



Executive Committee Meeting Minutes—June 2017

Browncroft Neighborhood Association

Wednesday 06/21/17 7:00-8:30 PM

Faith on Fire Church

Officers Attending:

President: James Seitz

Vice President: Bob Scheidt

Treasurer: Robert McLoughlin

Secretary: Jennifer Sahrle

Elm District Representative: Jim Nicholson

Corwin District Representative: Holly Petsos

Croydon District Representative: David Kaiser

Past President: Linda Siple

#	Topic	Notes
1.)	Call to Order	<ul style="list-style-type: none">Meeting was called to order at 7:02 PM by Seitz
2.)	Approval of Meeting Minutes	<ul style="list-style-type: none">Meeting minutes from 04/19/17 and 05/18/17 were approved with the contingency that Sahrle change 05/18/17 meeting minutes to reflect the month of “May” instead of “April.”Siple instructed Sahrle to send final meeting minutes to Bob Genthner at Bob1460A@aol.com
3.)	Treasurer’s Report	<ul style="list-style-type: none">Presented by McLoughlinJune is the beginning of BNA’s fiscal yearRevenue: \$0Major expenses: Advertising for garage sale (\$250.85) and Annual Meeting presentation by Christine Foehlich (\$200.00)Total working assets: \$13,646.37CD: \$6,710.36Total Assets: \$20,356.73
3.)	Old Business	
	<ul style="list-style-type: none">Annual Meeting Follow Up	<ul style="list-style-type: none">McLoughlin to issue \$25 donation to Christ the Good Shepherd Lutheran Church on Winton Road North for utilization of space for Annual Meeting on 05/18/17.
	<ul style="list-style-type: none">Crier Label Project	<ul style="list-style-type: none">History: Crier Label Project had been suggested at February 2017 meeting as a means of indicating member and non-member households. The intent was to increase membership participation by alerting households of their current membership status via a label on the front of the Crier.

		<ul style="list-style-type: none"> • Project falls under membership chair—which is currently open • Historic membership rates: <ul style="list-style-type: none"> • 30-40% participation neighborhood wide—many give more than their required \$10 dues. • Of the 60-70% of non-member households, Siple believes that at least 20%--don't realize that they're not members • Petsos is concerned that the Label Project could become labor intensive for those who produce and distribute the Crier. • Siple suggested that we could elect to only utilize the labels once per year as part of the fall membership drive. • The possibility of conducting the membership drive earlier in the year—late summer/early fall was discussed. Doing so might result in better weather for the street representatives while conducting the drive and increase membership payments. • Seitz suggested the possibility of including a list of member households in the Crier as an alternative to the label project. • Kaiser pointed out that the list of members is a “moving target” and would have to be closely monitored in order to ensure that correct documentation was provided via the proposed labels or membership list. • Seitz suggested that we perhaps consider “gifting” the first year of BNA membership to new home owners. • The need to clarify for Street Reps—their responsibilities and expectations was discussed. • The need for an up to date and comprehensive membership database was discussed at length. <ul style="list-style-type: none"> • Siple and McLoughlin to meet separately and develop a plan/suggestion for review at the next meeting.
	<ul style="list-style-type: none"> • Zoning—281 Yarmouth 	<ul style="list-style-type: none"> • Petsos reported that the zoning board denied the requested zoning variance for 281 Yarmouth Road. • Kaiser stated that the utilization of BNA Announce to alert BNA members of the variance request was tremendously effective and BNA should consider utilizing as a forum to notify residents of such requests in the future. • Executive Board discussed the potential that the homeowner will submit a new proposal that would not require a zoning variance.
	<ul style="list-style-type: none"> • Membership Cards 	<ul style="list-style-type: none"> • Membership cards were created, but not distributed this past year.
	<ul style="list-style-type: none"> • Street Light 	<ul style="list-style-type: none"> • History: Street lights on Windmere, Corwin, and Dorchester stop at the boundary of Rochester and Brighton. Residents expressed interest in extending the street lights into the Brighton section of these streets for continuity. Windmere and Corwin elected to proceed. Dorchester declined. Over the past year, a tax district was created and the residents had to accept the additional tax burden. The expense will be amortized over 30 years and result in a yearly tax increase of \$400-\$500 per year for the residents on Windmere and Corwin. A petition and engineer report were required and they were submitted and accepted by Brighton on 04/12/17.

		<ul style="list-style-type: none"> Scheidt reported that the public hearing was held on 05/24/17 and the Town of Brighton agreed to the proposal. The project has been forwarded to the New York State Comptroller’s office for review, which may take up to 6 months. If approved, next steps would include a bidding process for the work and then construction.
	<ul style="list-style-type: none"> Rose Garden and Annual Garden 	<ul style="list-style-type: none"> Rose garden is becoming more and more difficult to manage due to fewer volunteers. A recent event to conduct maintenance on the garden was not well attended. Siple has arranged for a volunteer group of youth from the City of Rochester to conduct maintenance on the Annual Garden on 07/24/17 from 1:00-4:30 PM. Siple will purchase bags of black mulch (approximately 40-50 bags at \$3/piece) or delivery of mulch by Clover landscape.
	<ul style="list-style-type: none"> Annual Summer Picnic 	<ul style="list-style-type: none"> Annual summer picnic is scheduled for 07/19/17 at 5:30 PM Sycamore Shelter in Ellison Park has been reserved and paid for Siple to send shopping list to Seitz and Petsos—who will divide the responsibility of shopping for the event Anticipated attendance: 40-50 people Activity: Best hat contest for adults and kids <ul style="list-style-type: none"> Seitz to obtain a prize for contest winners—one adult and one child Seitz to speak with Cassy Petsos regarding advertising for the Summer Picnic via the Crier. Siple to provide Seitz with leftover items/supplies from last year’s picnic
	<ul style="list-style-type: none"> Walking Tour 	<ul style="list-style-type: none"> History: Cassy Petsos handed off brochure to Sara Cousins in March 2017. Cousins is a graphic designer who lives on Quentin. She is volunteering her time/talent to design the brochure. Siple to follow up and determine status of brochure and potential completion date.
	<ul style="list-style-type: none"> New Neighbor Packet Distributor 	<ul style="list-style-type: none"> Siple and Petsos reported that previous “New Neighbor Packet Distributor” resigned. Closings were only updated through September 2016. Siple will provide Petsos with an updated list of closings to present. Petsos is working to restock the box of literature/resources for the New Neighbor Packets. “New Neighbor Packet Distributor” position is open. Responsibilities include: Monitor city website of closings, compile “box” of brochures to include in New Neighbor packet, notify street representatives of new neighbors, and coordinate distribution of New Neighbor packet. Petsos suggested that the individual who had volunteered to head the Hospitality Committee might consider taking on both responsibilities. Petsos to follow up. Seitz suggested that BNA may want to advertise open positions via the upcoming Crier newsletter.
3.)	New Business	

