

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Court Conference Room 49 State Street Brockport, New York, June 3, 2019 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor John D. LaPierre, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Village Clerk Leslie Ann Morelli

EXCUSED: Trustee Shawn Halquist

ALSO PRESENT: Bill Plews, Elizabeth Harden, several attendees of the migrant farmers group, Susan Smith, Joan Hamlin, Fred Webster

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

MOMENT OF SILENCE: to honor those who 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."

OATH OF OFFICE: (ceremonial) none

CERTIFICATES & PROCLAMATIONS:

- Bienvenida proclamation – Mayor Blackman presented the proclamation. Bill Plews of B.E.O.C. introduced Elizabeth Harden, the new Pastor at St. Luke's and several adults and children of the migrant farmers group who accepted the annual proclamation and thanked the Brockport Village Board for being allies of farm workers and recognizing their contributions.

**VILLAGE OF BROCKPORT
PROCLAMATION**

WHEREAS, agriculture is the number one industry in New York State; and

WHEREAS, the approximately 1,000 migrant farm workers who come to the Hamlin, Clarkson, Sweden and Brockport area constitute the backbone of our area's agriculture workforce; and

WHEREAS, the farm workers are members of our community for approximately six months of each year, during which time they plant and harvest our crops; and

WHEREAS, as residents of the Hamlin, Clarkson, Sweden and Brockport community, migrant farm workers make a substantial contribution to our local business economy.

BE IT THEREFORE RESOLVED, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation and do hereby encourage recognition of the presence and contributions of our local farms and farm workers.

IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 3rd day of June, in the year 2019.

PUBLIC HEARINGS: none

PUBLIC COMMENT: none

GUESTS:

- Brockport Merchants Association – Sal Alonci & Jimmy Zisovski – street closure application – 7/12/19 and 7/13/19 – Clerk Morelli said Jimmy Z stopped in today and said he and Sal were not ready to re-appear before the Board this evening and would soon re-submit their applications with the new information and attend either the June 24th work session or July 1st meeting. Trustee Kristansen concurred and said she met with them last week and assisted them with drafting up the plans and that they have a BMA meeting this week.

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 that the minutes of the 5/20/19 meeting be approved as written.

→ Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 that the minutes of the 5/29/19 meeting be approved as written.

• **APPROVAL OF BILLS TO BE PAID:**

→ Trustee LaPierre moved, Trustee Crane seconded, carried 4/0 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>	5/30/19	\$29,979.23
FUND (F): <u>Water</u>	5/30/19	\$302.60
FUND (G): <u>Sewer</u>	5/30/19	\$42.78
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$30,324.61 5/30/19 total

CLERK REPORT: Clerk – Leslie Ann Morelli

○ Any further sidewalk café permit applications submitted for 2019 season (4/1-10/31) – Clerk Morelli referred to the Java Junction application submitted today – same as last year.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 to approve the application for a sidewalk café permit for the 2019 season.

Approval letter indicates:

At a meeting of the Board of Trustees held June 3rd the Board approved your application received that day for a sidewalk café permit for the 2019 season.

It is limited to 2 tables and 8 chairs (plus umbrellas and trash receptacle) daily until 11pm. They must be placed on the concrete up against your storefront.

The Board reminds sidewalk café permit holders to see that the tables and chairs match and are kept in good repair and that you provide your own trash receptacle for use only during café hours. Please take care to regularly empty your trash receptacle.

Sidewalk café season runs **April 1st to October 31st 6am to 11pm**. You previously received a copy of the code. By making application, you agreed to abide by all regulations. Any Village Code questions can be directed to Building Inspector/Code Enforcement Officer Chad Fabry at 637-5300 X119.

○ Notice – filing of Local Law #1-2019 – in full force & effect – Clerk Morelli referred to the following notice included in the packet:

**VILLAGE OF BROCKPORT
NOTICE OF ENACTMENT & FILING OF LOCAL LAW**

PLEASE TAKE NOTICE that the following Local Law was adopted by the Village Board, filed with the Secretary of State, State of New York and proof of filing has been received. Said local law is in full force and effect in the Village of Brockport.

- Local Law #1 of 2019 – to amend Brockport Village Code Chapter 5: Animals – as it relates to cats & chickens

Leslie Ann Morelli
Brockport Village Clerk

Dated: 5/24/19
For publication in the Suburban News.
For posting on Village website and Village Hall bulletin board.

○ Notice – 6/1/19 – 5/31/20 holiday schedule – Clerk Morelli referred to the following notice included in the packet:

**NOTICE
VILLAGE OF BROCKPORT
HOLIDAY SCHEDULE
June 1, 2019 – May 31, 2020**

<u>HOLIDAY</u>	<u>OBSERVED ON</u>
Independence Day:	Thursday, July 4, 2019
Labor Day:	Monday, September 2, 2019
Columbus Day:	Monday, October 14, 2019

Veterans Day:	Monday, November 11, 2019
Thanksgiving Day:	Thursday, November 28, 2019
Day after Thanksgiving:	Friday, November 29, 2019
Christmas Day:	Wednesday, December 25, 2019
New Year's Day:	Wednesday, January 1, 2020
Martin Luther King Day:	Monday, January 20, 2020
Presidents Day:	Monday, February 17, 2020
Good Friday:	Friday, April 10, 2020
Memorial Day:	Monday, May 25, 2020

+ 3 FLOATING HOLIDAYS per employee groups:

Non-Union:

- 1) Friday, July 5, 2019
- 2) Friday, August 30, 2019
- 3) Friday, May 22, 2020

Plus:

- close at 11am Tuesday, June 18, 2019 (Village Elections)
- close at 12:30pm Wednesday, November 27, 2019
- close at 12:30pm Tuesday, December 24, 2019
- close at 12:30pm Tuesday, December 31, 2019

CSEA Union (DPW) & Non-Union DPW Management:

- 1) Friday, July 5, 2019
- 2) Friday, August 30, 2019
- 3) Friday, May 22, 2020

Stetson Club Union (Police):

- 1) Friday, July 5, 2019
- 2) Tuesday, December 24, 2019
- 3) Tuesday, December 31, 2019

By order of the Brockport Village Board 11/19/18

Leslie Ann Morelli
Brockport Village Clerk

Dated: 5/30/19

For publication in Suburban News and posting on Village website and at Village Hall.

- o Reminder – mobile household hazardous waste collection program - Clerk Morelli referred to the following notice included in the packet (announced some time ago):

**Mobile Household Hazardous Waste
Collection Program**

Sweden, Brockport
Ogden, Clarkson, Hamlin, Parma
Hilton and Spencerport

Saturday, June 15, 2019
7:45 a.m. to 12:00 p.m.

At the Town of Ogden Highway Garage
2432 South Union Street, Spencerport, NY

Appointments for this HHW collection will be accepted until June 14. This service is open to all Monroe County residents. Waste from businesses will not be accepted.

To schedule an appointment, residents should call 637-2144.

Up to 30 Gallons will be accepted per appointment at no charge.

Do Not Bring: Pharmaceutical wastes, Propane tanks, used motor oil & vehicle batteries; cans with dried paint; empty containers; everyday alkaline batteries; glazing/spackle & joint compounds.

If residents are unable to take advantage of this mobile HHW collection, the county's permanent collection facility is open (by appointment only) weekly. For more information go on-line at www.monroecounty.gov

PERSONNEL ITEMS:

- Village Hall Part Time Clerk – accept hiring recommendation – Clerk Morelli referred to the notice included in the packet that resulted in 4 applications and an inquiry to one of the Village's Part Time Clerks.

**Employment Opportunity
PART TIME CLERK
BROCKPORT VILLAGE HALL**

The Village of Brockport Clerk-Treasurer Office seeks 1 individual to serve as Part Time Clerk to assist the staff in a variety of clerical, customer service and record keeping functions.
20 hours/week.
\$15/hour. No benefits.
NYS Retirement System.

Education and Experience: Associates degree or higher, experience with customer service, accounts payable, accounts receivable, and public relations via social media preferred, knowledge of CorelDraw or Adobe InDesign a bonus.
Must be a strong oral and written communicator, personable, detail/accuracy oriented and able to multi-task/prioritize.

Pick up employment application at Brockport Village Hall
Monday-Friday 8:30am-4:30pm
or download from Village website: www.brockportny.org.

Return completed applications to:
Leslie Ann Morelli, Brockport Village Clerk
127 Main Street, Brockport, NY 14420
or lmorelli@brockportny.org

Application Deadline: Noon, Tuesday, May 7, 2019

Dated: 4/15/19

For publication in Suburban News and posting on Village website and at Village Hall.

Mayor Blackman said Treasurer Hendricks approached Part Time DPW Clerk Carol McNees as she has been helping in the Building/Code Enforcement Office since last fall. She would be willing to go to full time and would remain at DPW in the mornings and help at Village Hall in the afternoons.

Trustee Kristansen asked if this would make her eligible for benefits and paid time off. Clerk Morelli said yes as well as she will be required to enroll in NYS Retirement. She can take the benefits or the buyout if she has health & dental coverage through her spouse. Trustee Kristansen asked if there were any implications with Civil Service. Clerk Morelli explained that the exempt titles for the Village (Clerk, Treasurer, Deputy Clerk, Deputy Clerk-Treasurer, Secretary to Planning and Zoning Boards, Clerks to Village Justices) are taken and that typically full-time clerical positions other than those would be competitive – meaning having to hire off a list. However, as Carol will remain an hourly employee and as was done with the Police Department Clerk many years ago (before Clerk Morelli) having gone from part time to full time, the Civil Service title for part time will still be utilized if directed so by the Village Board. Trustee Kristansen asked if is clear what her duties will be and who she reports to. Mayor Blackman said that is yet to be worked out. Trustee Kristansen suggested the Mayor and Clerk-Treasurer team meet to get on the same page and then define to Carol what the duties would be and who she reports to. Clerk Morelli reminded the Board that the 20 hours per week was to bring the Clerk-Treasurer team closer to the staffing of years ago. When the Treasurer position was filled by Dan Hendricks, he was willing to work part time 2 days per week ~16 hours. Previously, the Treasurer was full time 40 hours.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 to accept the hiring recommendation and increase the hours of Carol McNees as detailed in the following letter:

Congratulations! At the meeting held June 3rd the Village Board accepted the recommendation to increase your hours and pay rate so that you can fill the vacancy of Part Time Clerk at Village Hall to assist the Clerk-Treasurer Office in a variety of clerical, customer service and record keeping functions. That change is effective today. You are also entitled to benefits or buyout and paid time off, etc. as outlined in the Employee Handbook.

While we had advertised the position as \$15 per hour; due to your 5 years with the Village, your pay rate will be \$17.90 per hour. While we had advertised the position as 20 hours; due to your request

for 15 hours per week for a total of 35 rather than 40 hours per week, we will accommodate such. You indicated a desire to continue your DPW Clerk schedule as 20 hours per week Monday through Friday 8am to Noon. You are entitled to a 30-minute paid lunch. If you take that at Noon, your Village Hall Clerk schedule as 15 hours per week could be Monday through Friday 3 hours per day, 12:30pm to 3:30pm. A consistent schedule is beneficial, but there can certainly be flexibility for your needs as well as the needs of the office.

The Board is aware there is a Civil Service issue as to going from part time to full time as the exempt titles available to us are filled. Therefore, your Civil Service title Office Clerk III - PT will be what remains on the annual payroll certification the Village is required to file with Monroe County. As you are an hourly, not salaried employee, we believe this will enable us to avoid or delay the need to hire off a competitive list.

Please formally accept by signing this offer and completing and returning to the Village Clerk the few pieces of personnel and benefits paperwork she reviewed with you this morning.

I will soon call for a for a meeting on a day the team is available, so we can all get on the same page as to duties / training / supervision chain of command, and such. We look forward to your continued contributions to the Village!

- E.L.K. Museum Board – appoint to fill 1 vacancy – Clerk Morelli shared that the position interest form of Kirstin Gebhart was forwarded to the Museum Board who invited her to the last meeting and endorse her appointment.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 to appoint Kirstin Gebhart to the Emily L. Knapp Museum Board for a term to 6/30/20.

- Welcome Center – Clerk Morelli shared that a position interest form came in today and the Welcome Center Director endorses her appointment as a Greeter.

→ Mayor Blackman moved, Trustee LaPierre seconded, carried 4/0 to appoint Barbara Sciremammano as a Welcome Center Greeter.

- Board / Committee volunteer opportunities - Clerk Morelli referred to the following notice included in the packet:

**VILLAGE OF BROCKPORT
BOARD / COMMITTEE / TASK FORCE
VOLUNTEER OPPORTUNITIES**

Volunteer vacancies – must be a Village resident:

- Planning Board – meets 2nd Monday 7pm at Village Court (only upon application)
Note: a minimum of 4 hours of training is required each fiscal year (6/1-5/31)
1 vacancy - term to 6/30/21
- Zoning Board of Appeals – meets 1st Thursday 7pm at Village Court (only upon application)
Note: a minimum of 4 hours of training is required each fiscal year (6/1-5/31)
1 vacancy - term to 6/30/23
- Historic Preservation Board – meets 3rd Thursday 6:30pm at Village Court
1 vacancy - term to 6/30/20
2 vacancies - term to 6/30/22
- Tree Board – meets 3rd Tuesday 7pm (September – May) at Village Hall
1 vacancy - term to 6/30/21
1 vacancy - term to 6/30/23
- Emily L. Knapp Museum Board - meets 4th Wednesday at 6:30pm at Village Hall
1 vacancy - term to 6/30/22
- Ethics Board - meets TBD at Village Hall (only as needed)
1 vacancy - term to 6/30/21

Volunteer vacancies – do not have to be a Village resident:

- Welcome Center Greeter

- Emily L. Knapp Museum Volunteer

All Boards/Committees/Task Forces:

- if meeting schedule falls on a holiday, there is no meeting
- must be able to use email & internet

Submit a position interest form via the Village website: www.brockportny.org

Application Deadline: until filled

Dated: 5/21/19

For publication in Suburban News and posting on Village website and at Village Hall.

- **OLD or NEW BUSINESS:**

- Lift Bridge Book Shop report – on use of Brockport logo fiscal year 18-19 – no need for 19-20 – Clerk Morelli shared that Sarah Bonczyk of Lift Bridge reported that sales of the t-shirt with the Brockport logo have been slow, that they have marked the remaining 20 in large and extra-large as 50% off, and that they have no plans to re-order t-shirts or anything with the Village logo at this time. Clerk Morelli suggested the Village purchase the remaining t-shirts for staff. Board declined.

- DPW – backhoe quote – Trustee LaPierre referred to the quote in the packet and said the existing piece of equipment is old (1999), in need of tires at the very least and is ready for replacement. The quote is for an outright purchase, not a lease. This was included in the new fiscal year budget.

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 4/0 to accept and authorize the Mayor to sign the quote from Five Star Equipment, Inc. at \$95,000 for the purchase of a 2019 John Deere 310SL Backhoe Loader per NYS OGS PC67075 Sourcewell Contract 032515-JDC.

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman
 - Mayor Blackman provided the following report:

Along with other Board members and many members of the public I attended the farewell for Carl Gouveia at the library on May 30. I have agreed to serve on the interview committee for the new director of the library.

On the 29th we held a special workshop to discuss the Bonadio Report on the library with attention to the financial responsibility of the municipalities. It became apparent through that report that, if the library is going to thrive, the municipalities needed to step up their financial contributions. I was pleased that in the course of an hour the Board sifted through some complicated possible financial arrangements and unanimously came up with the following simple solution.

Following consultation with our treasurer we highlight the following re the state of the library budget and make the following funding recommendations:

- Current library deficit is \$26K for this budget year; the library's itemized building and property expenses, most of which would be the responsibility of property owners (municipalities) is roughly \$50K
- Assuming that the municipalities take responsibility for building and property expenses and applying the same formula for that responsibility as regular funding, based on population: in 2020 Brockport would pay an additional \$19,609, Clarkson \$16,610, and Sweden \$13,781.
- The above payments would be added to the current 2020 contribution and subject to the 2% tax cap increase moving forward. Thus in 2020 Brockport would pay, *in total*, \$216,780, Clarkson \$183,629, and Sweden \$152,346.
- The above additional payment would be noted in the MOU, per the list provided by the library on 5/29/19 to include: utilities, custodial supplies, equipment maintenance, lawn maintenance, rug cleaning, trash pickup, building maintenance, sprinkler, HVAC, Property and liability insurance, taxes (Clarkson district fees)
- The library would be responsible for contracting for those itemized services
- The municipalities would additionally each set up a reserve fund in equal amounts to be used for major building repairs/replacements, parking lot paving, etc. When repairs/replacements are needed, equal amounts would be drawn from each reserve fund. We did not set a specific

amount for our reserve fund but recommend (not to exceed) \$10,000 annually.

We are not passing a resolution re these changes at the present time as any increase in funding is contingent upon agreement among the three municipalities; rather, this is our recommendation for all three municipalities.

Following tonight's meeting I will be emailing this recommendation in its entirety to the two supervisors and discussing it at the June 5th lunch meeting.

Reminder: Historic Housewalk June 9th in the Village. 6 homes followed by wine/beer/food tasting at the Morgan Manning Carriage House. Proceeds to the Morgan Manning and the Capen Fire Museum. Tickets \$20 at Village Hall, Morgan Manning, Lift Bridge, Red Bird Café, and at the college at Brockport. More information on Village website.

Both flowerpots which graced the front of Village Hall have been stolen over the last two weeks. Our police and code enforcement departments are on the lookout; be assured that when they are found or replaced they will be watched 24/7 by a security camera.

- o Trustee/Deputy Mayor John D. LaPierre
 - Trustee LaPierre provided the following report:

On May 29th I attended the special Board meeting to discuss the Seymour Library study.

On May 29th I met with Superintendent Donahue during which we discussed, among other topics, the request to replace a backhoe.

A threat that has become more prevalent over the past several months is ransomware. **Ransomware** is a form of malicious software (or malware) that, once it's taken over your computer, threatens you with harm, usually by denying you access to your data. The attacker demands a "**ransom**" from the victim, promising — not always truthfully — to restore access to the data upon payment. You may have heard of the problem recently with the city of Baltimore, and -- closer to Brockport—in Albany NY (cruelly noticed on April 1st this year). A county in Georgia recently paid \$400,000 to have regain access to their systems. I propose that we establish a sub-committee to study this issue and come back to the Board with a recommendation. At least we should have an agreed-upon process of how to handle such an occurrence. I volunteer to head up such a sub-committee—unless someone else would like to do this. I would like to have one other Board member on this sub-committee. I have talked with Steve Tanner who will participate and help us with coming up with a solution. We have some of the pieces in place, but we don't have a plan. We need one.

Trustee Crane offered to assist Trustee LaPierre and Steve Tanner with this.

Clerk Morelli mentioned an I.T. related concern - that there are lawsuits being brought against colleges and municipalities that don't have "A.D.A. compliant" websites. It seems to focus on the needs of visually impaired people and some colleges are settling the lawsuits rather than fighting them. She spoke with The Pinpoint Group's Steve Tanner (the Village's I.T.) about this and he is aware of it and noted that "A.D.A. compliant" websites are not really defined and that it could be a complicated and costly endeavor.

- o Trustee Annette M. Crane
 - Trustee Crane provided the following report:

On Thursday May 23rd I attended the Memorial Day Ceremony at the Oliver Middle School. As always it was an appropriate and moving ceremony. The students who recited performed well and someone near me was startled to realize that the band was only middle school students.

On Saturday, May 25th, I attended the Memorial Day Ceremony at the Vets Club. It was moved inside due to the rain, so the High School Band had to cancel. There was no room for them. It was also a very nice service.

It is important to remember our service men and women who died as a result of their service to our country. I hope there will be no more of them, something I think about every time I see our college ROTC students. I want them safe.

On Tuesday, May 28th, I attended the Town Board meeting.

On Tuesday, May 29th, I attended our special workshop to discuss the Library study.

And on Thursday May 30th I attended the farewell party for librarian Carl Gouveia at the Seymour

Library. I am thankful for the service he as provided for this community and wish him well.

- Trustee Shawn Halquist (excused)
- Trustee Katherine J. Kristansen
 - Trustee Kristansen provided the following report:

May 21st...I attended BISCO meeting as their Village liaison. Discussion centered around the 25th Brockport Arts Festival to be held in August.

May 22nd...I met with Harry Donahue (DPW) and Kathy Kepler (village gardener) regarding the pollinator gardens in Harvester Park by the Welcome Center.

May 23rd...I met with Mayor Blackman and Erica Linden to discuss comprehensive plan progress moving forward. After that meeting, I met with Jimmy Z to discuss the Sidewalk Sale special events.

May 29th...I attended the special VB meeting to discuss the library consultant report, etc.

May 30th...I attended the "going away" reception for Carl Gouveia at the Seymour Library.

EXECUTIVE SESSION: none

ADJOURNMENT:

→ At 7:45pm, Trustee LaPierre moved, Trustee Kristansen seconded, carried 4/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk