

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, September 27, 2011 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee Carol L. Hannan, Trustee Scott W. Hunsinger, Clerk Leslie A. Morelli, Superintendent Harry G. Donahue, Police Chief Daniel P. Varrenti, Building/Zoning Officer Scott C. Zarnstorff, Fire Chief Michael J. Henry, Attorney Robert S. Leni, Esq.

EXCUSED: Trustee Margaret B. Blackman, Trustee Kent R. Blair

ALSO PRESENT: Michael A. Giardino, Irene Manitsas, Joan Hamlin, Val Ciciotti, SriRam Bakshi, Pam Ketchum, Matt Hadfield, Fred Webster, Norm Giancursio

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

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

CERTIFICATES & PROCLAMATIONS:

○ Irene Manitsas – 28 years service on the ZBA – Mayor Castañeda presented I. Manitsas with a certificate signed by the Board thanking her for her many years of service on the ZBA.

Certificate of Appreciation
presented to
Irene Manitsas
in recognition of 28 years of
dedicated service to the
Village of Brockport
as a member of the
Zoning Board of Appeals
from April 4, 1983 to June 30, 2011.
With gratitude from your community.

Irene Manitsas thanked the Board and said she hopes she was of service. Trustee Hunsinger said she made a difference and her service has not gone unnoticed. He said in talking with her recently he learned that she replaced her husband on the ZBA when he passed away.

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

PUBLIC COMMENT:

○ Val Ciciotti of East Avenue read the following prepared statement into the record:

I’ve had some questions concerning the proposal of the village giving away millions in assets in the event that a fire district is formed. I posed the following questions to individuals experienced in Municipal Law, Municipal Governance, a CPA, and a Fortune 500 Company Executive.

1. If the village gives away several million dollars in assets will it affect its credit rating?
2. Will giving away millions of dollars in assets have a negative effect on future borrowing interest rates?
3. Could giving away millions of dollars in assets have a negative effect on current municipal bonds, like the Main Street upgrade of ~3 million?

The general opinion concerning what affect giving away millions in assets will have on the village’s financial integrity is; it will have a negative effect on the village’s balance sheet, it could have a negative effect on borrowing and bond ratings, present and future.

There has been much information provided concerning the formation of a fire district. The questions I pose are specific to the village. I would not expect the towns to be concerned with the financial affects this decision will have on the village. But, I would expect with all the attention that is constantly being given to the village finances that our board members would have asked these questions and would be able to provide village residents with the answers. I would even go further and ask that the village board members provide the answers to these questions so that residents would be better informed when the time comes to vote on the fire district proposition.

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Hannan moved, Trustee Hunsinger seconded, carried 3/0 that the minutes of the 9/13 meeting be approved as written.

→ Trustee Hannan moved, Trustee Hunsinger seconded, carried 3/0 that the minutes of the 9/20 special meeting with the Library Board and Sweden Town Board be approved as written.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 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>	9/27/11	\$1,234.18
FUND (F): <u>Water</u>	9/27/11	\$806.99
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>(Trust & Agency)</u>	-	-
		\$62,041.17 grand total

CLERK & TREASURER REPORTS:

- Clerk
 - Annual procession application – SUNY Student Social Work Organization – 10/27

7:45pm –

→ Mayor Castañeda moved, Trustee Hunsinger seconded to grant the procession permit.

Discussion:

Chief Varrenti respectfully respected that the Board table decision. First as to whether a permit is really needed for a procession that takes place on sidewalks and second that the Take Back the Night March last year had approximately 200 people that did not follow the approved route and chanted obscenities. He contacted SUNY University Police Chief Kehoe who indicated that they had not been apprised of this year’s march. He promised to get back to the Board with a recommendation in a timely fashion.

→ Trustee Hannan moved, Trustee Hunsinger seconded, carried 3/0 to table.

- UNYMWCP – report re 9/14 meeting – Clerk Morelli referred to having attended the quarterly meeting of the Workers Comp group. She shared a draft of their meeting minutes. A couple of items of interest included hearing conservation and the need for municipalities to provide audiometric tests of their employees that work with heavy decibel equipment (i.e. DPW employees) and the introduction of a Private Investigation firm to the TPA the group uses to identify potential insurance fraud.

- Treasurer
 - Budget Transfer Amendments –

→ Trustee Hannan moved, Trustee Hunsinger seconded, carried 3/0 to approve the following budget transfer amendment.

Account Number	From: Description	Account Number	To: Description	Amount:
		A2770.0000	Misc. Rev.	\$500.00
		A8560.4020	Purchase of trees	\$500.00

Purpose: to amend budget (both revenue and expenditure) for the receipt of National Grid money to be used for the purchase of trees

- Purchase Order Request for Water Meters – authorize use of reserve funds -

Mayor Castañeda read the following memo from Treasurer Lovejoy into the record:

TO: Connie Castaneda, Mayor
 FROM: Mary Beth Lovejoy, Treasurer

DATE: August 31, 2011
RE: Purchase Order Request for Water Meters

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The purchase order request for the water meters in the amount of \$290,155 has been presented for processing. I was also provided with a copy of the letter to Blair Supply Corp informing them of the board approval of the bid.

In looking at the budget for the water fund, I am not sure where the funding is suppose to come from...

There are funds in the Special Reserve 35(F0889.3500) in the amount of \$	30,000.00
There are funds in the Special Reserve (F0889.000) in the amount of	\$168,584.88
There are funds in the Equipment Line (F8340.2) in the amount of	\$ 55,000.00
Total	\$253,584.88

Where does the additional \$36,570.12 come from?

Also, **if the board wishes to use the reserve funds for the purchase of this equipment then there needs to be a board resolution authorizing the use of the funds for the specific purchase of this equipment.** Then a budget amendment needs to be done to authorize increasing the budget. I have included a budget amendment for approval at the next board meeting should this be the case.

As for the additional \$36,570.12 that is needed, there is sufficient unappropriated fund balance to use, again, a budget amendment is necessary to increase the budget for that amount. I have included a budget amendment for approval at the next board meeting should this be the case.

Mayor Castañeda said she spoke with Superintendent Donahue about this yesterday. DPW Superintendent said several years ago under Manager Coyle, the plan was to budget money for 4 years to save up for new water meters. This was not done. Then when the ad-hoc committee to study water was formed last year it was reaffirmed that if the Village were to continue in the water business, new water meters are a necessity. Funding options were discussed. From the information provided by the Treasurer at that time, it was doable over a two-year period. The accepted bid is good for 2 years.

Mayor Castañeda said the purchase order request submitted by Superintendent Donahue was for the entire amount. She said she has asked Superintendent Donahue to meet with Treasurer Lovejoy this Thursday and submit a revised purchase order request. Trustee Hunsinger offered to meet with Superintendent Donahue and Treasurer Lovejoy as liaison to DPW.

Trustee Hunsinger questioned why the Board did not see this memo dated August 31st earlier. Mayor Castañeda said she wanted the opportunity to meet with Superintendent Donahue first, and hadn't had the chance until this week. Also, Treasurer Lovejoy has remained a hold over in office, but only one day per week.

→ Trustee Hannan moved, Trustee Hunsinger seconded, carried 3/0 to table the proposed budget transfer amendment.

Village Attorney Leni said he prepared a proposed resolution based on the Treasurer's memo. It can be modified if needed depending on the outcome of Superintendent Donahue's meeting with Treasurer Lovejoy. Mayor Castañeda asked Clerk Morelli to place this item on the October 11th agenda.

- CDBG – College Street water main replacement project -

Mayor Castañeda read the following memo from Treasurer Lovejoy into the record:

To: Connie
FROM: Mary Beth Lovejoy, Treasurer
DATE: September 22, 2011
RE: Community Dev Block Grant for College Street Water Main Replacement Project
I have reviewed the documentation for the grant. It is clear that the proposed budget for the project far exceeds the funding received. (Proposed budget \$119,668.81; Approved funding \$41,750)

I would like to raise the following concerns:

1. This budget proposal was submitted without any input from the financial officer of the Village. In the future, I suggest that all grant proposals be presented for review to the Village's financial officer.
2. If the project truly costs \$119,668.81, where are the additional funds coming from?
3. If the project is going to be cut back, the budget needs to be reduced to reflect the approved funding. This needs to be done in conjunction with the financial officer and the department head.
4. The revised budget needs to be added to the accounting system using accounts specific to this project so that the funds can be properly tracked.

