for merchandise / memorabilia – Sarah shared that her husband is a co-owner of Lift Bridge Book Shop and that she is the bookkeeper. She said they are sometimes asked by community members, visitors, students, parents if they have any merchandise or memorabilia with the Village of Brockport on it. She said they would like to be able to utilize the Village of Brockport logo to put on items such as keychains, magnets, mugs and the like.

Trustee Andrews said they would need to be sure to not use the Village logo on anything that could cause embarrassment. Mayor Blackman concurred and said if the item, like a t-shirt, had something else on it, it would need to be in good taste. S. Bonczyk said that is certainly understandable. Trustee Andrews asked if it would be practical to have the Village Clerk serve as gatekeeper on this.

Clerk Morelli said she is happy to do so. She asked Village Attorney Mastrella if he knows of any issues with a merchant using a municipal logo. Attorney Mastrella said he knows of no issues, but concurs with being sure its use is in good taste.

→ Trustee Andrews moved, Trustee LaPierre seconded, Trustee Crane abstained as she is employed at Lift Bridge Book Shop, carried 4/0/1 to authorize Lift Bridge Book Shop to utilize the Village logo for merchandise / memorabilia on the following conditions:

- 1) that LBBS submit to the Village Clerk for her approval prior to placing an order - a sample of how and on what the Village logo would be used on
- 2) that LBBS submit to the Village Clerk by May 31st for her to share with the Village Board - a simple one-page report as to statistics on the merchandise / memorabilia and its sales over the previous 12 months
- 3) that the Village Clerk place re-approval on the annual Village Board organizational meeting agenda each July

PUBLIC COMMENT: none

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee Crane seconded, carried 5/0 that the minutes of the 5/1/17 meeting be approved as written.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Crane moved, Trustee Kristansen seconded, carried 5/0 that the bills be allowed and paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>	
FUND (A): <u>General</u>	5/4/17	\$1,169.42	
	5/15/17	\$90,176.68	
FUND (F): <u>Water</u>	5/15/17	\$54,970.23	
FUND (G): <u>Sewer</u>	5/15/17	\$5,923.24	
FUND (H): <u>Capital</u>	-	-	
FUND (T): <u>Trust & Agency</u>	-	-	
			\$1,169.42 total 5/4/17
			\$151,070.15 total 5/15/17

CLERK REPORT: Clerk – Leslie Ann Morelli

- o 2017 United Way Campaign results for 6/1/17-5/31/18 – Clerk Morelli shared that the campaign has ended and it resulted in 13 employees contributing \$3,357. Thanks to those who participated.
- o 2017 Property & Liability insurance renewal for 6/1/17-5/31/18 – Clerk Morelli shared that she filed the application renewal materials for the carrier (NYMIR) with the broker (Willis) for the new fiscal year’s insurance. She thanked the DPW and Police Department for assistance with the vehicles and equipment listings.
- o 2017 Civil Service payroll certification – Clerk Morelli shared that she filed today the annual payroll certification to Monroe County Civil Service. She will advise of the results as soon as she gets them. She is shooting for a “perfect payroll” again this year.
- o EOP contact information request letters/forms – Clerk Morelli shared that Larry Vaughan, Emergency Coordinator for the purposes of the Village’s Emergency Operations Plan provided her with a draft letter and addresses and forms for entities to complete and return to construct a current database of contacts. Clerk Morelli will work on getting these out late this month or early next month.
- o 2017 Village tax collection for 6/1/17-5/31/18 – Clerk Morelli said she is in the process of preparing to have Village tax bills in the mail May 31st and begin collection June 1st. The following notice was in Suburban News and will be again and is also on the Village website. She reminded all that Village tax information can be obtained from the Village website and that the most efficient way of paying is by utilizing the return addressed envelopes provided with the bills.

**VILLAGE OF BROCKPORT
TAXPAYERS NOTICE OF COLLECTION**

The Tax Roll and Warrant for the collection of Village Taxes for fiscal year
June 1, 2017 - May 31, 2018 have been filed in the Village Clerk's Office.

TAX BILLS WILL BE MAILED ON MAY 31, 2017.

**To help us improve efficiency,
please use the return addressed envelopes included with the bills.**

Check or money order for the exact amount should be made payable to the Village of Brockport
and mailed with payment stub
or deposited into the drop box at the driveway entrance to Village Hall:

Village of Brockport
Attn: Tax Receiver
49 State Street
Brockport, NY 14420

OR

Payment may be made in person to Village Hall 49 State Street Brockport, NY 14420
front counter or drive up window
Monday through Friday 8:30am-4:30pm except holidays.

PAYMENT OPTIONS

- 1) Payment is due in full by July 1st, 2017 without penalty
(Note: July 5, 2017 is acceptable as 7/1/17 falls on a weekend & Village Hall is closed 7/3/17 & 7/4/17)

Late penalties:

July 6th - 31st = 5%
August 1st - 31st = 6%
September 1st - 30th = 7%
October 1st - 31st = 8%

November 1st - Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2018 County/Town tax bill with additional penalties.

OR

- 2) Payment may be made in 2 equal installments:

- 1) MUST make 1st installment by July 1st, 2017 without penalty
(Note: July 5, 2017 is acceptable as 7/1/17 falls on a weekend & Village Hall is closed 7/3/17 & 7/4/17)

Then make 2nd installment due by August 1, 2017 without penalty

Late penalties:

August 2nd - 31st = 6%
September 1st - 30th = 7%
October 1st - 31st = 8%

November 1st - Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2018 County/Town tax bill with additional penalties.

IF YOUR TAXES ARE NOT ESCROWED IN YOUR MORTGAGE, AND YOU DO NOT RECEIVE A VILLAGE TAX BILL WITHIN THE FIRST WEEK OF JUNE, CALL VILLAGE HALL AT 637-5300 X12.

Village tax information can also be found via the Village website: www.brockportny.org

Leslie Ann Morelli
Brockport Village Clerk / Tax Receiver

For publication in Suburban News & posting on Village website & at Village Hall.

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)
 - Treasurer – Daniel P. Hendricks

Financial reports for period ending 4/30/17 – Treasurer Hendricks referred to the documents in the packet. He said the fiscal year is winding down, General Fund revenues and expenditures are within budget, no significant surprises, and that the quarterly Monroe County sales tax revenue should soon be received. Revenues will exceed estimates. He noted that the court revenue figure is through February, not through April as that always runs behind. Water Fund and Sewer Fund are doing well.

- Budget Amendments & Budget Transfers from Contingency – Treasurer Hendricks referred to the documents in the packet. Treasurer Hendricks mentioned and thanked Joan Hamlin for the donation of funds to purchase a flag for the Village's historic flagpole on Park Avenue.

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 that the following budget amendments and budget transfers from contingency be authorized:

Account #	Description	Amount
Expenditures		
A7550.4090	Celebrations, Misc. – Equipment/Supplies/Contractual	\$245.00 (1)
A3120.4031	Police – Fleet Repairs	\$4,650.00 (2)
Revenues		
A2705.0000	Donations	\$245.00 (1)
A2680.0000	Insurance Recoveries	\$4,650.00 (2)

Purpose:

- (1) Increase General Fund Expense and Revenue Budget to reflect donation for purchase of flag by Joan Hamlin.
- (2) Increase General Fund Expense and Revenue Budget to reflect expense and insurance for repairs to Police Department vehicle.

Account #	From Description	Account #	To Description	Amount
A1990.4000	Contingency	A6410.4000	Welcome Ctr supplies/contractual	\$200.00 (1)
A1990.4000	Contingency	A1620.4060	Building repair	\$2,000.00 (2)
A1990.4000	Contingency	A1620.4090	Building Maint. Supplies	\$350.00 (3)
A1990.4000	Contingency	A1680.2000	I.T. Hardware/Software	\$2,600.00 (4)

Purpose:

- (1) Transfer to pay for costs for Internet service at Welcome Center
- (2) Expenditures for repairs to sewer pipe
- (3) Expenditures for janitorial maintenance supplies – Admin. Bldg.
- (4) Expenditures for new server – Pinpoint recommendation

- Reserve Accounts – Treasurer Hendricks referred to the document in the packet. He mentioned that per the Auditor's recommendation, he is bringing this to the Village Board for approval.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to authorize the following:

Approval to transfer funds to the following Reserve Accounts:

A0889.4900	Special Reserve Streets - (Smith Street Bridge)	\$10,000
A0889.2600	Equipment Reserves – Vehicles	\$10,000

Funds for these transfers were included in the 2016-17 budget.

Approval to transfer funds from the following Reserve Account is requested:

T0889.0000	Shafer Trust – Museum	\$6,375.00
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Funds transferred to reflect payment previously approved by the Board for restoration of three (3) maps by Gary Albright.

- External Audit by Insero, CPA's for fiscal year ending 5/31/16 – Treasurer Hendricks referred to the document in the packet. Much is boilerplate. What will NOT be found is any finding of fraud or concern of segregation of duties. He briefly reviewed their comments and the corrective actions that have already been and will soon be taken.

VILLAGE OF BROCKPORT
EXTERNAL AUDIT REPORT
FOR FISCAL YEAR ENDED 05/31/16

PLEASE TAKE NOTICE that the report of the Village's external auditor (Insero & Co. CPA's) for the Village of Brockport for the fiscal year ended 05/31/16 has been received. Said report has been filed with the Office of the New York State Comptroller and filed with me by the Village Treasurer. Said report will be posted to the Village website at www.brockportny.org and may be examined at Village Hall during regular business hours.

Leslie Ann Morelli
Brockport Village Clerk

For publication in the 5/14/17 edition of Suburban News.
For posting on Village website and Village Hall bulletin board.

- Tax Cap – Treasurer Hendricks shared that he has been contacted by NYS OSC (Comptroller's Office) who will be auditing his tax cap calculation for the last two years. He has provided them with the requested information to be able to do so.

- o Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.

- BI/CEO David Miller showed on the screen the new feature under the Building/Code page of the Village website – “Rental Property Interactive Map” that is a result of he and BI/CE Clerk Katie Brown having met with and provided Ryan Giglia and student intern Patrick Fero from the College at Brockport with the data to be able to create this mapping project. It is a Google platform. The Village's I.T. folks provided necessary assistance as to the Village website. He demonstrated this feature regarding the 369 rental properties in the Village. The initial rollout of it launched last Thursday. It is all public information – nothing private. It currently indicates property address, tax identification number, zoning district, property class, when the Certificate of Occupancy expires and the number of units and bedrooms. BI/CEO Miller said the student interns put together an instruction manual and taught him and BI/CE Clerk Brown how to update it and add to it. It has the capability of incorporating other information such as a street view of the property, whether it has a valid RRR (residential rental registration), color coding (i.e. green for C of O's and RRR's being current and red for being expired) and the like. He said he and his department are quite excited about it as it has been a long time coming. He has already heard from the parents of a college student on it being helpful. To start, it will be updated monthly, then more frequently.

The Village Board commended BI/CEO Miller on his leadership in bringing this project to fruition. He can incorporate information about this and provide a similar “show and tell” to the College at orientation time and through BSG.

Chief Varrenti also commended BI/CEO Miller on this. He suggested going an earlier step in educating college students on this by doing so at the time students are accepted. When the College sends out the acceptance letters, maybe a Village letter that includes information about living off-campus could be included. The sooner the students are educated as to the do's and don'ts and provided with information needed to decide on their housing, the better.

BI/CEO Miller asked if anyone in the audience had any comments on it.

Susan Smith commented that it would be helpful to include on the website the date the information was last updated. BI/CEO Miller said there is a note below the link that indicates: “The completeness, accuracy, or timeliness of any information and data posted on the map is not the responsibility of Google and shall be updated monthly by the Village of Brockport Building/Code Enforcement Department. In the event any information on the Village of Brockport's official printed documents differs from information contained on this map, the official printed documents shall take precedence.” Users are encouraged to call the office with any questions or possible discrepancies.

Lyle Stirk said this is a good tool and one he as a parent with prospective college students would utilize. He asked if there are plans to include histories of issues with code enforcement. BI/CEO Miller said possibly some time down the road.

BI/CEO Miller said he plans to draft a thank you / reference letter for newly graduated Patrick Fero and asked the Village Board if they would be willing to join him in signing it. The Village Board said yes.

- Trash – Trustee LaPierre thanked the BI/CEO Department and DPW for the work in keeping trash from the curbs during college move out throughout the Village.

- o Police – Police Chief Daniel P. Varrenti

- Chief Varrenti shared the following:
 - Accreditation – was visited 5/2 by a NYS DCJS representative for the mid-term evaluation regarding accreditation. They are so impressed with some of Brockport Police Department's policies that they are using them as examples for other departments.
 - End of college school year – cold, wet weather helped keep things quiet.
 - Special Olympics – will be a 6/8 torch run in the community – route information will be forthcoming.

- K-9 – Brock's K-9 testing with handler Officer Sime regarding the drug portion of his training – passed all 5 drug categories. He said Brock is doing well and wants to please his master to get the reward of playing with his toy. He is now in the tracking portion of his training. It's all positive reinforcement, nothing negative. He doesn't like to be crated and is on his third crate.

Mayor Blackman suggested Chief and Officer Sime invite the Village Board to these demonstrations. Chief Varrenti said Trustee LaPierre as liaison to the Police Department, is very involved and attended. Chief Varrenti said he would welcome further involvement of the Village Board.

Chief Varrenti said there are plans underway for a cookout related to the K-9 – details will be forthcoming. They will be having various demonstrations and opportunities for public interaction after he graduates.

- Public Works – Superintendent Harry G. Donahue
 - Spt. Donahue shared the following:
 - Brush pick up – has concluded – had extra due to windstorm.
 - Heavy rain – nothing significant encountered except a property owner had water in his basement due to storm sewer full of tree roots.

Trustee LaPierre thanked DPW for their work on this as he was the property owner with the issue.

- Liberty Street - drainage project on Liberty Street upsizing the pipe will continue once RG&E relocates the gas main.
- Monroe Avenue – sanitary sewer project with CDBG funding will soon get underway.

- Village Attorney – Daniel J. Mastrella, Esq.

- **PERSONNEL ITEMS:**

- Mayor's appointment of Village Justice to attend required training 12/17 & take bench 1/18 – Mayor Blackman shared that 2 candidates were interviewed by her and Judge Andrews. She announced the appointment of Chris Martin to the position. They were impressed by how he used his work background in management, budgeting, and even spending time in court on civil cases to answer questions. A reference that they sought out highlighted Chris' work ethic, fairness, ability to work with others, and diligence.

Mayor Blackman welcomed Chris Martin and his mother Jean Brooks (former Town of Sweden Supervisor) and his other guests in the audience this evening.

- Welcome Center – accept 1 add and several drops to Greeter roster –

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 upon recommendation of Trustee (Welcome Center Management Committee Chair) Andrews to add Pamela Hasen as a Welcome Center Greeter and to drop Carol Brakenbury, Ray Duncan, Bob Leissenring, Bob Molnar, Lucille Ribble from the Greeter roster.

- Hire to fill DPW Seasonal (Summer) Laborer vacancies –

Seasonal SUMMER Employment

The Village of Brockport Department of Public Works
seeks 4 individuals to serve as Seasonal (summer) Laborers.
40 hours/week Monday-Friday 7am-3:30pm.

Wage subject to experience. No benefits.

Must have valid NYS Driver's License. Minimum age requirement is 18.
Applicants subject to pre-employment & random alcohol/drug testing.

Pick up employment application at Brockport Village Hall
Monday-Friday 8:30am-4:30pm

or download from Village website: www.brockportny.org.

Turn in completed applications to:
Leslie Ann Morelli, Brockport Village Clerk
49 State Street, Brockport, NY 14420

Application Deadline: Noon, Friday, May 5th, 2017

Dated: 4/18/17

For publication in Suburban News and posting on Village website and at Village Hall.

→ Trustee Crane moved, Trustee Kristansen seconded, carried 5/0 to accept the recommendation of DPW Spt. Donahue to re-hire Kyle Hendershot and Jake Setter and to hire Noah Shiffer as DPW Seasonal (Summer) Laborers effective as soon as possible pending successful completion of required pre-employment drug and alcohol testing. No benefits. 3rd summer re-hire Hendershot at \$12/hour. 2nd summer re-hire Setter at \$11/hour. New hire Shiffer at \$10/hour.

There is still one vacancy. DPW Spt. Donahue said he is reviewing the remaining applications and will have a hiring recommendation for the June 5th Village Board meeting.

- Approve Updated Employee Handbook for in effect 6/1/17 – Clerk Morelli referred to the document emailed separately from the packet. It includes the 3 changes requested by the Village Board at the 5/1/17 meeting.

→ Trustee Kristansen moved, Trustee Crane seconded to adopt the final version of the updated Employee Handbook effective 6/1/17.

Discussion:

Trustee Kristansen asked if the employees were provided with the draft.

Clerk Morelli said no. As she previously answered, it is not standard practice and is impractical to do so. All employees will be notified of it and have access to it via the Village website, and sign and return the employee handbook receipt acknowledgement form after the Village Board adopts it. Again, any changes are not significant, most involve being up to date with Federal and State compliance policies, and those of local jurisdiction favor the employees. Clerk Morelli said the Village Board will recall that some of the recommendations she made to tighten the reins a bit, be more in keeping with other Villages she surveyed, and be potential efficiency and consistency enhancements and cost savings were not adopted.

VOTE BY ROLL CALL AND RECORD

VILLAGE OF BROCKPORT

Mayor Margaret B. Blackman	Voting yes
Trustee/Deputy Mayor William G. Andrews	Voting yes
Trustee Annette M. Crane	Voting yes
Trustee Katherine J. Kristansen	Voting no
Trustee John D. LaPierre	Voting yes

Carried 4/1 - adopted May 15, 2017

Letter to employees will be as follows:

May 16, 2017

All Village Employees:

The Village's Employee Handbook created in 2002 and updated in 2008 has had several changes to it since. At that time employees were made aware of each individual change. This year was time to bring the handbook up to date in its entirety to reflect how things are done in practice as well as the myriad compliance type policies required by Federal and State laws.

Therefore, several months ago, the Village Board authorized contracting with HR Works, Inc. to assist and advise. Village Clerk Leslie Morelli and Village Treasurer Dan Hendricks met with the HR Works representative, reviewed and fine-tuned several drafts and kept the Village Board and Department Heads apprised throughout the project. At the May 15th meeting, the Village Board approved / adopted the final version.

Please let this serve as notification of the updated Employee Handbook. It is not required to be hard copied to each employee, so in an effort to maintain costs and waste less paper, it is being posted to the Village website: www.brockportny.org.

All employees are expected to review the Employee Handbook at their earliest convenience and to sign the Employee Handbook Receipt Acknowledgement form attached to this letter and return it to Village Clerk Morelli by June 15th. For those employees without a computer work station, please make arrangements with your Department Head or Department Clerk to access a computer during work hours for this specific purpose.

The following are clearly noted in the Employee Handbook:

If there is a conflict between Civil Service regulations and this handbook, Civil Service regulations are controlling for Civil Service employees.

If there is a conflict between the collective bargaining agreement and this handbook, the provisions of the collective bargaining agreement are controlling for unionized employees.

This handbook and its policies are effective June 2017 and supersede all other personnel manuals and personnel policies previously distributed by the Village. To avoid confusion, please discard any electronic or hard copies of previously published employee handbooks.

In the works is an employee-only section of the Village website where benefits information, forms and such will be available. Village Clerk Morelli hopes this is up and running this summer so that the annual benefits packets she puts out in late July / early August can be made available there.

Sincerely,

Margaret B. Blackman, Mayor

- **OLD or NEW BUSINESS:**

- o Grants:

- will be awarded NYSDEC \$11,995 ZEV electric charging station grant –
 - will be awarded CDBG \$79,172 sidewalk extension & replacement project grant -
 - authorize RACF Preserving Historical Assets grant application re Tower Clock repairs – (not to exceed \$11,000) –

→ Trustee Andrews moved, Trustee Kristansen seconded, carried 5/0 to approve the following resolution:

RESOLVED, to authorize application to the Rochester Community Foundation in the amount of \$11,000 for the restoration of the tower clock owned by the Village of Brockport that is located at the Brockport Methodist Church on Erie and State Streets. There is no match required. This grant award would pay for the down payment required with the repair contract and allow the "Essence of Time" repairman to begin work, a process expected to take a full year.

The full amount of the clock repair is \$21,500. The balance of the funds needed to repair the clock will be raised and donated by the Brockport Lions Club. The Lions Club has signed a letter of intent with the Village indicating their commitment to donating these funds. Any remaining funds raised will be donated to maintain the clock.

Note for the record:

J. O'Connell & Associates contact is Jessica Cristiano

Village Board contact is William Andrews

Village Office contact is Deputy Clerk-Treasurer Erica Linden

- authorize Mayor to sign MOU with Brockport Lions Club re Tower Clock repairs fundraising – Treasurer Hendricks said the Village must make the down payment and pay the bills. The down payment is treated as "prepaid assets" – not a budget line. This would cause no reason for concern by Auditors. This is not uncommon. He said the Village has sufficient funds.

Trustee Kristansen expressed concern if the fundraising efforts of the Brockport Lions Club are not fruitful then it is an expense to the Village. Trustee Andrews said it was a long-ago gift to the Village and is considered a Village asset. The Village Board are custodians of the property of the Village and should be willing to spend what's required to protect a Village asset – assuring its survival. He asked Treasurer Hendricks about Village funds. Treasurer Hendricks said the General Fund reserve has ~\$850,000 and the Fund Balance has ~\$2 million which is more than required by NYS OSC. Trustee Crane said she doesn't want taxpayers to have to pay for it. Mayor Blackman said she is optimistic that between the Brockport Lions Club taking this on as a fundraising effort and the Village applying for a grant, it is a gamble that can be safely made. Trustee Kristansen said so the Village will pay the 50% down payment now for the vendor to fabricate the pieces and make the repairs for completion within one year at which time the other 50% will be due. Treasurer Hendricks said that is correct. Trustee LaPierre said he didn't even know until recently that this Tower Clock belongs to the Village. DPW Spt. Donahue said it ran well for so long because DPW wound it weekly. Trustee LaPierre suggested an article be done on it for the local paper. Mayor Blackman concurred. She said a re-dedication of it

would be nice upon completion.

→ Trustee Crane moved, Trustee Kristansen seconded, carried 5/0 to accept and authorize the Mayor to sign the following MOU with Brockport Lions Club regarding Tower Clock repairs fundraising:

Memorandum of Understanding Between Village of Brockport and Brockport Lions Club

The Brockport Lions Club will attempt to raise funds to help the Village of Brockport pay for Tower Clock Repairs, the current repair estimate is \$21,500.00.

Funds raising will start immediately, and continue indefinitely.

Any excess funds raised for said purpose will be placed into a Village Reserve Account for future Tower Clock repairs.

The Village will pay all bills associated with the repairs.

Periodically, at least quarterly, the Village and Lions Club will exchange information regarding expenses associated with the repairs, and revenues received by all parties for the repairs.

The Lions Club will periodically remit donated funds to the Village.

- authorize Mayor to sign contract re Tower Clock repairs -

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to authorize the Mayor to sign the following:

CONTRACT & PROPOSAL

Essence of Time
6672 East Canal Road
Lockport, New York 14094
716-625-8578

35 Years Experience in Tower & Street Clock Restoration & Preservation
Web site: USTowerClock.com
Email: clockdoc6672@verizon.net

March 17, 2017

Village of Brockport
38 East Ave.
Brockport NY 14420

Contact person: David Moore
585-637-1060
cell # 585-749-3841
dmoore@brockportnyorg

GENERAL

This Contract & Proposal provides for the restoration, and preservation of a model Seth Thomas model #15 tower clock with all its component parts. Located in the United Methodist Church, 92 Main St. Brockport, NY.

Tower Clock & Component Description
Seth Thomas Model #15 time & hour strike
Serial # 1824, Dated April 25, 1914

SITUATIONAL ANALYSIS & HISTORY

Seth Thomas started producing tower clocks in 1872. Seth Thomas Company made approximately 3200 tower clocks over a period of seventy years. The model #15. This clock movement operates 4 – 5 ft. diameter dials.

Over the years, there has been a build up of grease and oil covering the clock movement and dial gearing. The grease & oil has attracted dirt and debris. This clock is dirty and complete restoration is necessary. The dial gearing or motion works, and universals, are partially frozen and need repair. The clock movement does not have original paint.

SCOPE OF WORK TO BE COMPLETED

The clock movement will be removed from the tower with all its component parts. Including the following: the dial gears from each dial known as motion works, the hands, the distribution gearing and drive shafts with the universals. The pulleys for the weight will be inspected and removed for restoration if necessary. The cables will be inspected and replaced if necessary.

All castings and parts will be cleaned, inspected, and restored as original, or glass beaded, primed, pinstriped and painted or powder coated in the original colors. All brass gears and arbors will be polished and lacquered. All original decoration will be reproduced to as exact as possible. All bushings & arbors will be inspected for wear and repaired as necessary. Any worn pinions will be replaced. The restored clock movement will be fully assembled and ran for a period of not less than three weeks.

New aluminum powder coated hands will be fabricated and balanced in the original style. The motion works will be restored.

OWNERS RESPONSIBILITY

Any regional lifting equipment needed to remove or install all clock hands, motion works, and component parts. Any electrical hookups will be completed by your electricians or licensed electricians. Our company will advise as to wire size and style. The Purchaser must provide safe internal and /or external access where equipment is installed, including safe ladders.

WARRANTY

The described clock shall be warranted for three years from the date of installation against original defects in workmanship and materials, providing all clock components are cared for according to instructions furnished.

DELIVERY

Upon receipt of the order, down payment in accordance with the terms outlined below and approved shop drawings (if applicable), the above listed equipment shall be shipped within a period of not more than one year from time of contract signatures.

INSTALLATION/INSURANCE

Installation shall be made by Essence of Time, except as noted.
All Workman are fully covered by Property damage and Public Liability insurance.

PAYMENT TERMS

50 % with placement of order

Balance of order plus shipping due upon completion. If final payment is not made within 15 days of completion, a 5% penalty per month will be added each month thereafter on the total amount of the contract.

If not accepted within 60 days from date of submission, prices are subject to change.

PURCHASE PRICE

\$21,500.00

TAXES

In addition to the purchase price, purchaser agrees to pay all sales, use excise or similar taxes in effect that may be applicable to the sale or installation. If purchaser has a Tax Exemption certificate, the number must be given with that order.

SUBMITTED

Essence of Time

ACCEPTED

Village of Brockport Representative

o Parks/Playgrounds – Trustee LaPierre reminded the Board that the Fall 2016 professional inspection of playgrounds included the need for new swings in the various playgrounds as well as an adequate depth of the necessary chips for under all playgrounds equipment. He suggested these be ordered immediately in the current fiscal year budget. Treasurer Hendricks confirmed adequate funding and that if any reserve actions are needed he will bring it before the Village Board for approval.

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to accept the quote for \$10,239.70 and authorize the purchase of swings for the various playgrounds.

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to accept the quote for \$5,500 for an adequate depth of the necessary chips for under all playgrounds equipment.

Trustee LaPierre mentioned the Village property damages as a result from the March 2017 windstorm included damage to the fencing around the tennis courts at Corbett Park, damage to the pavilion at

Monika Andrews Park, and damage to the roof at the DPW office. Clerk Morelli said she is working with the Village's insurance on claims for such and in need of further information promised by Spt. Donahue. Trustee LaPierre said the pavilion damage needs repair sooner rather than later.

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to accept the quote for \$4,750 for repair of the pavilion at Monika Andrews Park.

- Authorize Historic Preservation Board request for funding for signs for Historic Housewalk 6/11/17 – Board reviewed the request of the HPB. Trustee Kristansen asked Treasurer Hendricks if there is funding for such and from what line. Treasurer Hendricks said it is a minimal amount and can be found either in the historical line or celebrations line and if not, from contingency.

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to accept the quote for \$145 and approve the Historic Preservation Board request to purchase signs for the 6/11/17 Historic Housewalk.

- Authorize McQuaid Jesuit Row for Hope for 6/23/17 camp overnight in Harvester Park – Mayor Blackman shared that this is an annual event the past few years where a small group of 16 and 17-year-old rowers from McQuaid Jesuit High School row the entire length of the canal for charity.

→ Trustee Crane moved, Trustee Andrews seconded, carried 5/0 to authorize McQuaid Jesuit Row for Hope participants camping overnight in Harvester Park 6/23/17 and to set aside one parking space by the Welcome Center for the accompanying RV.

- Approve recommended deaccession of Capen piano(s) per E.L.K. Museum Board – Trustee Kristansen reported back on her efforts to find a home for the 3 Capen pianos. She posted it on a local social media site and then in talking with Deputy Clerk-Treasurer Erica Linden came up with a proposed plan.

→ Trustee Crane moved, Trustee Kristansen seconded, carried 5/0 to approve the deaccession of the Capen pianos (1 in the hallway of the Museum entrance & 2 in storage at DPW). Approval is granted on the condition that the pianos remain intact until their removal (in their current condition – not taken apart or stripped of parts) & that Deputy Clerk-Treasurer Erica Linden's step-father (retired & a wood-worker) take possession of the pianos to re-purpose them into hope chests for her daughters, Mathea & Mairi. Word is he will travel from Pennsylvania to Brockport for Memorial Day weekend.

Spt. Donahue offered DPW's assistance in removal of the pianos from Village Hall & DPW (likely either getting them onto the truck they will be transported on to Pennsylvania or to Erica's garage).

The Village Board commented that they are pleased that while they may be unusable as working pianos, they will be repurposed & not end up in a landfill.

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman
 - Mayor Blackman provided the following report:

5/3 Meeting with Supervisors Kimball and Carges, library director Carl Gouveia, and Library board president Lu Ann Cenci re library funding; updated draft of tri-municipal agreement was handed out which I have circulated to the board

5/3 Meeting in Rochester at REOC re Governor's plan for consolidation of services. "it depends" seemed to be the answer to every question from the audience.

Two Ribbon Cuttings—Tompkins Insurance and Runnings, both outside the village in Sweden.

Meeting with Colin Arthur, Captain of Brockport Ambulance. Their call response was down for the months of March and April due to a shortage of EMS personnel which every ambulance corps is experiencing. They've got more personnel now and the response is back up.

5/10 Meeting with village resident focus group to discuss public nuisance legislation. May 22nd workshop will include Village Attorney and CEO David Miller. We will also be allowing public comment on the proposed legislation. We anticipate that legislation to be revised following our meeting with Attorney Mastrella on May 16th.

LBHW—5th year kicked off with the dedication of the Brockport Gateway Mural on the RR bridge. Stacey Kirby is the muralist, funding came from a NY Council on the Arts Decentralization grant and private donations, including a major donation from a SUNY alum.

Thanks to DPW who installed the mural, delivered chairs and tables to the canalfront, garbage cans and lighting to the Craft Beer Event and still managed to get the College banners up on Main Street in time for graduation, the BPD who stopped traffic on Main Street for the mural dedication. And all the volunteers including the great members for life of the planning committee. A thank you letter to all our volunteers and sponsors is headed to the Suburban News. The planning committee will be meeting on June 1 to review this year's celebration and discuss revisions for next year's.

Thanks to Joan Hamlin who again this year donated funds to cover the purchase of the big American flag for the Village flagpole on Park Avenue which was once part of the Moore-Shafer Shoe Company.

- o Trustee/Deputy Mayor William G. Andrews
 - Trustee Andrews provided the following report:

On May 3, I met with the Program Committee of the Western Monroe Historical Society to participate in planning our programs for 2017-18. I took responsibility for organizing a program on Susan B. Anthony's speeches in Brockport in commemoration of the centennial of full women's suffrage in New York State. May 4, I met with the Low Bridge High Water committee. On May 5, I spoke at the dedication of the new historical marker on the Hartwell Hall lawn. I gave a brief talk on how the dates on the sign reflected the five times that the village had saved the college. On May 6, I participated in the opening ceremony for the canal history exhibit that the Brockport Community Museum mounted at the Seymour Library as part of the Low Bridge High Water celebration. On May 9, I attended the annual meeting of the Western Monroe Historical Society as a Board member and reported on plans by its Historic Preservation committee to restore the landscaping at the Morgan-Manning House as proposed in the 1897 plan by WW. Parce, a 10- to 15-year project. On May 11, I introduced Richard Reisem and Andy Olenik for their Power Point presentation, "Erie Canal Legacy", at the Morgan-Manning House as part of the Low Bridge High Water celebration. I missed the rest of the LBHW celebration as I attended a granddaughter's graduation from St. Mary's College in Maryland that weekend.

- o Trustee Annette M. Crane
 - Trustee Crane provided the following report:

On Wednesday May 3rd I attended the IT training session for village employees at Village Hall given by Steve Tanner of the PinPoint Group. I need to learn more about sharing documents in the "cloud".

On Friday, May 5th I attended the dedication of the Historical Marker in front of Hartwell Hall. Trustee Bill Andrews was one of the speakers. This marker replaces the marker that disappeared during the reconstruction of Hartwell a few years ago. The dedication was followed by the last First Friday of the year in the Alumni House.

On Saturday May 6th I attended the Opening Reception at the Seymour Library for the Brockport Community Museum's exhibit celebrating the bicentennial of the Erie Canal groundbreaking. The statue of Phoebe, the canal mule mascot, is now in the front of the library, awaiting selfies with library patrons.

On Monday May 8th I attended the Planning Board meeting, and missed Parks Committee Meeting that was held simultaneously.

I missed the Gateway mural dedication and the High Water, Low Bridge Festivities this past weekend, as I was out of town attending family festivities at my niece's wedding.

While out of town I played with Code Enforcement's Google Maps rental housing project, and showed it off to the friends with whom we were staying. The first house I clicked on had an expired C of O.

I attended the Code Review Committee meeting today. The main topic was Food Trucks.

- o Trustee Katherine J. Kristansen
 - Trustee Kristansen provided the following report:

May 2nd...I attended the BISCO meeting. Planning for the Arts Festival continues.

May 3rd...I attended a Microsoft Office training session facilitated by Steve Tanner at the village hall.

May 4th...I attended the Tompkins Insurance ribbon cutting ceremony. Welcome Tompkins Insurance! In the evening I attended the Brockport Merchants Association meeting where discussion included the July 7th Canal event ("Jazzin' up Main St.") and the next weekend's BMA Sidewalk Sale and Festival.

May 6th...I attended the Brockport Community Museum Canal exhibit opening at the Seymour Library. Very interesting exhibit!

May 8th...I attended the planning board meeting...2 applications were approved and the public hearing was continued to the June planning board meeting.

May 10th...I assisted in facilitating the Homeowners' focus group discussion regarding the proposed Points and Penalties Law. We have now completed the focus group discussion component of the proposed law. Our next step is to take all the feedback and further "tweak" the proposed law and prepare for the May 22nd workshop where the proposed law will be presented to the public for the purpose of clarifications and feedback.

May 11th...I attended the dedication of the new mural on the Main Street railroad bridge. Beautiful artwork!

May 12th...I attended the Runnings ribbon cutting ceremony. Welcome to Brockport, Runnings!

May 13th...I assisted in setting up for the Saturday Low Bridge High Water events.

May 15th...I attended the Code Review Committee meeting. They continue to do their due diligence regarding village code chapters.

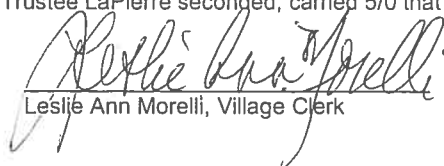
o Trustee John D. LaPierre

▪ Trustee LaPierre shared that on 5/5 he attended, in the rain, K-9 Brock's demonstration graduation regarding the narcotics portion of his training. He said he was impressed with the process and with Brock and his handler, Officer Sime. On 5/8 he worked with the dedicated Parks Committee members and others on the installation of phase 2 of the playground at South Avenue Park. The ribbon cutting will be on 5/20. On 5/11 he attended the Welcome to Brockport gateway mural unveiling. On 5/12 he reviewed the monthly bank reconciliations of the Village Treasurer – all in good shape. He commented on the changeover to l.e.d. lighting having recently been completed inside and outside Village buildings as well as the street lighting in the downtown commercial district. They are brighter, cleaner, more energy efficient, and will save the Village money in electricity.

Chief Varrenti commented on some lighting in the Police Department building now being on motion detectors.

ADJOURNMENT:

→ At 8:58pm, Trustee Kristansen moved, Trustee LaPierre seconded, carried 5/0 that the meeting be adjourned.


Leslie Ann Morelli, Village Clerk