

**Work Session of the Village Board of the Village of Brockport was held at the Village Court conference room 49 State Street Brockport, New York, October 22, 2018 at 7:00pm.**

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

**ALSO PRESENT:** Joan Hamlin, Fred Webster

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

- **CALL TO ORDER:**
- **GUESTS OR ITEMS FOR DISCUSSION / REVIEW:** none
- **ACTION ITEMS** (time sensitive):
  - Hiring recommendation from Search Committee – Building/Code Enforcement Department Coordinator (Civil Service title: Secretary to Planning & Zoning Boards) –

→ Trustee Crane moved, Trustee LaPierre seconded, carried 5/0 to accept the recommendation of the search committee (Trustee/Deputy Mayor LaPierre, Trustee Crane, BI/CEO Fabry) as to the hiring of Ellen Bahr as Building/Code Enforcement Department Coordinator (Civil Service title: Secretary to Planning and Zoning Boards) to be detailed in the hire letter from the Mayor as follows:

Congratulations! At the work session held October 22<sup>nd</sup> the Village Board accepted the recommendation of the search committee as to your hiring. The Village of Brockport is happy to offer you the position of Building/Code Enforcement Department Coordinator. The Civil Service title is Secretary to Planning and Zoning Boards. You may start as soon as you are available.

This position is 40 hours per week, Monday through Friday 8:30am to 4:30pm, which includes a paid half hour lunch break. Occasional evening meetings of the Planning Board and Zoning Board of Appeals are as needed. On days there is an evening meeting, you are welcome to come in late and work through to the meeting end time. Simply indicate such on the shared calendar for your office.

The pay rate will be \$17 per hour and you will be eligible for the same percentage increase June 1<sup>st</sup> each year as other non-union employees. Personnel paperwork and benefits documents are enclosed and contribution towards premiums are outlined in the Employee Handbook.

Please formally accept by signing this offer and completing and returning the enclosed personnel and benefits paperwork to the Village Clerk at your earliest convenience. The Employee Handbook, holiday schedule and other employee related documents can be viewed from:  
<http://www.brockportny.org/employees>.

Your phone number will be 637-5300 X114. Your email will be [ebahr@brockportny.org](mailto:ebahr@brockportny.org) We look forward to working with you.

**ADJOURNMENT:**

→ At 7:26pm, Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the meeting be adjourned.

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