

Work Session of the Village Board of the Village of Brockport was held at the Village Court conference room 49 State Street Brockport, New York, July 23, 2018 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor John D. LaPierre, Trustee Annette M. Crane, Trustee Shawn A. Halquist, Trustee Katherine J. Kristansen

ALSO PRESENT: Lucas VanDervort for Brockport Volunteer Ambulance, Susan Smith, Joan Hamlin, Chris Hamlin, Fred Webster, Lyle Stirk

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

- **CALL TO ORDER:**

- **GUESTS - ITEMS FOR DISCUSSION / REVIEW:**

- Brockport Volunteer Ambulance update – Lucas VanDervort

→ Trustee Crane moved, Trustee Kristansen seconded, 5/0 to authorize the Mayor to write to the County Executive in support of 911 approval for Brockport Volunteer Ambulance Corps.

- South Avenue Extension property development – handout as to incentive zoning
- Feral cats situation & needed amendments to Village Code Chapter 5 Animals Article III Cats – handout and referral to Code Review Committee
- 23 Fayette Street
- Building Inspector / Code Enforcement Officer (BI/CEO) Vacancy – discussed and agreed it is best due to time constraints to keep the Civil Service title “Building Inspector” instead of proceeding with Civil Service to create a different title. Village Clerk will re-request the Certification of Eligibles to canvas and publish the following vacancy notice:

**BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER
VILLAGE OF BROCKPORT, NEW YORK**

The Village of Brockport seeks qualified individual for Building Inspector / Code Enforcement Officer.

This position is full time 40 hours per week including occasional evening meetings of the Village Board, Planning Board, Zoning Board of Appeals, Code Review Committee, and Housing Task Force.

This position is Civil Service competitive: title Building Inspector. The applicant must be reachable on the “Certification of Eligibles” list for Monroe County. The Village can hire an eligible lateral transfer applicant.

Must possess current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program. Download job specifications with detailed minimum qualifications from this document: <http://www.brockportny.org/files/buildinginspector.pdf>.

Public sector/municipal experience is preferred. Position demands a thorough knowledge of NYS Uniform Code. An applicant should be familiar with Brockport Village Code at the time of interview and will be required to become thoroughly knowledgeable of Brockport Village Code at start of position.

This full-time position inspects and enforces all property maintenance and zoning laws and ordinances in the Village. The position is expected to inspect sites for code compliance, document any violations, and attend Administrative/Court Hearings as needed. The position is expected to interact with residents, contractors, and co-workers in verbal and written form in a professional manner.

An applicant must have excellent interpersonal skills and be able to interact positively but fairly, firmly, and consistently with people displaying a range of attitudes about code enforcement. An applicant must have a strong sense of ethics. The successful candidate will possess the following characteristics and abilities: excellent attention to detail, ability to communicate well, make appropriate decisions using sound judgment, ability to establish and maintain effective working relationships with co-workers and stakeholders, ability to work outside in various environmental conditions, and ability to write reports, memoranda, directives, and letters. Familiarity with Microsoft Office (Excel and Word) is necessary. Knowledge of the Integrated Property System, also known as IPS, is not required but is desirable.

The position is assisted by a full-time Clerk and a part-time Building Inspector/Code Enforcement Officer.

The Village of Brockport has a population of ~8,300, with ~1,769 parcels, covering 2.2 square miles, in the County of Monroe, New York. Brockport is home of SUNY Brockport with ~8,200 students. Brockport has a high percentage of rentals interspersed among single family owner-occupied homes, commercial properties and a modest amount of new construction.

Salary: Determined and based on experience.

If you meet the qualifications, download an employment application from www.brockportny.org (found in Forms

and Applications of Quick Links. Send a cover letter and resume with completed employment application by email to lmorelli@brockportny.org or by mail to Village of Brockport, Attention: Village Clerk, 127 Main Street, Brockport, NY 14420.

Application deadline: Noon, Thursday, August 30, 2018.

Leslie Ann Morelli
Brockport Village Clerk

- **ACTION ITEMS** (time sensitive):

- Authorize filling second part time BI/CEO vacancy -

→ Trustee Kristansen moved, Trustee Crane seconded, 5/0 to authorize filling the second part time BI/CEO vacancy.

- Update resolution re Corbett Park Improvement Project through the NYS CFA due 7/27/18 with new "not to exceed" amount of \$500,000 (up from \$250,000) for the total project.

→ Mayor Blackman moved, Trustee LaPierre seconded, 5/0 to authorize the following resolution:

RESOLVED, to authorize a Consolidated Funding Application (CFA) for funding to make improvements to Corbett Park through the Office of Parks, Recreation and Historic Preservation in an amount not to exceed \$500,000 with a 25% match, much, if not all, to be in-kind.

Note for the record:

J. O'Connell & Associates contact is Mary Beth Willis
Village Board contact is Mayor Margaret Blackman
Village Office contact is Deputy Clerk-Treasurer Erica Linden
Public Works contact is Superintendent Harry Donahue
Parks Committee contact is Chair Linda Ketchum

ADJOURNMENT

Leslie Ann Morelli, Village Clerk
from notes of Margaret B. Blackman, Mayor