<ul style="list-style-type: none"> • BNA Annual Calendar and Space Scheduling 	<ul style="list-style-type: none"> • The Executive Board reviewed the calendar for the next fiscal year. (Note: Fiscal year of BNA is June to May.) • The following schedule was established: <ul style="list-style-type: none"> • 07/19/17 5:30 PM: Annual Picnic—Sycamore Shelter in Ellison Park • 08/16/17: Executive Committee Meeting—Faith on Fire Church <ul style="list-style-type: none"> • Topic: Membership and preparation for the September meeting • 09/20/17: Board of Director’s Meeting—Faith on Fire Church • 10/18/17: Membership Meeting—Location TBD? <ul style="list-style-type: none"> • Historically, BNA has hosted a guest speaker. Past presenters have discussed: city planning, history of Rochester parks, and aging/accessibility/home safety • A potential topic for discussion at the 2017 Membership Meeting is Rochester City Schools. Nicholson to explore potential speaker on this topic. • 11/15/17: Executive Committee Meeting—Faith on Fire Church <ul style="list-style-type: none"> • Topic: Begin planning for the Holiday Gathering • 12/13/17: Board of Director’s Meeting—Faith on Fire Church • 01/17/18: Executive Committee—Faith on Fire Church • 01/26/18: Winter Gathering—Location TBD • 02/21/18: Board of Director’s Meeting—Faith on Fire Church • 03/21/18: Executive Committee—Faith on Fire Church • 04/18/18: Board of Director’s Meeting—Faith on Fire Church • 05/16/18: Membership Meeting—Location TBD • Seitz and Sahrle are scheduled to meet with John Morgan at Faith on Fire Church on Thursday 06/22/17 at 5:30 PM to coordinate space/accommodations for the above schedule. The Executive Committee agreed that Seitz could offer a \$100 donation for the use of the space.
<ul style="list-style-type: none"> • Membership Rewards 	<ul style="list-style-type: none"> • Seitz hopes to establish a BNA Membership Rewards program. BNA members with a membership card would be able to obtain membership discounts at local businesses.
<ul style="list-style-type: none"> • Membership 	<ul style="list-style-type: none"> • 566 Winton paid their membership dues • They will be added to the Crier distribution list
<ul style="list-style-type: none"> • Treasurer—Needs to be Audited 	<ul style="list-style-type: none"> • Siple indicated that it had been quite some time since an audit of the BNA finances/records was completed. • Scheidt has conducted the audit in the past and will do so sometime over the next few months.
<ul style="list-style-type: none"> • Potential Code Violations 	<ul style="list-style-type: none"> • Siple reported that there are two homes—one on Blossom Road and one on Browncroft Road—which are not being well maintained and have not been historically. • Complaints regarding such violations can be filed at the Service Center, which is located at Village Gate Office. Siple recommended that Seitz schedule and meet with the Director—Nancy Johns Price—and start to build a relationship.

		<ul style="list-style-type: none"> Petsos and Nicholson will walk the northern section of the BNA in the coming months in order to document potential code violations.
	<ul style="list-style-type: none"> Nuisance Noise 	<ul style="list-style-type: none"> Motorcycle noise on Browncroft Road and 590 continues to be an issue. Brighton and Rochester Police Departments are slow to address. Petsos reported that she may work with local bar owners to display signs, which request that bar patrons limit their noise while exiting our residential neighborhood.
	<ul style="list-style-type: none"> Beautification Committee 	<ul style="list-style-type: none"> Siple and Seitz will drive the entire BNA on Tuesday 06/27/17 beginning at 1:00 PM to conduct a survey of the status of the streets. They will create a list of pot holes that need to be fixed, curbs that need to be repaired, etc. Seitz will then hand deliver this inventory to the City of Rochester and request needed repairs.
5.)	Adjourn	<ul style="list-style-type: none"> Meeting was adjourned by Seitz at 7:46 PM

Next Meeting(s)/Event(s):

Thursday 06/22/17 5:30 PM—Seitz and Sahrle to meet with John Morgan at Faith on Fire Church

Wednesday 07/19/17 5:30 PM—Annual Picnic at Sycamore Shelter in Ellison Park

Wednesday 08/16/17 7:00-8:30 PM—Executive Committee Meeting—Faith on Fire Church

Parking Lot	
<ul style="list-style-type: none"> Template/form letter regarding zoning in BNA boundaries and distribution to realtors 	
<ul style="list-style-type: none"> Tree replacement 	

06/22/17--Reviewed and approved via email on 06/21/17 and 06/22/17.

Respectfully submitted:

Jennifer Sahrle

Secretary

06/22/17