

**Regular meeting of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, Wednesday, January 20, 2010 at 7:00pm.**

**PRESENT:** Mayor M. Connie Castañeda, Deputy Mayor Christopher R. Martin, Trustee Kent R. Blair, Trustee Scott W. Hunsinger, Clerk Leslie A. Morelli, Treasurer Gina M. Tojek, DPW Superintendent Harry G. Donahue, Building/Zoning Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Fire Chief Scott Smith

**EXCUSED:** Trustee Hal S. Legg (arrived at 8:15pm)

**ALSO PRESENT:** Village Attorney David Mayer, Kyle R. Boyst, Jarl & Doris Boyst, Tim Rossum, Kevin Garrison, Brian Winant, J. Levandowski, Jo Matela, Charlene Veltz, Ruthann Tryka, Kelly Smith, Brian Smith, Jim & Joan Hamlin, Thomas & Darlene Lang, Anne Rizzo, Joanne Marcello, Gail Thiel, Bernie LoBracco, Eric & Mandy Gekoski, Pete & Carrie Maziarz, Ken & Cindy Rombaut, Carol Hannan, Steve Mesiti, Jonathan Keck, Libby Caruso, Patrick McQuoid, Mary Jo Nayman, Karen Zok, Michael Menear, Sandy VanDervort, Kathy Snyder, Fred Webster, Don Marenus, John Bush, Bob & Pat Connors, Jason White, Bruce Hovey

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

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

**APPROVAL OF MINUTES OF PREVIOUS MEETING:** Mayor Castañeda called for any additions or corrections to the minutes of the last meetings.

- ➔ Trustee Blair moved, Trustee Hunsinger seconded, Mayor Castañeda abstained due to absence, carried 3/0/1 that the minutes of the meeting held January 4, 2010, be approved as amended.
- ➔ Trustee Hunsinger moved, Deputy Mayor Martin seconded, carried 4/0 that the minutes of the meeting held January 6, 2010, be approved as written.

Trustee Hunsinger noted that the minutes of the January 6<sup>th</sup> meeting reflect that the spending freeze does not apply to the Fire Department and Ambulance.

**AUDIT – PAY BILLS:**

- ➔ Deputy Mayor Martin moved, Trustee Blair seconded, carried 4/0 that the bills be allowed and paid upon audit.

A/P Clearing Account Check #: 000211, 000213-000287

	<u>Date Paid</u>	<u>Amount</u>	
FUND (A):			
<u>General</u>	1/14/10	\$500.00	
	1/21/10	\$337,170.50	
			<b>\$337,670.50 Total General</b>
FUND (F):			
<u>Water</u>	1/21/10	\$62,384.10	
			<b>\$62,384.10 Total Water</b>
FUND (H):			
<u>Capital</u>	1/21/10	\$13,844.50	
			<b>\$13,844.50 Total Capital</b>
			<b>\$413,899.10 Grand Total</b>

**PUBLIC COMMENT:**

1. Kenny Tsang – owner of 173 Main Street – K. Tsang read the following statement into the record:

"Good Evening Ladies and Gentlemen of the Board and members of the audience.

My name is Kenny Tsang. My business partner, Patrick, and I would like to take the time to say a few words. On January 4, 2010, a fire broke out on Main Street. The fire that ensued required the brave action of the men and women of Brockport Fire Department. With their brave action and selflessness, they were able to keep the fire from damaging any other buildings or structures in the vicinity. But most important, they were able to keep the people and residents of Brockport safe from harm. They also displayed compassion on that day when they were able to help our residents in their time of need. As a small token of our appreciation, we would like to present a check to the Brockport Volunteer Fire Department to be used by them for anything that they deem necessary.

We would also like to thank the men and women of the Red Cross. They were compassionate and understanding during this terrible time.

We would also like to thank the Brockport Police Department. We would also like to that Scott Zarnstorff and his staff for helping us and guiding us during this unexpected event.

Thank you for your time.”

**PUBLIC HEARINGS:** None

**PUBLIC INFORMATION MEETINGS:** None

**CERTIFICATES OR PROCLAMATIONS:**

- Retirement – Kevin Garrison – Mayor Castañeda presented Head Automotive Mechanic Kevin Garrison the following proclamation on behalf of the Village Board.

**PROCLAMATION**

WHEREAS; Kevin Garrison has been employed by the Village of Brockport Department of Public Works since January 5, 1995; and

WHEREAS; he has worked devotedly on behalf of the people of the Village of Brockport: and

WHEREAS; he has been instrumental in keeping the Village’s fleet of vehicles and equipment in condition, thereby prolonging their useful life; and

WHEREAS; by the maintenance of the Village’s fleet of vehicles and equipment, he has safeguarded lives and property; and

WHEREAS; the Village of Brockport acknowledges the dedication and talent Kevin Garrison has invested in the community; and

WHEREAS; the year 2010 marks the occasion of his retirement;

NOW, THEREFORE, I, Maria Connie Castañeda, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this certificate of recognition, and congratulate Kevin Garrison on his retirement and encourage all our citizens to extend to him their best wishes.

ADOPTED by unanimous vote of the Brockport Village Board on January 20, 2010.

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

- Special Recognition – David Moore - Mayor Castañeda presented Director of Operations David Moore the following certificate of special recognition on behalf of the Village Board.

Certificate of Special Recognition  
Presented to  
David Moore  
in recognition of having been selected  
as the 2009 recipient of the  
American Public Works Association  
Genesee Valley Branch  
Douglas C. Zeffing Award  
recognizing outstanding meritorious achievement  
of an operational/maintenance level employee  
of a public works agency.

Presented this 20<sup>th</sup> day of January 2010

Mayor Castañeda thanked both gentlemen for their dedication and diligent work and commented that the Department of Public Works is the backbone of the community as it cares for the Village’s infrastructure as if it were their own.

**GUESTS:**

1. 2009 Farm Market Managers Charlene Veltz & Ruthann Tryka – 2009 report – There were 10 full time vendors at \$200 per season for a total of \$2,000. There were 4 weekly vendors at \$30 per day for a total of \$120. There was income from the sale of market bags of \$30. Total 2009 income was \$2,150. They suggest the market fee be increased to \$300 per vendor for a 20 week season (starting on Father’s Day and ending on Halloween). Total income will be \$3,000 with \$2,000 going toward salaries and \$1,000 toward advertising. They plan to continue to be self sufficient and hope to add a couple of new vendors such as local crafters. The only complaint from vendors is that they need more advertising. Increasing the vendor fee will allow for that.

Mayor Castañeda thanked C. Veltz and R. Tryka for their work and the report. Deputy Mayor Martin commented that Carrie Maziarz is probably thankful for the break in running the Farmers Market.

**DEPARTMENT REPORTS:**

- A. PUBLIC WORKS – Superintendent Harry G. Donahue
  1. Consideration of NYSDOT agreement re Village sign removal at south end of Main Street – Superintendent Donahue explained that NYSDOT needs to remove the Village’s sign at the south end of the Village on Main Street which is located just outside the Village near Barry Dodge. He recommended the Board authorize option 2 – the agreement for advance payment of \$2,975. The Village Attorney reviewed the agreement and had no concerns.

→ Deputy Mayor Martin moved, Trustee Hunsinger seconded, carried 4/0 to adopt the following resolution:

RESOLVED:

That the Board accept \$2,975.00 in compensation of the claim for building/fixture (sign) removal and that the Mayor of the Village of Brockport be empowered to execute the Agreement and any subsequent papers which might be required to secure payment of this claim.

Note: refer to amended resolution on 2/1/10.

2. Request permission to hire full time mechanic – Superintendent Donahue referenced a memo to the Board as to his and the search committee’s hiring recommendation to fill the full time Head Automotive Mechanic vacancy due to Kevin Garrison’s retirement. Filling the full time vacancy at CSEA Grade 3 pay scale and keeping K. Garrison on part time as Assistant Mechanic at a lower pay grade results in a \$4,400 savings.

→ Trustee Hunsinger moved, Deputy Mayor Martin seconded, carried 4/0 to hire Gerald Bradt as full time Head Automotive Mechanic at \$20 per hour and Kevin Garrison as part time Assistant Mechanic at \$12.92 per hour – maximum 20 hours per week.

G. Bradt’s anticipated start date is February 8<sup>th</sup>. K. Garrison’s re-hire start date is January 21<sup>st</sup>.

Trustee Blair said he was originally against the full time hiring, but after thorough information from and conversations with Superintendent Donahue, he supports such.

3. Request permission to replace backhoe per '08 agreement with Caterpillar – out of Water Fund - Superintendent Donahue reminded the Board that there is \$4,500 in the budget for the agreement with Caterpillar to annually upgrade this piece of equipment. This will be the third time. It is an \$80,000 piece of equipment that gets upgraded each year and saves on maintenance costs.

Trustee Hunsinger said it is a win/win. Deputy Mayor Martin asked if there is any downside. Superintendent Donahue said no. If it were not approved, the Village would have to maintain the current piece of equipment.

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 4/0 to authorize said expenditure out of the Water Fund.

4. Main Street Sanitary Sewer and Water Main Improvements – Pay Estimate #4 – Superintendent Donahue referred to the information from the Village Engineer regarding Pay Estimate #4 which puts the contract with Villager Construction at 88% complete as of January 8<sup>th</sup>.

→ Trustee Hunsinger moved, Deputy Mayor Martin seconded, carried 4/0 to authorize Pay Estimate #4 for \$173,415.71.

5. Perry Street Sanitary Sewer Replacement – Superintendent Donahue reported that he attended

the recent Monroe County Community Development Block Grant (CDBG) information meeting and plans to apply for funding toward replacing 200 feet of sanitary sewer on Perry Street.

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6. Street Sweeping – Trustee Hunsinger asked Superintendent Donahue to explain for the public’s edification the purpose and schedule of street sweeping. Superintendent Donahue said street sweeping is not simply to keep roads clean and looking nice, but to prevent debris runoff from getting into the storm sewers and then the streams and lakes. This is one of the requirements of the Monroe County Stormwater Coalition. They have to keep records of street sweeping. He said the entire Village gets swept at least once per month. It takes days to get through the whole Village. They do the residential areas between 7am and 3:30pm. They do the downtown commercial district, municipal parking lots and streets near SUNY College at Brockport before 7am due to parking needs. Trustee Hunsinger thanked Superintendent Donahue for the information.

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

1. Citizen Participation – Chief Varrenti commented that it is a welcome site to see several new faces at a Village Board meeting. He said he hopes they find it informative. He praised those that take the time to care about what happens in local government and to get first hand information.
2. Review of 4<sup>th</sup> quarter report – Chief Varrenti referred to the 4<sup>th</sup> quarter report. Copies are available at the Village Clerk’s office and the Police Department.
3. Review of 2009 annual report – Chief Varrenti referred to the annual report. Copies are available at the Village Clerk’s office and the Police Department.

	<u>2008</u>	<u>2009</u>
Calls for service	15,318	15,490
Arsons	0	1
Assaults	33	32
Burglaries	46	47
Criminal Mischief	140	112
Domestic Disputes	125	102
Grand Larcenies	43	47
Murders	0	2
Attempted Murders	0	1
Petit Larceny	151	110
Rapes	2	4
Robberies	5	3
Sexual Abuse	0	4
Unauthorized Use of Motor Vehicle	8	8
Unlawful Imprisonment	1	5
Criminal Arrests	320	293
Vehicle and Traffic Arrests	1,967	1,661
Village Ordinance Arrests	254	244
DWI Arrests	75	50
Speeding Tickets	412	380
Distracted driver/cell phone	194	173
Passed Stop Sign	185	177
Passed Red Light	39	26
Parking Tickets Issued	1,724	1,610

4. Budget – Chief Varrenti commended Treasurer Tojek for creating a phenomenal spreadsheet / budget input sheet and instructions for the Department Heads with all lines and cost codes. It makes it easier for Department Heads to plug in their numbers and project out. These are due to the Treasurer February 1<sup>st</sup> and he completed his today and included a 2 page narrative overview of where they are as a Police Department – 2008-2009 statistics (listed above), 2009 achievements, 2010 goals and priorities.

**2009 Achievements**

- Achieved New York State Re-Accreditation
- Projected to come in or below budget
- Continue to work with Monroe County to implement a new and improved county wide Computer Aided Dispatching Project
- Increased police visibility in downtown area and began to update merchant contact information

**2010 Goals and Priorities**

- Ensure the Police Department at the end of the fiscal year is at or under budget
- Complete update of merchant contact information

- Achieve “Best Practices” accreditation through the New York State Association of Chiefs of Police for Sex Offender Management
- Reduce the dissemination of General Orders from a manual to “thumb drive”

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Chief Varrenti commented that in his budget work, the only number that is up is overtime. It was projected they'd be at 12 officers, but they are at 10 and 1 is on light (maternity) duty. Even with as prices on the rise again, he managed to go \$20,000 under budget in the contractual lines.

5. Department Heads Collaboration – Chief Varrenti shared that the Department Heads gathered yesterday for a lengthy meeting to begin to collaborate on being more a part of the solution to the Village’s challenges. He commended the willingness the paid Department Heads (he, Clerk Morelli, Treasurer Tojek, CEO Zarnstorff, DPW Superintendent Donahue) to work together, roll up their sleeves, lead by example and do what they can to drive down costs. They are committed to running into a situation instead of running from it, as the dissolution of the Village is not an option. We will find a way to succeed. The Village was here long before us, and will be here long after us. The Department Heads came up with one idea that they proposed to the Village Board in a memo yesterday. There will be more ideas and “out of the box” thinking to come, as they have scheduled monthly meetings for information sharing and brainstorming.

Trustee Blair said he wished to share the proposal that Chief Varrenti referred to. The paid Department Heads (Clerk Morelli, Treasurer Tojek, CEO Zarnstorff, DPW Superintendent Donahue, Police Chief Varrenti) will be taking a one week unpaid furlough between now and the end of the fiscal year. Each Department Head will decide how best to take their 5 unpaid days between now and May 31, 2010 (as a full week or a day at a time over several pay periods.)

Mayor Castañeda said both she and Trustee Blair responded with their thanks via e-mail yesterday. Deputy Mayor Martin said it is greatly appreciated.

Chief Varrenti commented thanked the Board for their feedback, but said it was not done for kudos, but to show some solidarity.

Clerk Morelli concurred that the meeting of the Department Heads was very productive and that she looks forward to them working together to discuss their departments challenges and taking a stronger role in working together to solve the problems – even if it takes some out of the box thinking. It’s important to create a work environment where people feel safe to brainstorm.

Treasurer Tojek shared that she has almost 30 years experience in local government and that she found the Department Heads meeting refreshing. It was interesting to hear some of the challenges that her colleagues face. Each has knowledge and experience in a specific area, but reaching out and collaborating can make a difference. She said she was certainly challenged and distressed by her first budget process with the Village of Brockport last year. She said she reviewed the minutes of last year’s meetings in which she came in January eager for budget workshops with the Board and Department Heads, as the budget is to be a collaborative effort. Unfortunately, that did not happen. She affirmed that we work best when we work together. The Department Heads have a responsibility and a desire to move forward and are ready to take on the challenges.

CEO Zarnstorff concurred that in just a few short hours, the level of knowledge at the table was apparent. The one week unpaid furlough came out of that meeting. It made sense and was something that could be done immediately and effectively. They are committed to finding other ways to meet the Village’s challenges and each department’s goals and responsibilities. He said sometimes a wakeup call is needed and people and organizations get stuck in a rut. The team is re-energized and committed to being part of the solution.

6. Stetson Club Negotiations – Chief Varrenti said he met with representatives of the Stetson Club recently in negotiations. Although he cannot share details at this point, he said he is very proud of their professionalism and willingness to roll up their sleeves and help.

Deputy Mayor Martin congratulated newly elected Stetson Club President – Officer S. Mesiti and Vice President – Officer B. Winant who are here this evening.

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

1. Review of 2009 annual report – S. Zarnstorff referred to the annual report. Copies are available at the Village Clerk’s office. His office is looking to achievements beyond levels of compliance / inspection such as new efficiencies, better programs, refining and fine tuning where possible.

2. 173 Main Street Fire – S. Zarnstorff said he is thankful for a great working relationship with all departments including the Fire Department as well as SUNY. The fire at 173 Main Street was only the second fire in student housing here in 10 years. That's good. He has established a good relationship with the owners of 173 Main Street who will have their challenges dealing with insurance companies and the like. The cause of the fire was determined as accidental - by a workman. With any incident or tragedy, you learn from it. He will be meeting with SUNY officials

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soon to build on some good dialogue.

Trustee Hunsinger said he appreciates the information S. Zarnstorff provides on a continual basis as well as the reports which give a good overview of what his office does. He commended S. Zarnstorff on a letter he wrote to SUNY with ideas and said as his liaison he would be happy to sit in on any meeting that is scheduled.

Trustee Blair commended S. Zarnstorff on the report and commented that the number of rental certificate of occupancies has doubled since the year before. S. Zarnstorff said this is in large part due to the time and effort that went into amending Chapter 36. The new tools allow Code Enforcement to do their jobs better as it relates to rental properties record keeping and inspections.

Mayor Castañeda shared that the Town/Gown Committee met today and they hope to help with the off campus housing packets information blitz next year, as they feel it is a beneficial program. S. Zarnstorff said he welcomes assistance and that he has a good relationship with SUNY officials.

**D. FIRE / AMBULANCE / DISPATCH - Chief Scott Smith**

1. Calls for Service – Chief Smith reported ~1,000 Fire calls and ~2,100 EMS calls in 2009 and 49 Fire calls year to date and 95 EMS calls year to date. It continues to be a busy department – mostly volunteer. He thanks the members for their dedication and for the families for their sacrifices.

Deputy Mayor Martin added then when compared to other departments in Monroe County, Brockport Fire Department runs full service calls, as opposed to simply assisting patients into an ambulance and being done. An EMS job can take several hours.

2. Membership Drops & Adds – Chief Smith asked the Board to consider approving the following drops: Alex Colburn, Eric Gekoski, Everett Kenyon, Ebon Smith; the following adds: Eddie Brown to active fire and ambulance mutual aid; the following exempt certificates: John Griffiths, Philip Johnson

→ Deputy Mayor Martin moved, Trustee Hunsinger seconded, carried 4/0 to approve the previously mentioned drops, adds and exempt certificates.

3. Bid results – sale of 1990 Pierce pumper (former 234) – Chief Smith & Deputy Chief Henry shared that they have tried to sell the 1990 Pierce pumper VIN # 4P1CT02D7LA000426 with 42,993 miles on it for almost a year. They had it on Auctions International where the bid got up to \$11,000, but they thought they could get more, so they tried it through a broker and had no interest. They put it back on Auctions International and received a single bid for \$10,200. They recommend accepting the \$10,200 bid.

→ Trustee Blair moved, Trustee Hunsinger seconded, carried 4/0 to accept the bid of \$10,200 from Wayne Township Fire in Cherry Fork, Ohio.

→ Deputy Mayor Martin moved, Trustee Blair seconded, carried 4/0 to amend the motion to specify that the proceeds go into the truck replacement reserve.

4. Sale of surplus light bar – Chief Smith & Deputy Chief Henry shared that they have a surplus light bar since the old duty officer's vehicle was taken out of service. Morton Fire Department has offered to purchase it for \$1,000.

→ Deputy Mayor Martin moved, Trustee Blair seconded, carried 4/0 to accept the offer of \$1,000 from Morton Fire Department for the surplus light bar with proceeds to go into the new equipment line.

5. EMS Training Authorization – Chief Smith asked for authorization for EMS Chief VanDervort to take a Paramedics class at a cost of \$1,028 (\$828 class + \$200 lab fee). He will purchase his own books. The \$1,028 would come out of Third Party Billing funds. The class begins January 30<sup>th</sup> and runs Saturdays through April.

→ Trustee Hunsinger moved, Deputy Mayor Martin seconded, carried 4/0 to authorize said training at a cost of \$1,028 from Third Party Billing funds.

6. 173 Main Street Fire – Chief Smith thanked the Police Department, Department of Public Works, and Code Enforcement Office for their assistance as well as the volunteer firefighters and fire police. He also thanked Public Information Officer Martin for his efforts with the media.

Trustee Hunsinger said he was there for almost 2 hours in the cold and was very impressed by everyone's efforts and by all of the mutual aid. He said he has the highest regard for all who

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responded. Mayor Castañeda concurred that everyone did a phenomenal job.

7. Incident on Fourth Section Road – Chief Smith reported that he responded with ambulance crews and assisted Monroe County Sheriff's Department with setting up a command post. There were 6 ambulances, 4 ALS units, 2 BLS units, and a mobile communications truck. EMS was handled through Brockport's dispatch office which was a huge help in keeping radio traffic on our own channels.

#### **E. TREASURER – Gina M. Tojek**

1. Accept \$2,200 award & authorize Mayor to sign NYS Community Projects Appropriations

Contract – Treasurer Tojek recommended the Board accept the \$2,200 award and authorize the Mayor to sign the member item grant for an AED (automatic defibrillator) unit at the Department of Public Works. This is 100% funding – no matching required.

→ Trustee Blair moved, Deputy Mayor Martin seconded, carried 4/0 to accept the \$2,200 award and authorize the Mayor to sign the contract.

2. Review proposed budget calendar – Treasurer Tojek referred to the proposed budget calendar. It shows the statutory dates and suggested dates.

Trustee Hunsinger suggested adding one meeting date in February and one meeting date in March for special meetings (budget work sessions). He asked if Department Heads would be willing to attend those meetings. Department Heads concurred they welcome the opportunity for questions and answers – to collaborate. Simply keep them in the loop as the meeting schedule is firmed up.

Deputy Mayor Martin questioned the date the Treasurer presents the tentative budget to the Mayor and Board. Treasurer Tojek commented that last year the Village Board gave to input before it went to the Mayor. She said she appreciates this Board's willingness to provide input, as they should get it almost to where they want it to be before it is presented.

3. Work load – Treasurer Tojek said she has a pretty overwhelming work load and among many tasks is working on revising the cash flow analysis which will reflect the role of Third Party Billing funds. There is no question that cash flow is critical.

Treasurer Tojek said she felt compelled, as Village Treasurer, to comment on some information that is out there as to an 18% tax increase each of the next 5 years. She said the information that was provided by the municipal financial consultants January 6<sup>th</sup> was but 1 scenario/option and is by no means cast in stone. That would be the result if many factors were in place. It's not the reality. She said she does not foresee such an increase. There are fiscal challenges, and they will take a lot of work to overcome, but it is not insurmountable. She said not one person has thrown their hands up to surrender. She asked the residents to have faith and trust that the Village Board will do everything it can to minimize the tax increase and put the fund balance where it needs to be over a 5 year period. She said she has been doing this type of work for a long time and she does not get involved in the political part or listen to rumors. She has a job to do and is dedicated to it. She is concerned that she is seeing a trend toward the public having inaccurate or incomplete information. She said she is confident in saying that since she's been here the Village has been on a very deliberate path toward financial recovery and is making sweeping changes so there is a synergy to everything they do. It is important to not look at things in isolation. The objective is to put as much on our plate as we can so the Board has options. Everything is being evaluated including benefits and debt service. A lot of work has been done and continues to be done. The Board and officials should be given credit for having taken a lot of actions, have identified areas of concern and brought in municipal financial experts. The sign of an intelligent person is one who takes advantages of resources. Many other communities in New York State have or are going through this. The problems are not insurmountable. We can do this. Treasurer Tojek said although she is extremely busy, she welcomes questions, and in fact is meeting with residents Jim and Joan Hamlin later this week.

- F. CLERK - Leslie A. Morelli
  1. Employee Health Benefits – Clerk Morelli referred to a memo and supporting documentation she provided the Board earlier today. One of the recommendations was that the Mayor and Board take advantage of the Broker’s offer to meet with them and/or the Union representatives as part of collective bargaining negotiations.
- G. VILLAGE MANAGER – (vacant)
- H. ECONOMIC DEVELOPMENT COORDINATOR – (vacant)
- I. VILLAGE ATTORNEY – Michael Leone, Esq. of Harris, Chesworth, O’Brien, Leone, et al.

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8:15pm – Trustee Legg arrived

**VILLAGE BOARD REPORTS:**

- A. Mayor M. Connie Castañeda
  1. Consideration of letter of home rule – pursuit of Library district – Mayor Castañeda reminded the Board of the Library Board’s proposal to pursue a Library district and request for a letter of home rule from each of the municipalities (Brockport, Sweden, Clarkson) by the end of January. Mayor Castañeda said while she is not in favor of forming a district as it creates another layer of government, she is not opposed in bringing it to a referendum and letting the voters decide.

→ Deputy Mayor Martin moved, Trustee Blair seconded, carried 5/0 to adopt the following resolution:

**RESOLVED:**

WHEREAS, the Seymour Library is beginning the process of creating a Special Legislative District Public Library, and

WHEREAS, passage of a Bill in the New York State legislature is required to authorize a local referendum to create the library district.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Brockport requests New York State Senator George D. Maziarz to sponsor, and New York State Assemblyman William D. Reilich to co-sponsor, legislation authorizing a local vote to create a Public Library Special Legislative District, and

BE IT FURTHER RESOLVED that the proposed service area will cover the Village of Brockport, Town of Sweden and Town of Clarkson.

2. Third Party Funds to General Fund – Mayor Castañeda reminded the Board that at their January 6<sup>th</sup> meeting they directed and authorized the Treasurer to transfer funds in the amount of \$400,000 from Third Party Billing (Money Market Consolidated Account) to General Fund Savings as a temporary loan between General Fund cash assets. The amount needed turned out to be \$464,000

→ Trustee Legg moved, Deputy Mayor Martin seconded, carried 5/0 to ratify the amount of \$464,000 transferred from Third Party Billing (Money Market Consolidated Account) to General Fund Savings as a temporary loan between General Fund cash assets.

3. Capen Hose Company – Mayor Castañeda shared that on January 18<sup>th</sup> she and Trustee Hunsinger met with Norm Knapp and Deb Hoy of the Capen Hose Company to work towards a 2010 agreement. Trustee Hunsinger will report further.
4. World Canals Conference – Mayor Castañeda shared that on January 18<sup>th</sup> she and Spencerport Mayor Joyce Lobene met to begin planning the showcase opportunity of Brockport and Spencerport as part of the World Canals Conference being held in Rochester this September. It is anticipated that there will be 4 groups of 50 visitors each boated or bused to Spencerport and Brockport for tours. She will reach out to Brockport Merchants Association, Greater Brockport Chamber of Commerce, Village Historian, and Welcome Center Coordinator to form a planning committee.
5. Census – Mayor Castañeda shared that on January 19<sup>th</sup> she conversed with a representative of the Census Bureau about partnering to be sure everyone is accounted for. She will invite him to be a guest at a future Board meeting.
6. Town/Gown – Mayor Castañeda shared late this afternoon the Town/Gown Committee met and

covered several topics including but not limited to the moving in of off-campus students, community service, party patrol, academic calendar, and the Special Events Recreation Center (SERC) to open in 2012. Dates of interest include April 7<sup>th</sup> – Scholar’s Day and May 7<sup>th</sup> – last day of classes.

Chief Varrenti asked if SUNY BSG had plans for Brock the Port on the last day of classes. Mayor Castañeda said yes and that the SUNY VP for Student Affairs encouraged coordinating with law enforcement agencies.

7. Retirement Reporting – Mayor Castañeda referred to a new reporting regulation for elected and appointed officials that requires keeping and submitting a record of work activities for 3 consecutive months.

Treasurer Tojek said that she, Clerk Morelli and Deputy Clerk-Treasurer Olson will be coming up with a log of sorts as soon as they have a chance to review all of the requirements.

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B. Deputy Mayor Christopher R. Martin

1. Pool Car – Deputy Mayor Martin shared that it has been determined that the recent decision to reassign the vehicle known as the “pool car” for use only by the Assistant Code Enforcement Office will not serve as a cost savings measure. Further, it will save on keeping logs and submitting mileage reimbursements to those fire and ambulance members having to use their own vehicle to get to trainings and such. He recommended that the vehicle be reassigned back to the Fire Department.

Chief Smith clarified that the pool car is not available only to fire and ambulance members, but to any Village staff member for official Village business. There is a reservation and sign out sheet at the dispatch office.

→ Deputy Mayor Martin moved, Mayor Castañeda seconded, carried 5/0 to reassign the Village vehicle known as the “pool car” back for Village related travel.

2. NYSDOT Main Street Reconstruction – Deputy Mayor Martin shared that he and Mayor Castañeda met on January 14<sup>th</sup> with NYSDOT representatives regarding the upcoming Main Street reconstruction project. Topics discussed included work hours inside versus outside the Central Business District (CBD), and temporary shut downs when they work on the culverts at Coleman Creek and Liberty Street. It is anticipated to be an extensive 2 year project and is somewhat dependent on the reopening of the Smith Street Bridge which should be completed by September or October of this year. Crosswalks will be white ladder style for safe passage of pedestrian traffic. There will be a roundabout at East/West Avenues – the community just needs to embrace the concept. NYSDOT will hold a public meeting at the Middle School Auditorium at a later date.

3. Brockport Arts Festival – Deputy Mayor Martin shared that the Arts Festival will possibly move to the SUNY campus. Clerk Morelli asked if anyone knew if the Arts Festival was definitely on this year and if so, the dates, location and contact information, as Village Hall is beginning to receive inquiries.

Kelly Smith said it is definitely on. BISCO is not using the Springut Group, but organizing it themselves. It will be July 31<sup>st</sup> & August 1<sup>st</sup> in the SUNY parking lots on Holley Street. The following website will have information after February 1<sup>st</sup>: [brockportartsfestival.com](http://brockportartsfestival.com). The Rotary will be hosting a music festival and the Fire Department will be hosting a Car Show in conjunction.

C. Trustee Kent R. Blair

1. NYCOM Special Forum on Consolidation/Dissolution – Trustee Blair shared that he plans to attend the forum on January 21<sup>st</sup>. Mayor Castañeda said she, Deputy Mayor Martin, Clerk Morelli and Treasurer Tojek have also signed up to attend. Trustee Blair commented that the prospect of dissolution is taking a toll on residents and employees. He wants everyone to know that the Village’s officials, Department Heads, employees and volunteers truly care about the Village and that the Village would likely fall apart without them. It is a team effort. He care. He commended the Department Heads for setting the stage in showing just how much they care. He commended the Fire Department volunteers for serving the community for free.

D. Trustee Scott W. Hunsinger

1. Smith Street Bridge – Trustee Hunsinger shared that he spoke to Chris Ramsey of Ramsey Constructors, the contractor NYSDOT has in place to rehabilitate the Smith Street Bridge. They confirmed the plan to get it done and discussed the need for landscaping as part of their plan as Trustee Legg and the Tree Board had previously pointed out. He will follow up regularly.

2. Municipal Court – Trustee Hunsinger reported that he and Chief Varrenti have continued to research the possibility of establishing a Village Court. He has had some interesting conversations including with the Village of Pembroke which is in the Town of Pembroke. He hopes to have a report for the Board by one of their March meetings.
3. Capen Hose Company – Trustee Hunsinger shared that and Mayor Castañeda met with Capen Hose Company representatives on January 18<sup>th</sup>. They reviewed utilities and discrepancies and the importance of the right information being given to the right people. They plan to meet again in two weeks. Capen Hose Company is looking for 2 computers to be donated for the purpose of cataloging the Fire Museum's contents.
4. Grant Writing/Administering – Trustee Hunsinger expressed concern that the Village is missing out on grant funding opportunities and suggested the Board give consideration to budgeting for grant writing/administering in the upcoming budget. It would be worth a few thousand dollars to get many thousand dollars.

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an Clerk Morelli concurred, but recommended that it be set up as a vendor/contractor rather than an employee, as no such title exists through Civil Service for the Village of Brockport.

Treasurer Tojek concurred and commented that there are many firms and experts out there. She suggested the Board make it an action item.

Chief Varrenti asked if this would be Village wide – not just for one department. Trustee Hunsinger said yes. Chief Varrenti commended Kelly Smith for her past grant writing work for the Police Department and that she brought in many times her salary in grants.

Chief Varrenti said grants are multifaceted as it involves identify the grant, obtaining the data, writing the grant, and then managing the grant. Treasurer Tojek concurred that it is not only a matter of writing the grant applications, but administering them once they get approved. All concurred that many grants are quite complicated.

Mayor Castañeda said the Town/Gown meeting touched on the topic of grants as well and agreed grant funding is a benefit to the greater community.

Deputy Mayor Martin said he feels the Board needs to revisit the local dispatch operation before it gets closed. He believes the decision to eliminate dispatch may have been a knee-jerk reaction and that all impacts were not considered. These include impacts to DPW, Code Enforcement and the Towns of Sweden and Clarkson who share in the cost of the operation through their fire service contracts.

Chief Smith said there is a relation to grant funding, as having someone at the fire hall 24/7 puts the Fire Department on a higher level with FEMA for example. Kelly Smith said the FEMA grant guidance document shows that they would receive higher priority. Trustee Blair asked K. Smith if she could forward that document to him.

5. Accurate Information – Trustee Hunsinger commented that there has been a lot of quality information shared this evening. He urged colleagues and taxpayers to ask questions of the right people and get the right information. He suggested citizens not rely on handouts or websites or word on the street for accurate information. Use your resources and get complete and accurate information.

E. Trustee Hal S. Legg

1. Statement – Trustee Legg read the following prepared statement into the record:

“In the wake of our recently enacted spending freeze, I have spoken to each department head if only to check in. These are tough times for the village, for sure, but I expect the village board – with help from department heads – to continue making progress. At this point it might be helpful to remind villagers where Brockport's road to financial recovery started – just seven months ago.

In mid June the village board voted unanimously to authorize an independent audit of its books. By mid August village board had in hand the most detailed snapshot of Brockport's finances in recent memory. It certainly could've been a prettier picture. Since then, a significant amount of our work has been aimed at taking corrective action given what we gleaned from that audit.

For example, at the end of the last fiscal year, there were 6 capital reserve funds – for things like clock restoration and landfill improvement – that had deficit balances totaling more than \$250,000. And 5

capital reserve funds evidently had not been properly authorized by previous village boards. This village board did the only thing it could: we voted unanimously to close those deficits to the general fund, and we voted unanimously to properly authorize those reserves that had not come into existence legitimately.

The auditors also highlighted the water fund, which lost money during the last fiscal year. Let me state the obvious: the village can't provide a service without covering its costs. We don't expect to get rich selling water, but we can't sell it at a loss, either. Now the cost components of water sales are pretty simple: labor, equipment, and materials to support a distribution infrastructure, which in Brockport's case is mostly several miles of old pipes and a bunch of meters.

What happened over the last several years was that the costs of labor, equipment, and materials rose, which is hardly shocking. Last year, when the demand for village water decreased, the cost of selling water overtook the revenue generated by selling water.

That's the only reason why the village board voted last year to raise water rates. And we had to raise the rates so steeply because they hadn't been adjusted in five years, despite predictably rising costs. I think it's reasonable to expect that consumers will pay more for commodities now than they did five years ago. However, I also recognize it would have been more palatable to our customers if the water

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rates had risen incrementally over time, say by 5% each of the past five years – which would've brought us up to the current rate – but that's not what happened. So this village board simply responded to the operational deficit in the water fund by doing the only thing it could: we raised the water rates for the first time since 2004.

What I'm trying to get across is the idea that the five of us likely are more completely informed about Brockport's financial situation than our predecessors were, and that we continue to be compelled to act based on what we know. We've also cut costs more aggressively than any board in recent memory – changing everything from how the code enforcement officer's car is procured, to cutting the police budget, to freezing spending – all to get village government back on track. I think what we've accomplished in just a few months is respectable if not remarkable.

It's not the case that suddenly, at some vague, undefined point within the last few months, the village fell into a million dollar hole. In fact, if that's what had happened and there were just one sour note, one sore thumb sticking out there, I think all of this would be a lot easier. But that's not what happened. We haven't been so lucky.

Instead, I think the village got into this position one bad decision at a time over a long period. We're going to get out of it one good decision at a time. And that's going to take a while. Fortunately, I serve alongside some exceptional people. For instance...

- Fire Chief Smith with 26 years in the Brockport Fire Department – in his second year as Chief
- DPW Superintendent Donahue with 27 years in Public Works
- Police Chief Varrenti with almost 30 years in law enforcement – 8 years here
- Code Enforcement Officer Zarnstorff with 22 years in building/codes – 8 years here
- Treasurer Tojek with almost 30 years in local government administration – 1 year here
- Clerk Morelli with 16 years in local government administration – over 10 years here

On a day to day basis, these are the people that make Brockport run. There's not much they wouldn't do for this community. When I found that the department heads each agreed to take a weeklong unpaid furlough to show their support of Brockport, I wasn't surprised. And I believe firmly that their over 100 years of experience, dedication and leadership will be tremendous assets as we work together to define the path forward for our village.

While none of us could ever resolve the village's issues, many of which are longstanding, alone, if we each do our part and contribute what we can, then I think the rest will take care of itself. The adversity of the last couple weeks has reminded me how proud I am to be a part of this organization.

While our challenges are considerable, so is the effort that municipal officials continue to put forth to meet them. And when all is said and done I think that this chapter of our village's history will be about a community coming together."

#### Declination of Salary -

Trustee Legg said he would like to decline his salary for the rest of his term.

Trustee Hunsinger said he would like to decline his salary for the rest of his term.

Trustee Blair said he would like to decline his salary for the rest of his term.

#### **Executive Session:**

⇒ At 9:00pm, Trustee Hunsinger moved, Trustee Blair seconded, unanimously carried 5/0 that the Board of Trustees of the Village of Brockport enter into an executive session to discuss ( ) pending litigation – the Webster case. The Village Attorney was asked to join in executive session.

⇒ At 9:22pm, Deputy Mayor Martin moved, Trustee Legg seconded, unanimously carried 5/0 that the Board of Trustees re-enter the regular meeting.

**ADJOURNMENT:**

→ Trustee Legg moved, Deputy Mayor Martin seconded, unanimously carried 5/0 that the meeting be adjourned at 9:22pm.

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Leslie Ann Morelli, Village Clerk