

Work Session of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, February 7, 2012 at 7:00pm.

PRESENT: Mayor Maria Connie Castañeda, Trustee Margaret B. Blackman, Trustee Kent R. Blair, Trustee Carol L. Hannan, Trustee Scott W. Hunsinger, Village Manager/Treasurer Michael A. Giardino, DPW Superintendent Harry G. Donahue, Code Enforcement Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Fire Chief Michael J. Henry

ALSO PRESENT: Bill Andrews, Gary Skoog, Kathy Snyder, Pam Ketchum, Norm Giancursio, Joan Hamlin, Jim Hamlin, Fred Webster

This was a work session, not a regular meeting. No public comment.
Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, the Village Manager/Treasurer takes notes and provides to Clerk.

- **CALL TO ORDER / PLEDGE:**

- Please silence cell phones & electronic devices & refrain from texting

- **GUESTS:**

- Gary Skoog & Bill Andrews, Greater Brockport Development Corp (GBDC) Officers
 - How can GBDC better serve the Village?

- 60 Clinton Street – possible environmental project - bio cell remediation

GBDC leadership was encouraged to submit something in writing regarding the 60 Clinton Street project to include cost and time estimates and a proposed memorandum of understanding. This should be funneled through the Village Manager for Village Attorney review and Board consideration.

- Department Heads – discuss FY 2012-2013 budget estimates

The VM reminded everyone that this meeting was to have the DHs brief and defend their budget estimates. Each department head briefed their portion of the budget. Focus was on consumable and repairable items. Personnel costs were only covered by the VM in the form of rising retirement system costs, rising health care costs, and union and contract personnel programmed pay raises in the coming FY. A brief specific conversation was had between the Police Chief and Trustee Hunsinger over one part time police officer possibly being converted to full time.

CE: Nothing significant to brief.

PD: 1) Copier contract entered into last year is not realizing the projected savings. Contract is realizing savings in the Village Office. VM said he will look into another arrangement.

2) Fuel budget was underfunded in FY12, Chief recommends funding appropriately in FY13 as well as adjust for rising fuel costs.

3) Vehicle repair costs continue to increase. The Chief has included the purchase of new police cruisers as well as funding reserve accounts for future procurement. Please review the Budget Preparation Calendar.

4) Discussion over PT police officer becoming FT.

DPW: 1) Discussion over cost savings due to the current mild winter.

2) Vehicle repair costs continue to rise. The Superintendent has included procurement of new vehicles in FY13 as well as reserve funding for future procurement of new vehicles beyond FY13.

3) VM and Superintendent jointly briefed the establishment of the Sewer (G) Fund. Sewer rent is now being collected as revenue in the General (A) Fund. The VM is recommending, per NYS Accounting Principles and Procedures, that the Sewer rent be segregated into its own Fund as it existed in the past. The G fund would exist to accomplish the items brought forward by the ADHAC Committee and adopted by resolution last year. The Superintendent has proposed a G Fund budget and has proposed a portion of salary be expensed from the fund.

VM/T: 1) Fuel Costs have been under budgeted and will likely increase in FY13.

2) a. Vehicle repair costs continue to increase.

b. FY13 should incorporate a vehicle replacement program for DPW and PD.

3) Savings projected in 2012 may not be realized (PD copier).

4) A budget gap exists in the Sewer Fund (Revenue is about \$138K annual at present, DPW presented a \$181K budget (\$96K is debt service)).

5) Employee Benefits cost are projected to increase ~ \$140K

6) Programmed salary increases are 3% of base FY 2012 pay for all union and contract employees. Total salary expenses in the General (A) Fund for FY11 (excluding ambulance, dispatch and custodial) were \$1,917,531.00. Budget for FY12 is \$1,839,163.00. Prospective General Fund Salary budget FY13 is \$1,948,099 (increase of \$108,936 over current year) or \$1,907,930.92 if we move some salary to the Sewer (G) Fund salary (increase of 68,767.92). Remember that the proposed G Fund is already \$43K over projected revenue and needs to be revised.

7) Worst case, without doing a thing, personnel costs will increase the budget by ~\$252,936.00.

8) The Village needs to contract fire service from the new District at \$163K/12 multiplied by the number of months required (contingent upon Fire District Establishment date).

9) Unappropriated fund balance for this FY was \$150K and some of that has been used for Water Meters. i.e. our current budget, even with an increase on the levy of 2%, does not cover the projected \$252,936 in personnel in FY2013.

10) If you have an idea for increased spending (other than vehicle repair/purchase or fuel), please be prepared

to provide an offset to that increase.

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11) Is having an IT meeting to discuss switching Time-Warner and bundle everything. Possibly put one new server at 1 Clinton Street. Go to one Village Website. Buy new desktops on a rotating cycle, and create a "Trustee Office" in Village Hall. The Board tasked the VM to get an accurate count of Village phone lines and to see if the Welcome Center is in need of repairs.

- **OTHER:**

- CDBG application – Barry Street water main replacement project

DPW Superintendent Donahue referred to the resolution at the last meeting authorizing him to apply for CDBG funding for the Barry Street water main replacement project. Due to the impending application deadline, he asked the Board to adopt the SEQR resolution.

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

RESOLVED, that in accordance with the New York State Environmental Quality Review (SEQR) procedures, the Village Board of the Village of Brockport has reviewed the significance of and potential environmental impact of the replacement of the existing 4" cast iron water main with approximately 1,300 linear feet of new 8" ductile iron water main and appurtenances along Barry Street between Fayette Street and #93 Barry Street.

RESOLVED, that the Village Board hereby concurs with Chatfield Engineers, P.C. that the Project is considered a Type II Action in accordance with 6NYCRR Part 617.5(c)(2): a replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site

RESOLVED, that the Village Board hereby accepts the Environmental Assessment of this project, prepared by Chatfield Engineers, P.C. The Village Board further declares that, based on the Environmental Assessment, it finds that the project will result in no significant adverse impacts to the environment and requires no further action.

- **ITEMS FOR DISCUSSION / REVIEW:**

- Mayor's direction to refrain from texting during Board meetings (Hannan)

Trustee Hannan shared that a resident expressed concern to her about the placement on the agenda under call to order and the Mayor verbalizing to refrain from texting during Village Board meetings. Silencing electronic devices is understandable, but audience members should be able to send and receive texts. Mayor Castañeda said she would continue to ask for the silencing of electronic devices and refraining from texting. She said it is simply rude when Department Heads and Trustees text each other during meetings.

- Creation of a naming policy for venues/buildings (Hannan & Blackman)

Trustee Blackman said she forwarded the Denver, CO policy for everyone's review. Trustee Hannan and the rest of the Board, except for the Mayor, argued that the Board could be setting a precedent by naming venues without a policy in place. Mayor Castañeda cited other times that this had been done and discussed that a policy could be considered after the board vote on the proposed resolution she brought up at the last Board meeting. A majority of the Board continued to argue for a Village policy. The Mayor plans to ask for a vote on the proposed resolution at the next meeting. The Mayor said the Village has already set a precedent by naming venues without a policy.

- **EXECUTIVE SESSION:**

- Village Attorney – consider request for proposals (RFP) (Blair)

Trustee Blair withdrew this from the agenda and said he plans to meet with Village Attorney Leni sometime soon.

- **ADJOURNMENT**

→ At 9:55pm, Board adjourned the meeting.

Michael A. Giardino
Village Manager/Treasurer