5. Please note, the Village is responsible for spending these funds and submitting for reimbursement. Proper accounting of expenditures and revenues is essential to receiving the funds as it is more than likely to cross fiscal years.

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Mayor Castañeda said she spoke with Superintendent Donahue about this yesterday. She said she has asked Superintendent Donahue to meet with Treasurer Lovejoy this Thursday.

Superintendent Donahue clarified that the CDBG application submitted in February included every aspect of the project including labor. This was suggested by the County representative just in case they did not receive a lot of applications from municipalities, there may have been a chance for funding to include labor. However, they did receive numerous applications and only the materials ~\$41,000 will be covered. He said the Village would be paying labor anyway whether the employees are working on this project or something else. It is not an additional cost. He said they would still like to move ahead. He will clarify this with Treasurer Lovejoy.

Proposed Fire District –

7:20pm – Attorney Ray DiRaddo arrived and delivered direct from the Town of Clarkson Town Board meeting, the adopted SEQR resolution and notice of determination of negative declaration regarding the proposed Fire District. He will be delivering same to the Town of Sweden.

DEPARTMENT REPORTS:

- o Building / Zoning / Code Enforcement
 - East Avenue Animal Hospital – CEO Zarnstorff reported that the construction of the new building on East Avenue is wrapping up and should be completed in a couple of weeks. It is a nice addition to the community.
 - Request for Executive Session – CEO Zarnstorff requested the Board enter into Executive Session and include he, Police Chief and Fire Chief regarding a potential litigation matter.
 - Code Review Committee – Mayor Castañeda referred to correspondence from Code Review Committee Chair Art Appleby on awaiting Village Attorney review and feedback on the several chapters referred to him months ago. Mayor Castañeda said in July the Board authorized Attorney Leni to do so as out of cap services. However, he has been rightly so, more occupied with pressing Village matters and has promised to get to the CRC work as soon as he is able. Just like all departments, he, too, is constantly having to reprioritize work due to limited resources.
 - 200 State Street lawn mowing – Mayor Castañeda referred to correspondence from Hanny Heyen expressing concern of the long grass and weeds at 200 State Street. Mayor Castañeda said the property is still owned by JMT Properties, not by Monroe County. She requested and received an estimate from DPW Superintendent Donahue as to the cost of mowing this property. The cost is more than \$600. The property owner can be billed for such and when they don't pay, it can be placed on their Village tax bill. Then when the taxes go delinquent, they would be relieved to the Town/County tax bill. She asked Clerk Morelli to place this item on the October 4th work session agenda.
- o Police
 - Tardy – Chief Varrenti apologized for being a little late to the meeting. He was involved in an investigation of an incident that required his attention.
 - Village Parking Tickets – Chief Varrenti referred to Mayor Castañeda having mentioned at the last meeting having met with he, Village Attorney Leni, and Town of Sweden Court representatives. He questioned no longer using a collection agency to pursue payment of Village parking tickets.

Mayor Castañeda reminded him that the Village learned it has no jurisdiction to employ a collection agency since it does not have a Village Court. Sweden Court has no obligation to. Chief Varrenti said he has heard of this box of unpaid parking tickets for several years. He said he asked his colleagues in law enforcement and said that all others use a collection agency, so why not Sweden Court.

Village Attorney Leni said he is attorney for East Rochester and they do not use a collection agency. Chief Varrenti said he stands corrected. He said there are instances where the former collection agency, no longer in business, placed unpaid parking tickets on credit reports. There are issues with tracking tickets, determining whether paid or unpaid, and lack of adequate identifying information on the tickets. The Court wants the name of the owner of the vehicle added to the tickets. Until the Village modifies the ticket it uses, the Court is not in a position to pursue collection.

Mayor Castañeda reminded Chief Varrenti that this discussion was had in 2006. Chief Varrenti said he is not necessary opposed to the concept, but noted that no other law enforcement agency puts the vehicle registrant's name on parking tickets. Other Courts are able to successfully identify parking tickets and collect the fines, why not Sweden? Chief Varrenti said money aside, pursuing collection of
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parking tickets is the right thing to do. Violators should not get away with the violation.

▪ Opinion/Comments in recent Suburban News – Chief Varrenti said he believes in voluntary compliance and that he sent to the Village Board the letter he submitted to the local paper, Suburban News. He read the following into the record:

In an effort to consolidate service, save money, increase communication and code enforcement, and make Brockport a more attractive municipality in which to live and visit, the Village of Brockport Code Enforcement Officer/ Building Inspector / Fire Marshall, Scott Zarnstorff, was relocated to the police department this past spring. In keeping with consolidation and improving service it was also decided that the police department would assume responsibility for the day-to-day quality of life code enforcement issues allowing Mr. Zarnstorff the time to concentrate on the more major issues that face the village.

As of August 1, 2011, members of the police department were assigned “quadrants” in the village. Each officer is responsible for ensuring that their quadrant is in compliance with various code enforcement standards. In an attempt to minimize enforcement and increase voluntary compliance I'd like to remind those that rent and own homes in Brockport of some of the more prevalent quality of life code enforcement issues:

- Lawns/weeds can't exceed 10" in height
- Vehicles may only be parked on areas that have been paved or otherwise surfaced with an all weather dustproof material
- Parking on or across any part of a public sidewalk is not permitted
- House numbers must be at least 5" high; visible from the street; and not scripted
- No furniture designed for indoor use is permitted for outdoor use including being located on porches or decks
- Only one unregistered vehicle can be parked on a parcel of land and that vehicle must display a valid current inspection sticker

An entire list of codes and/or violations can be viewed via the internet at <http://www.brockportny.org/pdf/building/Keeping-You-Informed.pdf>.

I ask everyone to review and abide by the codes of the Village of Brockport and help us make Brockport a beautiful and safe community to live and visit.

Daniel P. Varrenti
Chief of Police
Village of Brockport

Mayor Castañeda said she wished to clarify that while the relocation of the Code Enforcement Office from Village Hall to the Police Department has improved collaboration of the departments, the CEO remains under the supervision and direction of the Mayor and Village Manager until such time as a referendum to the contrary is passed. Further, the Police Department has always had the authority to enforce the Village codes. The relocation of CEO Zarnstorff and Chief Varrenti's ne quadrant policing does seem to be a step in enhancing enforcement of Village codes.

- o Public Works
 - Authorization to advertise for hydrant flushing – week of 10/17 –

→ Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 to authorize the following notice:

NOTICE TO BROCKPORT RESIDENTS

PLEASE TAKE NOTICE that WATER MAIN FLUSHING in the Village of Brockport will take place 18–20 April 2011.

As part of our routine maintenance of the water distribution system in the Village, Department of Public Works crews will be flushing water mains on **April 18 thru 20 2011**. We do this periodically to clean the mains and flush out sediment accumulations that may settle out in the mains. The flushing will ensure that you have a safe and healthy supply of drinking water.

Flushing operations will be conducted between 9:00 A.M. and 1:00 P.M. in the following locations on the date indicated:

Monday, April 18, 2011:

North of the canal.

All hydrants, EAST and WEST

of North Main Street (NYS Route 19)

Tuesday, April 19, 2011:

SOUTH of the canal.

All hydrants EAST of Main Street.

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Wednesday, April 20, 2011:

SOUTH of the canal

All hydrants WEST of Main Street

During flushing you may see some cloudiness or color in the water. Please do not use any unnecessary water during this period. The flushing may cause the water to become “cloudy” or “discolored”. While the water will be safe to drink, we suggest that you do not wash clothes if you notice the water is discolored. **ANYONE ON A KIDNEY DIALYSIS MACHINE, PLEASE CALL THE SUPERINTENDENTS OFFICE AT THE NUMBER BELOW!**

If you have any questions, please call the Department of Public Works at (585) 637-1060 between 7:00 AM and 3:30 PM.

- Authorization to advertise for brush pick up – week of 10/24 –

→ Mayor Castañeda moved, Trustee Hannan seconded, carried 3/0 to authorize the following notice:

VILLAGE OF BROCKPORT RESIDENTS

PLEASE TAKE NOTICE

FINAL BRUSH PICKUP for the 2011 season is Monday October 24, 2011.

Your Department of Public Works crew will be around to make the **FINAL** routine pickup of brush on Monday October 24, 2011. This service ends for the season due to leaf pickups and preparation for winter operations.

After this date, you must make your own arrangements to dispose of any brush from your property. As long as workload permits and equipment is available, we will continue our policy of leaving a 1-ton truck overnight for those who wish to load their own. You must call the DPW and make special arrangements for this service.

Only BRUSH will be picked up at this time. No other materials will be collected. **Must have any brush that you want picked up placed at the curb on Saturday or Sunday only.**

Do not wait until you see us in the area before placing the material at the curb. We will only be making one pass around the Village.

If you have any questions, please call the Department of Public Works at (585) 637-1060 Monday – Friday between 7:00 A.M. and 3:30 P.M.

Harry Donahue
Superintendent of Public Works

- Lime Energy – DPW Superintendent Donahue reported that Lime Energy completed their lighting energy efficiency work at Village Hall, DPW, Police Department. Some offices have noticed significant lighting improvement.
- Paving – DPW Superintendent Donahue shared that the streets milled a month ago would soon be paved. These include Willowbrooke Drive, Evergreen Road, Clinton Street, Perry Street, Allen Street, Frazier Street.
- Village Hall Backup Generator – Mayor Castañeda asked the status of the backup generator for Village Hall that has long been in the works. DPW Superintendent Donahue said the quote he received was significantly higher than he anticipated. He is reaching out to another vendor for a quote. He is also awaiting a quote from the electrician. He will follow up on this. Mayor Castañeda said this project eagerly awaits completion and will assist with occasional I.T. problems Village Hall experiences.

▪ Brook Terrace Curbs – Mayor Castañeda shared that Trustee Blair received a follow up e-mail from the Duncan’s representing the Brook Terrace property owners regarding the need for curb repairs/replacement. They had corresponded with the Village and DPW Superintendent some time ago. She asked that DPW Superintendent Donahue review the request, look at the budget and see if and when the project can be completed. She asked that he provided a written response to the Brook Terrace property owners and copy the Board.

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- Fire / Ambulance
 - Chief Henry provided the following report:

Approximate Calls to Date: Fire: 1019 EMS: 610 Total: 1629+

Calls of significance since the last Meeting:

1. Saturday August 27, 2011 – dispatched Mutual Aid to the Bergen Fire District to 7665 Swamp Road for a reported house fire. 2C-33 and R-238 went to the scene.
2. Thursday September 8 2011, Brockport participated with a SEFU Deployment with Monroe County to Broome County sending S-2327 with 2 interior firefighters. Firefighters assisted in the towns of Endwell and Maine during the 72 hour deployment.
3. Tuesday September 13 2011, At 3:03 pm the Burnwell Propane Facility in Mumford had a structure fire resulting in the staffing of stations and movement of units from Battalion 4, 2 and 6 and the movement of units in Livingston, Genesee and other Battalions in Monroe County. Brockport provided mutual aid fill ins to the Churchville Fire District and to a Battalion 2 staging location in Spencerport Station 3.
4. Friday September 23, 2011 at 9:28 PM we were dispatched to RT.31 and Gallop Road for an MVA with people trapped. We had 2 vehicles with 4 patients and 1 person trapped and the vehicle smoking. Two patients were transported with life threatening injuries with a total of 4 transported from the scene. Assisted the MCSD with traffic and scene lighting for their investigation.
5. Friday September 23, 2011 at 10:34 PM for a 2 vehicle MVA with people trapped on West Ridge Road and Gallop Road. 1 person was extricated and 2 people transported from this accident.

Notes:

- FOB System is in work at this time.
- 911 Memorial Service went well. Thanks to everyone that helped and attended the all day ceremony.
- 2 of our members received Liberty Mutual Firemark Awards, Bill Conner’s and LT. Tim Russell.

• **PERSONNEL**

- Appointments
 - Village Manager/Treasurer -

→ Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 to appoint Michael A. Giardino as Village Manager/Treasurer effective October 3, 2011. The position is full time at an annual salary of \$70,000 plus benefits. The Treasurer is an appointed official, filled by the Mayor subject to Board approval and renewable every 2 years. The term runs through June 30, 2013. Village Hall hours are Monday through Friday 8:30am to 4:30pm. The position is expected to attend all meetings of the Village Board.

Mayor Castañeda noted that Mary Beth Lovejoy has held over as Treasurer July through September only one day per week. She welcomed M. Giardino in the audience this evening. He has met a couple of times with outgoing Treasurer Lovejoy.

Mayor Castañeda said the Board and Department Heads have not received financials since period ending April 30th. M. Giardino will have his work cut out for him to bring these up to date, close out the financials for year ending May 31, 2011 and work with the external auditors to complete the AUD that was due to NYS OSC July 31st.

EXECUTIVE SESSION:

→ At 7:47pm, Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss potential litigation. Village

Attorney Leni, incoming Village Manager/Treasurer Giardino, Police Chief Varrenti, Code Enforcement Officer Zarnstorff and Fire Chief Henry were invited in.

At 7:47pm Department Heads not needed in Executive Session were excused.

→ At 8:15pm, Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

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- Vacancies –
 - Interested residents can submit position interest form to Clerk for the following:
 - Ethics Board – 4-year term to 6/30/15
 - Zoning Board of Appeals – 5-year term to 6/30/16

Mayor Castañeda asked Clerk Morelli to place another notice in the paper and on the website as to the vacancies. Trustee Hannan noted that one application has been submitted for the ZBA vacancy.

- Volunteer Drops/Addds
 - Fire/Ambulance –

→ Trustee Hannan moved, Trustee Hunsinger seconded, carried 3/0 to accept the following drops: James Burns, Emily Cokely, Luke Krembs, Ken Neville, Chris Ortiz and the following adds: Gregory Gaulin to fire, Linda Kruger to fire and fire police, Meghan Soos to ambulance.

OLD BUSINESS:

- HPB – CLG grant re loft apartments in downtown historic district – workshop & RFP -

→ Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 to authorize Clerk Morelli to place in the paper and on the website the following notices drafted by Historic Preservation Board Chair Andrews.

RFP

The Village of Brockport is hereby inviting qualified architects to apply for appointment as the consultant for a study on the feasibility of converting upper level floors in commercial buildings for use as loft-type apartments, with special reference to buildings in Brockport’s historic district. The study will begin after a workshop on that topic that is scheduled for November 16, 2011, and must be completed within ninety days thereafter. The consultant will survey some buildings in that district with a view to identifying structures suitable for conversions and as a model for the use of owners of similar structures elsewhere, especially in Monroe County. Also, the consultant will provide conceptual drawings indicating how the buildings so identified might undergo such conversions, and, also, will supply rough estimates of the costs. Applications must include full particulars of the applicants’ qualifications, including examples of work performed, and state the hourly personnel rates that would apply. Applications must be received by Leslie Morelli, Village Clerk, Village of Brockport, 49 State Street, Brockport, NY 14420, by 4:00pm, Monday, October 31, 2011. The Village will select a consultant by 12 Noon Friday, November 11, 2011.

News Release

The Village of Brockport is undertaking a study of the feasibility and desirability of having upper-level space in its downtown historic district converted to loft apartments. The project will begin with a workshop on that topic by the Preservation League of New York State, 6:15-9:15pm, Wednesday, November 16, 2011, at the Village Hall, 49 State Street. Owners of buildings in the district and others with similar property in Monroe County or who are interested in historic preservation are especially encouraged to attend.

Following the workshop, an architectural consultant will survey buildings whose owners may participate in the project to assess their suitability, propose possible floor plans, and estimate costs. Also, the Village Board has agreed to enact a tax abatement program and the Historic Preservation Board plans to seek government grants to subsidize the costs of such conversions.

The project is being funded by a matching grant from the Certified Local Government program of the NYS Office of Parks, Recreation, and Historic Preservation. For further information, contact Leslie Morelli, Village Clerk, or Bill Andrews at 727-1748 or wandrews@frontiernet.net.

NEW BUSINESS:

- Proposed Joint Fire District –
 - Set special meeting for the adoption of resolution for establishment of Joint Fire District

- Set special meeting for the adoption of resolution regarding special election date, time, polling location & related election information
- If no special meeting set for that purpose, adoption of resolution regarding special election date, time, polling location & related election information

→ Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 via roll call to call for a brief special meeting at 4pm Friday, September 30, 2011 for the adoption of a resolution for the establishment of a Joint Fire District and a resolution regarding special election date, time, polling location and related election information.

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VILLAGE BOARD REPORTS:

- Mayor M. Connie Castañeda

- NYSDOT Main Street project – Mayor Castañeda reminded all that modern roundabout brochures are available at Village Hall. With regards to the pole placed in front of The Strand marquee; please be reminded that this was a NYS DOT project. They held a public hearing and shared their plans. The placement of this pole was not a Village decision. Mayor Castañeda said she has received a few phone calls. Unfortunately, there is nothing she can do. On the positive side, the project is coming along nicely and when all is said and done, Main Street will look better and be safer. She thanked everyone, residents and merchants, for bearing with the construction.

- Proposed 2012 Seymour Library Budget – Mayor Castañeda shared that the 3 municipalities have received the proposed 2012 Seymour Library budget. It calls for a 4% increase in support. After reviewing it, she said she finds nothing out of the ordinary, but strongly recommends living within the same limits as the entities providing for it. The municipalities will be capped at 2% and she feels the library should be no different. She asked Clerk Morelli to place this on the October 4th work session agenda for discussion and action by the end of October.

- Shafer Trust – Mayor Castañeda read the following memo from Treasurer Lovejoy into the record:

To: Connie
 FROM: Mary Beth Lovejoy, Treasurer
 DATE: September 22, 2011
 RE: Shafer Trust

I would like to clear up any and all rumors that are floating throughout the Village and Towns regarding the Vivian Shafer Trust. First of all, NO ONE found these funds. The Village has been receiving these funds on a quarterly basis for a very long time. I have attached the last will and testament of Vivian Shafer that was received by Ian Coyle via fax on 12/1/06. (Item 7 had been highlighted)

It has been the responsibility of the Village to accrue these funds as distributed by the executor, JP Morgan Chase, and spend them on major improvements of the library and the museum. Distributions from the executor have typically been quarterly.

The Village has been accounting for these funds appropriately in the Trust Fund. The funds have actually been deposited into the Village investment account and have been accruing interest appropriately as well. These funds have also been properly recognized in audit reports presented by multiple auditors over the years.

The balance in the Shafer account as of May 31, 2011 was \$130,815.13. We have received an additional dividend of \$1,919.61 during the month of June 2011. (No interest has been accrued for the current year as bank reconciliations have not been completed.)

I personally have provided the Village Board with notification of these funds both September 2010 and September 2011.

It is the responsibility of the Village Board to authorize expenditures from these funds as they will be spent from the Village budget. Budget amendments and cash transfers will also need to be authorized and made based on the spending authorized by the Board.

My conversation with JP Morgan Chase indicated that the funds should be divided equally and spent or the distributions will stop being sent to the Village.

I would appreciate this being read into minutes so that it is on record. Thank you.

Trustee Hunsinger questioned why this was not included on the agenda and in the Board's packet. Mayor Castañeda said the Treasurer provided it to her to read at the meeting for inclusion in the minutes.

- International Walk to School Day – Mayor Castañeda reminded everyone of the October 5th event organized by the Walk to School subcommittee of the Walk Bike Brockport Action Group. She encouraged participation that could inspire families towards a healthier lifestyle to make walking a daily habit.

- Be Fire Smart – Mayor Castañeda reminded everyone to help the Brockport Fire Department earn \$10,000 from Liberty Mutual by taking the fire safety quiz at www.befiresmart.com/brockport-vol-fire-dept. Fire prevention week is October 9-15.

- Floating Theater – Mayor Castañeda shared that she received a letter from Executive Director Hugh Pratt of the Erie Canal Drama Theater, Incorporated. She will be looking into arranging to have the Erie Canal Drama Theater’s Floating Theater perform here or perhaps combining efforts with the Village of Spencerport in the summer of 2012. This performance would be on a floating barge with a cast of 12 or 13 actors, a director, and perhaps members of a band. As communities are limited in funding, coordinating with other municipalities may be the way to go. There are \$2,000 to \$7,000 grant opportunities for projects that apply by the end of October. This past summer the theater produced Clinton’s Ditch, the story of the building of the Erie Canal. It was a historical outdoor drama

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performed canal side at Buffalo Harbor.

- 12/27 Board meeting - Mayor Castañeda shared that she has a conflict and suggested the Board cancel the Tuesday, 12/27 Village Board meeting. Clerk Morelli noted the proximity to the holidays and that Village Hall is closed 12/26. Trustee Hunsinger suggested discussing this at a work session. Mayor Castañeda asked Clerk Morelli to place this on the October 4th work session agenda for possible action at a later meeting.

- Trustee Margaret B. Blackman (excused)

- Report – Trustee Hannan read the following statement from Trustee Blackman:

Greetings to everyone from northern Alaska where it is truly fall, and daylight is slipping away at the rate of 7 minutes a day.

Our public service internships with local government have created a fair bit of interest. We have 5 applicants: 2 for historic preservation, 2 for economic development of downtown Brockport, and 1 for Village codes. I’m particularly pleased that all of these individuals have had some experience in community service, have high grade point averages, and are looking to gain experience in working with local government. This bodes well for next semester and for getting applicants into one of the other areas we advertised. From time to time we’ll be reporting on the activities of these interns.

- Trustee Kent R. Blair (excused)

- Trustee Carol L. Hannan

- Merchants – Trustee Hannan encouraged all to participate in the Brockport Merchants Association Midnight Madness event and specials on Friday, October 28th. She also noted that A Different Path Gallery on Market Street has ongoing art lessons and expanded gallery space. Trustee Hannan is making 10 more holiday wreaths to add to the 32 she made last year for the street lamps in the downtown historic commercial district.

- Code Enforcement and Code Review Committee - Trustee Hannan commended the positive actions taken to enforce the existing Village Codes and shared that the Code Review Committee has changed their meeting schedule to the 4th Monday of each month at 6pm.

- Trustee Scott W. Hunsinger

- Shafer Trust – Trustee Hunsinger said that as promised, he met with representatives of the Emily L. Knapp Museum and Library of Local History and DPW Superintendent Donahue as well as the Seymour Library Board charging them with coming up with a wish list of ways to use the monies. He will bring back their recommendations to the Village Board for consideration. They want to use the monies to their best value and plan for future such funds.

- Village Court – Trustee Hunsinger said he and Chief Varrenti continue to work on a presentation and proposed date and venue. He will update the Board further at the October 4th work session.

- SUNY - Trustee Hunsinger said temperatures are hot with some SUNY students right now according to reporting in The Stylus of the Police Department’s handling of some violations. He said he hopes cooler heads will soon prevail and that students need to understand they are a guest in the community while they are here. Everyone needs to be safe and protected.

- NYS DOT - Trustee Hunsinger referred to the recent upset regarding the NYS DOT placing a traffic light pole in front of The Strand marquee as “pole gate”. He thanked concerned

citizens and said he received lots of calls on it and noted the recent newspaper article. He said the Village is very lucky to have the NYS DOT project. It is just unfortunate that the pole was placed where it was. He hopes that in time we get used to it. Maybe the media attention will help other communities in the planning stages to consider sensitivity to historical factors.

ADJOURNMENT:

→ At 8:35pm, Trustee Hunsinger moved, Trustee Hannan seconded, carried 3/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk