

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, August 14, 2012 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee William G. Andrews, Trustee Margaret B. Blackman, Trustee Kent R. Blair, Trustee Carol L. Hannan, Clerk Leslie A. Morelli

ALSO PRESENT: Joan Hamlin, Darlene Krause Lang, Fred Webster, Norm Giancursio, Kristina Gabalski, JW Cook

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

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:

- JW Cook of Brockport High School – distributed a proposal to the Village Board for Brockport High School to reinstitute a Homecoming Parade. It would be Friday, October 5th 6-7:30pm starting on Market Street by the Fire Hall, left on Main Street, right on Adams Street to Dan Walrath Memorial Field on the Brockport Central School District campus. He read the following prepared statement.

We have not had a Homecoming Parade in Brockport in quite some time, and many community members have been advocating for the revival of this event. Brockport administrators would work hand in hand with the Village Hall to organize the parade. The parade itself would be open to participants from both school and community organizations and clubs. Such a parade would surely foster collaboration between the school and community. We would be willing to coordinate with local vendors, businesses, and residents to put out food stands or carts to sell food and drinks. We could also encourage local crafters or churches to sell crafts and bake sale items that can be sold at the parade. Promoting the parade would be relatively easy between word of mouth and the various newspapers, not to mention social media. We could work with business sponsors to support the parade and the event. The schools are already working on floats, but we could also encourage businesses, community organizations, and churches to create unique and original floats to go in the parade. We understand that this is short notice for this year’s event, but it may be the start of bringing back an old tradition and creating an event that would include community, school and college.

JW Cook’s packet to the Board included a sheet entitled “Brockport Homecoming Parade 2012 General Instructions for Floats” and “Parade Float Registration Form”, and sketch of the parade route.

JW Cook said he had spoken in advance to Mayor Castañeda and a couple of Trustees about this.

Mayor Castañeda suggested he also contact the Fire Chief and the Police Chief if he hasn’t already. Clerk Morelli provided JW Cook with a parade/procession application and the Village Code on parades/processions. If she gets it back soon, she can schedule it on the 8/28 agenda for consideration.

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee Blair seconded, carried 5/0 to approve the minutes of the 7/24 meeting as amended.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Blackman moved, Trustee Hannan 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> | 7/30/12 | \$28,778.21 |
| | 8/13/12 | \$135,398.45 |
| FUND (F): <u>Water</u> | 8/13/12 | \$53,932.20 |
| FUND (H): <u>Capital</u> | - | - |
| FUND (T): <u>(Trust & Agency)</u> | 8/13/12 | \$300.00 |
| | | \$328,408.86 grand total |

Trustee Blair noted that there are still some bills regarding the Fire Department. Clerk Morelli said P.O.'s were obtained and invoices still coming in for purchases prior to the 7/2/12 separation. Treasurer has accounted for those.

CLERK REPORT:

- Clerk – Leslie Ann Morelli
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• **PERSONNEL ITEMS:**

- Assistant Building Inspector – Trustee Blair asked for a status update on this vacancy. Clerk Morelli reminded the Board that she reached out to them and S. Zarnstorff on 7/27 for feedback as to providing County Civil Service with compelling reasons for them to request of State Civil Service that the title be reclassified from competitive to non-competitive. Clerk Morelli received none. The County rep said if there is no current competitive list the Village could fill the position “provisional” which means hire someone requiring them to get on the list, request a list, and if they are reachable (in the top 3) promote them from provisional to permanent. If they are not, they would have to be let go. Clerk Morelli said she would check with the rep to see if they are still awaiting compelling reasons from the Village or if they have forwarded the original submission. She will get back to the Board with an update.

- Mayor’s Appointment of ZBA member to complete a term to 6/30/13 – Mayor Castañeda announced that she has appointed Michael S. Snyder of Lyman Street to the Zoning Board of Appeals to complete a term to 6/30/13.

- RFP – Village Grants Writer – vendor proposals requested by 9/7/12 – Mayor Castañeda referred to the following RFP reviewed and tweaked at the last work session and thanked Trustee Blackman for her work on this.

REQUEST FOR PROPOSALS
Position Vacancy - Village Grants Writer (part-time)

The Village of Brockport is currently seeking applicants for the position of Village Grant Writer. Individuals and grant writing firms are encouraged to submit proposals.

The Village Grant Writer will be charged with seeking out and preparing applications for grants from all sources and for all departments and boards of the Brockport Village Government. Grant writers may also be engaged to administer grants received for additional compensation.

Attendance at Village Board meetings/workshops will be required when grant applications are presented or accepted. Occasional attendance otherwise as needed.

Applicants who have had successful experience in municipal grant writing, especially for New York State Village governments are preferred. Excellent communication skills are required. A working knowledge of and/or experience with the Brockport community is preferred.

Salary is \$30 per hour, up to a maximum of \$16,000, Period of contract is October 1-May 31, with possibility of renewal. To be considered for this position, please forward a letter of interest, resume, and three references to:

Leslie Ann Morelli
Village Clerk
Village of Brockport
49 State Street
Brockport, NY 14420
lmorelli@brockportny.org

Proposals requested by Friday, September 7, 2012

OLD BUSINESS:

- Media Response & Submission Policy amended 7/24 – re-instate a few words deleted w/ Section 7 – Clerk Morelli reminded the Board that this was one of the policies amended at the 7/24 meeting – having deleted Section 7 which had to do with Fire Department. However, it was brought to her attention afterwards that Section 7 also had to do with Police Department. Therefore, the sentence

regarding such should be reinstated.

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→ Trustee Blair moved, Trustee Blackman seconded, carried 5/0 to reinstate the portion of Section 7 relating to the Police Department so that the policy reads as follows:

Village of Brockport Media Response and Submission Policy

Amended by Village Board 8/14/12

Policy Statement - The village board acts to ensure coordinated, coherent, professional, accurate, and reliable communication between the Village of Brockport and all media outlets. This policy is intended to sustain and reinforce a positive public image of the village by effectively disseminating timely, relevant, and interesting information.

General Standards – For the purpose of this policy, “statement” means spoken communication; “submission” means printed or electronic communication. Compliance with this policy requires observance of the following standards.

- § 1. Members of the village board are the official spokespersons of the village. Other village officials and employees shall not make official statements, whether unsolicited or in response to a media inquiry, except when authorized by the mayor or the village board, or to affirm or clarify facts that are part of the public record.
- § 2. Only official spokespersons shall respond to media inquiries.
- § 3. Official statements to the media, whether unsolicited or in response to an inquiry, shall accurately reflect the village’s position as described by official documents such as, but not limited to formal plans, adopted policies, and approved meeting minutes.
- § 4. A village official or employee who wishes to make a personal statement regarding any village-related topic must clearly inform the media that he is making such statement as an individual, that his/her statement does not necessarily represent the position of the village, and that they are not authorized to speak for, or on behalf of the village at the time of the statement.
- § 5. Any unsolicited submission to the media, such as a press release, must be approved by the village board or the mayor prior to its issuance. It shall include in its heading the date of such approval.
- § 6. Any direct quotation of a village official or employee in a statement or submission to the media must be verified by official record or acknowledged as accurate by the party quoted prior to issuance of such statement or submission.
- § 7. Communications regarding police department incidents issued by the police chief or his designee, editorials, legal notices, and advertisements are not subject to § 1.-6. of this policy.

NEW BUSINESS:

- Authorize Mayor to execute 2012 asset forfeiture equitable sharing agreement & certification report –

→ Trustee Hannan moved, Trustee Blackman seconded, carried 5/0 to authorize the Mayor to execute the 2012 asset forfeiture equitable sharing agreement and certification report.

Trustee Blair said there is money the Village is entitled to.

Mayor Castañeda said there is a strong potential benefit to the Village. However, it should be monitored so that the cost doesn’t outweigh the benefit.

Trustee Blair said he doesn't understand her meaning.

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Mayor Castañeda said there was a time in the past when the Police Chief assigned an officer to the drug task force and a complaint arose from it from the officer.

Trustee Blair said that officer was on light duty due to a worker's comp injury. He did more good on the drug task force than he would have not working at all.

Mayor Castañeda said she just would hate to see assigning an officer to the drug task force become a reason to have to hire another officer. In that way it could become more costly than beneficial.

- If requested / if necessary – authorize return of funds used from asset forfeiture account – Mayor Castañeda said she understands Trustee Blair asked that this be an agenda item. However, she said it was discussed in the Executive Session 7/24 that Trustee Blair walked out of and in which the Village Attorney provided his recommendation.

Trustee Hannan concurred.

Mayor Castañeda said it is likely only a portion of the funds used were Code Enforcement related. The Village has not received notice of needing to return any funds.

Trustee Blair suggested reaching out to the agency that approved the use of the funds.

Trustee Hannan said the Police Chief was doing so and was to report back to the Board on it.

VILLAGE BOARD REPORTS:

- Mayor M. Connie Castañeda
 - Ambulance Corps Open House 8/11 – Mayor Castañeda shared that she was invited and attended the Ambulance Corps Open House 8/11.
 - BISCO Arts Festival 8/11 & 8/12 - Mayor Castañeda shared that she was invited and participated in capturing ducks at the Duck Derby. She thanked Pat Baker, Dave Moore, BISCO and all involved in making the Arts Festival such a success. It was nice to have it back on Main Street after two years of relocation due to the NYSDOT Main Street project.
 - Association of Monroe County Villages - Mayor Castañeda shared that as 2012 President she presides over the bimonthly Mayors meetings, the next of which is 8/16. Clerk Morelli does the pre and post meeting work and Treasurer Hendricks attends the meetings and takes notes.
 - NYCOM Workshop - Mayor Castañeda reminded the Board of the 8/16 1:30pm NYCOM workshop in Rochester on vacant, abandoned, neglected properties. Clerk Morelli registered most of the Village Board, the Village Attorney, Codes Officer, DPW Spt, and Police Chief. This is timely as the 9/4 Village Board work session will focus on this topic.
 - BCSD Superintendent - Mayor Castañeda shared that she was invited to meet with the new BCSD Superintendent, Leslie Meyers, and will be doing so on 8/20 at 1pm.

- Trustee William G. Andrews
 - Proposed – The Monika W. Andrews Creative Volunteer Leadership Award – Trustee Andrews referred to having discussed this at the 8/7 work session. He said the Town of Clarkson Board adopted it at their meeting earlier this evening. The Town of Sweden plans to adopt it at their meeting later this evening. He said he knows the Mayor has referred it to the Village Attorney for review. He has no objection to that, but said he would prefer the Village Board adopt it this evening. Then should the Attorney have any feedback it could be amended at a later date.

→ Trustee Andrews moved, Trustee Blackman seconded, carried 5/0 to adopt the following:

The Monika W. Andrews Creative Volunteer Leadership Award

This award shall be presented annually to a resident of the Town of Sweden (including the Village of Brockport) or of the Town of Clarkson. Its purpose is to encourage, recognize, and reward outstanding creative leadership as a volunteer. Each recipient shall exemplify the leadership qualities that characterized the civic contributions of Monika W. Andrews (1942-2011).

The recipients must have created new volunteer activities or made creative, imaginative changes in

existing ones. Priority shall be given to activities that directly benefit the needy. Simply performing routine volunteer activities in however laudable, devoted, and hard-working manner will not suffice. Examples from the volunteer efforts of the award's namesake were her conception and creation of the first playground for handicapped children in Monroe County and her transformation of the Brockport Ecumenical Food Shelf into a "client-centered" facility.

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Each recipient shall be presented with an appropriate certificate and the annual proceeds from the Monika W. Andrews Memorial Annuity Fund. The Annuity Fund will be established with funds from a retirement account of Monika Andrews and from a life insurance payment of which she was a beneficiary. Additional funds will be added to the account from time to time.

If no suitable recipient is identified in any year, no award shall be given. Whenever no annual award is given, that year's proceeds from the fund shall be re-invested in the fund.

The award and the fund shall be administered by the Board of Trustees of the Village of Brockport.

The Selection Committee shall be composed of one member appointed by each of the three municipal Boards from their respective communities, members of the municipal boards not being eligible. The member appointed by the Village Board shall chair the proceedings and shall have a casting vote.

Nominations for the award may be submitted to the Selection Committee c/o Village of Brockport by any resident or residents of the two towns. Self-nominations are permitted. Any person may receive more than one award. However, each award shall be based on a different set of activities. All nominations shall include descriptions of the nominees' leadership performance, addressing the criteria presented in the paragraph above. Supporting letters and documents may be included.

The deadline for the submission of nominations is December 31 of the year before the award is to be made. The winner shall be announced and the award presented by the Selection Committee on April 16, the anniversary of the birth of the award's namesake.

- Historic Preservation Board – Trustee Andrews reported that HPB was not able to submit a grant application through the State Consolidated Funding program. The new program is challenging and it is easy to get lost in the labyrinth of the requirements.

Trustee Andrews said he believes the tax abatement component of the upper lofts feasibility program in the historic downtown commercial district should not be contingent on receiving the grant. Clerk Morelli said she was not under the impression it was. She believes Attorney Leni previously indicated the need for a commitment by property owners to participate. Mayor Castañeda concurred. Feasibility results and participation commitment were to be secured and shared by Trustee Andrews with the Board and Attorney.

Trustee Andrews said the CLG grant application was submitted regarding doing a comprehensive survey of the historical properties in the Village and for the creation of a Historic Preservation website. Since money has not yet been released by the federal government, the grants have not been awarded yet.

Trustee Andrews said the August 16 Historic Preservation Board meeting has been cancelled.

- Welcome Center – Trustee Andrews reported that boat nights through 8/7/12 were 239 as compared with 233 at same time last year. He further reported on self-sustainability:

| Season | Income | Expenses | Profit |
|-----------|---------|----------|--------------|
| 2009-2010 | \$5,327 | \$4,928 | \$399 |
| 2010-2011 | \$4,163 | \$4,804 | -\$641 |
| 2011-2012 | \$4,937 | \$4,455 | <u>\$482</u> |
| | | | \$240 |

Trustee Andrews reminded all that the 2010-2011 season sustained a loss due to the canal being closed for a period of time due to high water on the Mohawk. Therefore, there was less boat traffic.

Trustee Andrews reported the Welcome Center as having sustained some vandalism of recent. Three of its borrowing bicycles were stolen, a couple of boats were untied causing one to float out.

Trustee Andrews said Sal Sciremammano and Doug Wolcott offered a refresher course for greeters.

Trustee Blackman said they were only available on Tuesday evenings. Village Board members who serve as Greeters could not attend. Trustee Andrews said he would be happy to provide a refresher to anyone who needs it.

Trustee Andrews reported that due to the canal wall leak issue further west and closure of that section of the canal, one boater was stuck here for 10 days. He made the executive decision to waive the fee for the days beyond this boater's control.

Mayor Castañeda suggested writing such an occurrence into the fee schedule and regulations the next time they are amended.

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- Meeting Procedures – Trustee Andrews shared that he felt the discussion at the 8/7 Village Board work session was useful. It is imperative to improve conduct at meetings and continue to streamline them.

- Trustee Margaret B. Blackman

- DPW – Trustee Blackman shared that as new Board liaison to DPW, she will be meeting with DPW Superintendent Donahue and getting the complete tour of the department, facilities, and such so as to better understand all.

- Erie Canalway National Heritage Corridor - Trustee Blackman referred to the letter dated 7/23 from Jean Mackay, Director of Communications and Outreach praising the Village and the Walk Bike Brockport Action Group for the greeting and tour during the 7/8-7/15 Cycling the Erie Canal event. She and Walk Bike Chair Ray Duncan drafted the following letter and propose it be placed on Village letterhead from the Village Board. Village Board is fine with Clerk doing so.

Jean Mackay, Director of Communications and Outreach
Erie Canalway
National Heritage Corridor
P.O. Box 219
Waterford, NY 12188

Dear Ms. Mackay:

Many thanks for your kind letter to Ray Duncan, thanking the Village of Brockport's Walk! Bike! Brockport! non-profit group for its support of Cycling the Erie Canal. Your letter was much appreciated!

As it turns out, this marks the 10th year that Walk! Bike! Brockport! has greeted and extended hospitality to cyclist participants in Cycle the Erie Canal. Each year we hear back from these participants about how much they enjoy their stop in our historic Victorian village.

Many of the cyclists arrive between 11 and 12:30, too late to make the scheduled lunch stop at the next village, so the greeters direct them to the several good local restaurants steps away from the canal. While here they also discover our Welcome Center on the canal with its free wifi, the ice cream shop, and our bike repair shop just a block from the canal.

Since Walk! Bike! Brockport! is well experienced in offering hospitality, village publicity, water, and free watermelon slices to cyclists, and since cyclists are already taking advantages of the amenities our village offers, we think this would be an excellent time to include our historic canal village in your brochure as a possible lunch and rest stop.

If one of the purposes of the Cycle the Erie Canal ride is for participants to familiarize themselves with the canal and its history, Brockport is an important stop. Our downtown is on the National Register of Historic Places, and several installations of our local history museum without walls are within a couple of blocks of the canal path. For those who want to explore more of our 2.2 square mile village, we have several fine examples of public art, and the College at Brockport is a five minute bike ride from the canal path.

Please consider making our village an official stop next year on Cycle the Erie Canal.

Sincerely,

The Village Board
Village of Brockport

- Trustee Kent R. Blair

- DPW – Trustee Blair said he made reference at the last meeting of the need for DPW to clean up the rear of the Village Hall parking lot as it is overgrown with weeds. He commended them for doing so. Trustee Andrews said it was done the very next morning. Clerk Morelli concurred

and said it was even before she had a chance to relay the message. Trustee Blair also commended DPW for the fantastic job street sweeping and marking before and street sweeping after the Arts Festival.

- Police Department - Trustee Blair shared that he did a ride along with Brockport Police Department last weekend during the overnight of the Arts Festival. Police caught a break in of tents and retrieved stolen items turning a frustrated vendor into a happy one. There was a call regarding an altercation between two groups with crowds dispersed on Erie Street. Later on Clinton Street an altercation with pistol threats occurred on Clinton Street – a continuation of an earlier incident. These were Village residents, not college students. This is of great concern. He said tent patrol was expected, but there was a lot more activity.

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- Parks Signage - Trustee Blair referred to the proposal made previously for signage along the Canal and in Harvester Park about no open containers of alcohol. The Parks Committee has some ideas regarding this and signage for all parks. He will help them in looking at the whole picture for one sign for each park that says it all.

- Trustee Carol L. Hannan

- Ad-Hoc Housing Committee – Trustee Hannan said they continue to meet and work on items mentioned previously.

- Economic Development – Trustee Hannan said she volunteered and manned the Brockport Merchants Association booth at the Arts Festival and distributed their new brochure/map. Clerk Morelli said she is glad to hear they have a new brochure as the last one is pretty outdated as to stores. She said Village Hall and the Welcome Center could use some copies.

Trustee Hannan said the BMA is planning a fundraiser for 9/15 called “From Grape to Grain”. More information to come.

- Emily L. Knapp Museum & Library of Local History – Trustee Hannan said the Museum gladly accepts donation of local historical artifacts to enhance its displays.

- Tree Donation - Trustee Hannan shared that she is making a donation to the Village for trees. Trustee Blackman said the Tree Board greatly appreciates such donations.

- Village Attorney Updates – Trustee Blackman said she forgot to mention earlier that she hopes the Village Attorney will soon be providing an update as to the status of working with the Code Review Committee to finalize proposed amendments to various code chapters, and to the parking agreement and status of any outstanding issues (i.e. related to scofflaw).

ADJOURNMENT:

→ At 7:40pm, Trustee Blair moved, Trustee Blackman seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk