

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, October 7, 2019 at 7:00pm.

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

EXCUSED: Mayor Margaret B. Blackman

ALSO PRESENT: Linda Ketchum, Joan Hamlin, Fred Webster, Susan Smith

CALL TO ORDER / PLEDGE: Trustee/Deputy Mayor LaPierre 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: none

PUBLIC HEARINGS: none

GUESTS: none

PUBLIC COMMENT:

- Parks Committee Chair Linda Ketchum read the following prepared statement:

I would like to thank the Village Board for making the Community Build possible at Barry Street Playground this past Saturday. It was a huge success. The ZipKrooz will be operable on Thursday and I would like to propose a ribbon cutting on Monday, October 14 at 3pm.

Thank you to The College at Brockport who provided 30+ volunteers that assisted our DPW crew in laying the groundwork and lifting the whole apparatus before pouring concrete. Darrell Deas; Pi Kappa Phi; Alpha Phi Alpha Fraternity, Inc.; OSAD; Men of Color; ASU; CSA; individual students and neighbors worked from 8am-3pm.

Wegmans provided all the food and drinks needed to keep everyone happy. Our Parks Committee members, especially vice-chair C. T. Oakes, supported the construction. Nathan Emery from Parkitects directed everyone with his expertise.

I also want to thank my sister, Sue Gibbs, and my friend, Pete Smith for supporting me through this effort. Mary Trimble and her mom, Jill, of Lyman Street were there to witness Mary's dream coming true. Mary said it was the best day of her life. That quote will probably be in "The Stylus" Wednesday because a college newspaper writer and photographers also showed up to capture the moment.

Speaking for our entire committee, we are looking forward to more improvements in our parks in the future.

Incidentally, Pi Kappas also helped the next-door neighbor move dirt in his garden!

Additionally, Eric Chick of EC Construction donated the concrete he poured for us. Thank you, Eric, for that donation valued at \$600 to help create more fun in our parks for kids!

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Crane moved, Trustee Halquist seconded, Trustee Kristansen abstained due to absence, carried 3/0/1 that the minutes of the 9/16/19 meeting be approved as written.

→ Trustee Kristansen moved, Trustee Crane seconded, Trustee LaPierre abstained due to absence, carried 3/0/1 that the minutes of the 9/26/19 meeting be approved as written.

- **APPROVAL OF BILLS TO BE PAID:**

→ Trustee Crane moved, Trustee LaPierre 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>	9/26/19	\$116,109.90	
FUND (F): <u>Water</u>	9/26/19	\$2,474.40	
FUND (G): <u>Sewer</u>	9/26/19	\$98.86	
FUND (H): <u>Capital</u>	-	-	
FUND (T): <u>Trust & Agency</u>	-	-	
			\$118,683.16 9/26/19 total

CLERK REPORT: Clerk – Leslie Ann Morelli

PERSONNEL ITEMS:

- DPW Laborer – accept hiring recommendation –

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 to re-hire William Newbould to fill the Laborer vacancy as per below:

Congratulations! At a meeting held October 7th, the Village Board accepted the recommendation of DPW Superintendent Donahue as to your re-hiring. The Village of Brockport is happy to re-hire you as Laborer with the Department of Public Works at a rate per the CSEA Union contract wage schedule – Laborer Grade 5 at \$25.76 per hour with benefits. You can begin work as soon as possible - pending successful completion of required pre-employment drug and alcohol testing.

Your normal 40-hour work week is Monday through Friday, 7am to 3:30pm. Please follow any and all guidelines or instructions set forth by the State, County, and Village as well as the Department of Public Works.

Please work with DPW at 637-1060 immediately to schedule your pre-employment testing. Please accept by signing this offer and completing and returning it and the enclosed personnel / benefits paperwork to me on or before your first day. The employee handbook as well as personnel related materials are available at www.brockportny.org/employee.

Please see separate letter with log-in information as to NY State required training regarding workplace harassment. Thank you.

- E.L.K. Museum Board – fill vacancy – Clerk Morelli said although not on the agenda, Maggie LaPierre submitted a position interest form today for the vacancy on the E.L.K. Museum Board. She currently serves as a Museum volunteer as well as a Welcome Center Advisory Board member.

→ Trustee Crane moved, Trustee Halquist seconded, carried 4/0 to appoint Maggie LaPierre to the vacancy on the E.L.K. Museum Board for a term to 6/30/22.

- **OLD or NEW BUSINESS:**

- NYSDOT – public information meeting re Main Street lift bridge rehabilitation 10/16/19 4-6pm Middle School – per notice included in the packet, in Suburban News and on the Village website. Trustee Kristansen said she notified the Brockport Merchants Association as well.
- Notice – fall water main flushing 10/15/19-10/18/19 – per notice included in the packet, in Suburban News and on the Village website.

**NOTICE TO BROCKPORT RESIDENTS
PLEASE TAKE NOTICE that WATER MAIN FLUSHING in the
Village of Brockport will take place October 15-18, 2019.**

As part of our routine maintenance of the water distribution system in the Village, Department of Public Works crews will be flushing water mains on **October 15-18, 2019**. We do this periodically to clean the mains and flush out sediment accumulations that may settle out in the mains. The flushing will ensure that you have a safe and healthy supply of drinking water.

Flushing operations will be conducted between 9:00 A.M. and 1:00 P.M. in the following locations on the date indicated:

Tuesday, October 15, 2019:
NORTH of the canal.
All hydrants, EAST
of North Main Street (NYS Route 19)

Wednesday, October 16, 2019:
NORTH of the canal.
All hydrants WEST of North Main Street.

Thursday, October 17, 2019:
SOUTH of the canal

Friday, October 18, 2019:
SOUTH of canal

All hydrants EAST of Main Street

All hydrants WEST of Main Street.

During flushing you may see some cloudiness or color in the water. Please do not use any unnecessary water during this period. The flushing may cause the water to become "cloudy" or "discolored". While the water will be safe to drink, we suggest that you do not wash clothes if you notice the water is discolored. **ANYONE ON A KIDNEY DIALYSIS MACHINE, PLEASE CALL THE SUPERINTENDENTS OFFICE AT THE NUMBER BELOW!**

If you have any questions, please call the Department of Public Works at (585) 637-1060 between 7:00 AM and 3:30 PM.

- o Notice – fall brush pick up 10/21/19 – per notice included in the packet, in Suburban News and on the Village website.

Village of Brockport
Fall Brush Pickup Notice

The Department of Public Works will be conducting **BRUSH ONLY** pickups. *Beginning Monday October 21st, 2019, the DPW will be picking up **BRUSH ONLY**. This is being provided as a service to Village residents to alleviate the continual placement of brush at curbside. *There will be only 1 pass down each street and a maximum of 1 truck load of brush per residence. **DO NOT PLACE BRUSH AT CURBSIDE UNTIL THE SATURDAY OR SUNDAY BEFORE THE ABOVE NOTED DATE.****

As in past years, we will continue our policy of leaving a small dump truck overnight for those who wish to load their own. Anyone wishing to use this service must call the DPW office to schedule to have a truck dropped off.

For items *other than brush* you should contact your refuse hauler.

Any questions may be directed to the DPW Office at 637-1060 between the hours of 7:00 a.m. and 3:30 pm, Monday - Friday or the Village Office at 637-5300 between the hours of 8:30am and 4:30pm, Monday- Friday.

- o Award bids – Auctions International results – sale of 1999 backhoe & 1999 dump truck w/plow & spreader –

→ Trustee LaPierre moved, Trustee Crane seconded, carried 4/0 to accept the bids via Auctions International of \$15,600 then \$12,600 for the 1999 John Deere 310SE Backhoe and \$10,100 then \$4,450 for the 1999 International 2654 Six-Wheel Dump Truck with Plow and Spreader – noting that if the high bids fall through, the next highest bid would be accepted.

- o Capital Reserve Account – Seymour Library –

To: Mayor Blackman
Village Trustees
From: Daniel P. Hendricks
Date: October 2, 2019
Re: Capital Reserve Account – Seymour Library

Per discussions with the Town of Sweden and the Town of Clerkson we have agreed to establish a Capital Reserve Account for maintenance and repairs for the Seymour Library. The funds will be held by each municipality, all requests for funds will be presented and approved by the Village Trustees.

Recommended resolution: That a Capital Reserve Account be established by the Village of Brockport, for maintenance and repairs for the Seymour Library. The account will be established with an initial transfer from available Unappropriated Fund Balance of \$20,000.00.

Please contact me if you have any questions.

Cc: Leslie Morelli

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 4/0 to adopt the following resolution:

That a Capital Reserve Account be established by the Village of Brockport, for capital improvements, maintenance and repairs for the Seymour Library as described in the forthcoming agreement between Brockport, Sweden, and Clarkson. The account will be established with an initial transfer from available Unappropriated Fund Balance of \$20,000.00. Recommended annual contribution to the account is \$20,000.

- Grants –
 - authorize application – JCAP – re Village Court –

→ Trustee Halquist moved, Trustee Crane seconded, carried 4/0 to adopt the following resolution:

RESOLVED, that the Brockport Village Board of Trustees does hereby authorize the Brockport Village Court to file an application for funds from the New York State Unified Justice Court, in accordance with the provisions of the Justice Court Assistance Program in an amount not to exceed \$30,000, and upon arrival of said request to enter into and execute a project agreement with the State for such financial assistance to the Village of Brockport. There is no matching component. The funds would be used to purchase records storage shelving ~~and to reroof the courtroom~~. Application due: 10/10/19.

Note for the record:

Village Board contact is Mayor Margaret Blackman

Village Court contact is Court Clerk Stepanek

Village Office contact is Deputy Clerk-Treasurer Erica Linden

Note: It was learned on 10/10/19 that JCAP does not allow re-roofing as part of the application. Therefore, that portion of the resolution was deleted.

- authorize application – Erie Canalway IMPACT – redo of canal mural on Lift Bridge Book Shop -

→ Trustee Kristansen moved, Trustee Halquist seconded, Trustee Crane abstained as she is employed by Lift Bridge Book Shop, carried 3/0/1 to adopt the following resolution:

RESOLVED, that the Brockport Village Board of Trustees does hereby authorize the Village's grantwriters, J. O'Connell & Associates, to prepare an Erie Canalway National Heritage Corridor IMPACT grant application - for funding to redo the iconic mural on the Lift Bridge Book Shop that depicts the story and history of the Erie Canal, defines the Village's sense of place and adds to the reasons why Brockport is a "must-do" for tourists on the Erie Canal. The project includes the commissioning of the mural and its installation. The total project cost is \$14,000. There is a required 50% match, including in-kind contributions (installation). The remaining cash match will be raised through a public fundraising campaign. Application due: 10/18/19.

Note for the record:

J. O'Connell & Associates contact is Mary Beth Willis

Village Board contact is Mayor Blackman

Village Office contact is Deputy Clerk-Treasurer Erica Linden

- Division of building expenses between municipalities and Seymour Library –
Although not on the agenda, Mayor Blackman had emailed the Board the latest version of this document which continues to be a work in progress. The Village Board discussed such and questions as to building and property/grounds insurance, taxes, inspections arose. Clerk Morelli said she has opened communication with the Village's insurance broker (Willis Towers Watson) who has solicited a review by the carrier (NYMIR). Historically Seymour Library gets the insurance and the municipalities pay for it through their funding of the budget. Taxes were questioned as the parcel is exempt except for special district charges (i.e. Pure Waters charges of \$100-\$200). Inspections were questioned as such are done by the municipalities Building Inspectors / Code Enforcement Officers and likely exempt from fees. Clerk Morelli expressed concern as to the capital elements – the statement indicating that "the municipalities will arrange for such and the quote/bid process will be handled and approved by each municipality". She believes this would be cumbersome and that one entity (i.e. Library) should handle this with the invoice for the work divided in equal thirds and billed to each municipality. Clerk Morelli will share the Board's and her feedback with Mayor Blackman as well as the results of the inquiries made to the Village's insurance broker and carrier.

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman (excused)
- Trustee/Deputy Mayor John D. LaPierre
 - Trustee LaPierre shared the following:
 - 10/5 – participated in the installation of the ZipKrooz at the Barry Street Park – a wonderful day, many volunteers, great prep by DPW – can't wait to try it out
 - 10/5 – participated in the Welcome Center Greeter end of year celebration

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

On September 30th I attended the Planning Board meeting. This was the second meeting for United Refining Company of Pennsylvania on the planned demolition and rebuild of the Kwik Fill gas station at the corner of Main Street and East Avenue. More detailed plans were presented, and some aesthetic changes were made per the Planning Board's request. Preliminary approval has been granted pending further design decisions, DEC approval and Monroe County Planning Board approval. It will continue to be a full serve station. They are anticipating increasing the number of employees from nine to nineteen. A public hearing will be held at some point.

On October 5th, I helped with the community build of the zip line at the Barry Street Playground. While I did do some of the construction, we were treated to the assistance of many college students, who are taller and stronger than I. The groups that helped were Alpha Phi Alpha Fraternity, Pi Kappa Phi Fraternity, Men of Color, Organization for Students of African Descent, African Student Union, and the Caribbean Student Association. They were tireless, pleasant and when I thanked them for helping, the usual response was to thank us for giving us the opportunity. We also had help from a few young women from the College who were not part of a particular group, a few neighbors and relatives. In addition to thanking these individuals and groups, I would also like to thank the College's Darrell Deas, who recruited the student groups and personally helped with the installation, our DPW who provided needed expertise and materials and Wegmans, who provided food, and Nathan Emery from Parkitects. Congratulations to Linda Ketchum and the Parks Committee on the completion of this wonderful project. It is a definite asset to our Village.

Later that day, I attended the thank you party for the Welcome Center volunteers. It was a good year at the Welcome Center, and I thank those volunteers.

Community events that I attended included the local art show at the Morgan Manning House on Saturday September 28th and the BEST Farm to table dinner On October 5th, which is a fund-raiser for Brockport Central Schools.

- Trustee Shawn Halquist
 - Trustee Halquist shared the following:
 - 9/27 & 9/28 – participated in the High School and College Homecoming parades
- Trustee Katherine J. Kristansen
 - Trustee Kristansen provided the following report:

August 21st...I attended the Seymour Library meeting as their liaison. Upcoming programs include "Great Decisions" discussion (7 sessions) and "1000 Books Before Kindergarten" which is a literacy initiative. Also, the Long-Range Planning committee is meeting with a consultant to prepare to write a new strategic plan.

August 24th...I had the pleasure of working with 15 new freshman students from SUNY Brockport. We spent the afternoon cleaning, weeding and trimming the foliage on the north side of the canal between Main Street and Park Ave. Great job!

August 27th...BISCO held its debriefing meeting regarding the 2019 Brockport Arts Festival. New chairpersons for the festival are Cindy Ingraham and Randy Dumas. Plans are already in the works for the 2020 festival.

August 28th, September 4th and October 2nd...I met with Brockport Merchants Association as their liaison. Preparations are underway for the Midnight Madness on October 25th and the upcoming holiday events. There are presently 43 members in this organization!

August 30th...I met with the mayor, DPW Superintendent and Sue Steele to continue discussion regarding Market Street.

September 6th...I met with Chief Cuzzupoli regarding the exterior updates of the police station being completed and other community issues as liaison to the police department.

October 5th...I participated with the Brockport Beauties in decorating Main Street for the Fall season.

EXECUTIVE SESSION: none

ADJOURNMENT:

→ At 7:32pm, Trustee Kristansen moved, Trustee Halquist seconded, carried 4/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk

