

**Regular meeting of the Board of Trustees of the Village of Brockport was held April 20, 2020 at 7:00 pm via Zoom teleconferencing, per New York State Executive Order 202.1 suspending the open meeting law until May 15, 2020.**

**MISSION STATEMENT:** “To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport’s unique heritage and historic character.

Members of the public were invited to participate in the meeting by using the following login to connect via computer <https://zoom.us/j/91592638213?pwd=OHd5VHROOFNTNXZvVzFXS2ExNFZlZkQ0> or to dial in by telephone by calling 1-646-558-8656. Meeting ID: 915 9263 8213 and Password: 058228. Members of the public were invited to submit questions and comments prior to or during the meeting via email, to [mblackman@brockportny.org](mailto:mblackman@brockportny.org). Mayor Blackman read these submissions aloud during the meeting.

**PRESENT:** Mayor Margaret B. Blackman, Trustee/Deputy Mayor John LaPierre, Trustee Annette M. Crane, Trustee Shawn Halquist, Trustee Katherine J. Kristansen, Village Clerk/Manager Erica L. Linden, Treasurer Daniel P. Hendricks, Public Works Superintendent Harry G. Donahue, Building Inspector /Code Enforcement Officer Chad H. Fabry, Police Chief Mark T. Cuzzupoli, Attorney Daniel J. Mastrella, Mary Rich, Susan Smith, Joan Hamlin, Christine Hamlin, Bob Currier, Michael Caswell, and Douglas Kumerowski

**CALL TO ORDER:** Mayor Blackman called the meeting to order.

**MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies and, especially at this time, our health care workers on the front lines of the COVID virus.

**GUESTS:** Officer Robert Currier, Navy Club – request use for ½ Clinton St. parking lot for 6/6/20 pig roast event (request submitted via writing in lieu of meeting attendance)

Mayor Blackman moved to allow the Navy Club to utilize half the municipal lot for their event. Trustee Kristansen seconded the motion.

Discussion: Board members expressed concern that amid the current COVID-19 pandemic, they are not in favor of promoting large group gatherings this year and that a June event is particularly early. Most community events have been postponed or canceled through July already. Members noted they support the Navy Club’s event, just not as scheduled at this time.

**Roll Call Vote**

Mayor Blackman	No
Deputy Mayor LaPierre	No
Trustee Kristansen	No
Trustee Crane	No
Trustee Halquist	No

Motion fails 5/0 to allow the Navy Club to utilize the municipal lot for their 6/62020 pig roast.

**PUBLIC COMMENT:** Comments and questions will be accepted via email and can be sent during the board meeting to [mblackman@brockportny.org](mailto:mblackman@brockportny.org)

**CONSENSUS ITEMS:**

Approval of bills to be paid – Trustee Crane moved and Trustee Kristiansen seconded the motion to approve the bills. Motion passes 5/0.

**SEYMOUR LIBRARY REPORT:**

Mary Rich, Village Board appointed member of the Seymour Library Board reporting: Currently, the library is on PAUSE. Director Mike Boedicker is getting the mail, and Nancy is coming in periodically to pay the bills. Money in question from the Foundation was given to the library, which in turn was all given to Patty Hayles. There is a hold up with completing that transfer with Attorney Olson. Information about the lease was news to the library board. The library board president is reaching out to Town of Sweden Supervisor Kevin Johnson and Patty Hayles for an update.

Mayor Blackman noted that she will reach out to the other municipalities about the lease.

## DEPARTMENT REPORTS:

- Clerk/Manager – Erica L. Linden
  - Update on workflow during Covid-19 – offices remain closed. Payments can be made via locked drop box or in the mail. Phones and emails are being answered, staff rotating through village hall to ensure work is completed on time and working remotely.
- Treasurer – Daniel P. Hendricks
  - Financial reports for period ending 3/31/20 included. We have been close to the projected budget for sales tax, the last quarter is an unknown. We expect to see CDGB money for DPW projects. Fines and forfeitures will be updated for the next month. We do still expect to see most of the AIM aid next month. The budget is in balance. No budget amendments or transfers from contingency, we will have amendments next month. Note, the January, February and March quarterly sales tax will not be received until May.
- Building / Planning / Zoning / Code Enforcement – BI/CEO Chad H. Fabry
  - The department is monitoring a few building permits, there is still work to be done throughout the PAUSE.
  - Sidewalk Café Permits – there was a request to waive the permit fee for the year & request to serve alcoholic beverages. Mayor Blackman noted we will need to send out a call for sidewalk café permits again once the status of reopening is known. At this time, sidewalk cafes are not applicable. Attorney Mastrella commented that a licensed establishment is under the regulations of the ABC law. Although the village can regulate sidewalk café permits, if an establishment has permission from the NYS Liquor Authority to serve alcohol outside their premises, then they can. The question of serving alcohol at a sidewalk café does not rest with the village, it is determined by the ABC regulations.

Trustee Crane asked if open bottle law affects drinking a beer at a sidewalk café? Attorney Mastrella responded no, he will reexamine the law, but does not think so.

Mayor Blackman noted there are other considerations with a sidewalk café. The village did a trial with the Red Bird, allowing tables and chairs on the brick work. We have time to consider these questions. The café permit does say no more tables than the width of your store and requires tables to come in at night.

Trustee Kristansen expressed concern over more than two tables, we don't want to prohibit strolling down Main Street by creating obstruction. Also, leaving tables out is an invitation for them to be stolen.

Mayor Blackman asked BI/CEO Fabry to review the permits and come up with a suggested list of considerations and for Attorney Mastrella to speak with the NYS Liquor Authority and report back to the board.

Chief Cuzzupoli mentioned that in his experience, businesses are good about not allowing people to leave with alcohol and a drink at a table at a restaurant is different than the problems the police run into on side streets.

- Police – Police Chief Mark T. Cuzzupoli
  - Health and safety remains the priority at the Police Department. BPD continues 24-hour staffing; 13 of 15 officers are working. Chief Cuzzupoli thanked Shawn Lessord for the free labor he has donated to the village for the 4 solar powered speed signs that have been installed. New signs are located on East and West Avenues. The department is able to collect a lot of data with these signs; East Avenue is considered a speedway on speedtrap.com and is a problem location for speeding.

Mayor Blackman offered to write a letter to thank Mr. Lessord. Chief Cuzzupoli noted there is an award provided for in the department's General Orders for which he would like to nominate Mr. Lessord.

- Public Works – Superintendent Harry G. Donahue  
Request to purchase a 36-inch auger bit to assist in tree planting. With social distancing and no volunteers this year the bit will help significantly, speeding up the job of planting trees for this year and beyond. The quote from Bobcat is \$1,151.50 for the bit.

Mayor Blackman responded that as Chair of the Tree Board, she thinks it is a great idea and it will give us the opportunity to do a fall planting.

Deputy Mayor LaPierre moved and Trustee Crane seconded to approve the auger bit purchase. 5/0 the motion carries.

- Village Attorney – Daniel J. Mastrella, Esq. reported he participated in some telephone conferences on behalf of the village over the last several weeks; they all went well. These meetings included a pending matter with the DEC and a conversation with Sunflower Landing regarding the question of a retention pond and the fact that the village will not be taking dedication of the retention pond. Superintendent Donahue and BI/CEO Fabry, Kevin Johnson and the president of the Sunflower Landing homeowner's association also participated in that conversation.

**PERSONNEL ITEMS:** none

**OLD or NEW BUSINESS:** Mayor Blackman reporting

- **Village Response to COVID-19 / Mayor's & College at Brockport's letters:** The PAUSE, which has closed businesses, prohibited gatherings, required masks in public when social distancing cannot be maintained continues through May 15, and possibly beyond. These are state mandates and local governments (cities, towns, villages) must follow the state regulations. Accordingly, Heidi Macpherson and I have sent two joint letters relating to off-campus students many of whom remain in Brockport—one to landlords asking them to inform their tenants of the mandates, and the other to off campus students themselves (via email). The letters are in the meeting packet. A concern was the approach of warmer weather and the end of the school year, and for some the conclusion to their college careers.

○ **Canceled Community Events:** BMA Street Market/Sidewalk Sale and Brockstock in July and the Morgan Manning House—old Fashioned 4th of July have announced cancellations.

○ **June Election**—June 16th. No date has yet been set for March, April, May and June elections. The June 16th election has not yet been postponed. Executive Order 202.13 postponed all elections for March, April and May and suspended all petitioning. NYCOM has requested June 16th for all those elections. The earlier elections have completed petitioning. For the June 16th election petitioning never got started due to the executive order, and the last day for submitting petitions for the June 16th election is May 12, before the end of the PAUSE.

Two other related issues: 1. Absentee ballot applications can be requested and submitted electronically and anyone can submit an absentee ballot. 2. If the election is postponed beyond June 16th, current office holders whose terms would expire with the election continue in their positions until the election is held. Postponing beyond June 30 will change the date of the organizational meeting, which is held on the first Monday of the first month after the election.

○ **Canal Opening**—This is also up in the air. I have been in touch with the Canal Corp regarding directives related to the navigation season. They are working on it and I've been assured that they will let me know as soon as they have made a decision.

- **Resolutions to adopt 6/1/20-5/31/21 budget & collect taxes & authorize notices**
  - Trustee Kristansen moved, Trustee Halquist seconded that the following resolutions be adopted:
- Budget Adoption  
RESOLVED, that the Brockport Village Board adopts the 06/01/20 – 05/31/21 General Fund budget in the amount of \$6,099,722, the Water Fund budget in the amount of \$1,443,133, and the Sewer Fund budget in the amount of \$151,261 and that there be levied and assessed against the real property of the Village of Brockport the following sums for village government and other charges for the fiscal year 2020-2021 with a tax rate of \$12.11 per thousand of assessed valuation levying the total taxes and other charges extended and levied against each parcel of real property, shown on the roll prepared and verified by the Town Assessor for the 2020-2021 fiscal year.

General Fund:  
Total Village Taxes: \$2,973,527

Tax rate increased from \$11.50 to \$12.11 /1,000 of assessed valuation and is under the tax cap.  
Water rates remain unchanged.  
Sewer rates remain unchanged.

- Execution of Tax Warrant  
**WARRANT FOR COLLECTION OF TAXES 2020-2021 FISCAL YEAR**

TO: Erica L. Linden, Brockport Village Clerk/Manager  
Per Real Property Tax Law 1426

YOU ARE HEREBY COMMANDED to receive and collect from the persons named in the tax roll the sums stated opposite their respective names, being a total of \$2,973,527

- Notice of Collection

**VILLAGE OF BROCKPORT  
TAXPAYERS NOTICE OF COLLECTION**

The Tax Roll and Warrant for the collection of Village Taxes for fiscal year June 1, 2020 - May 31, 2021 have been filed in the Village Clerk's Office.

**TAX BILLS WERE MAILED ON the last business day of May.**

**To help us improve efficiency,  
please use the return addressed envelopes included with the bills.**

Check or money order for the exact amount should be made payable to the Village of Brockport and mailed with payment stub

or deposited into the drop box near the front entrance to Village Hall:

Village of Brockport  
Attn: Tax Receiver  
127 Main Street  
Brockport, NY 14420

**PAYMENT OPTIONS**

- 1) Payment is due in full by July 1<sup>st</sup>, 2020 without penalty

Late penalties:

July 2<sup>nd</sup> - 31<sup>st</sup> = 5%

August 1<sup>st</sup> - 31<sup>st</sup> = 6%  
September 1<sup>st</sup> - 30<sup>th</sup> = 7%  
October 1<sup>st</sup> - 31<sup>st</sup> = 8%

November 1<sup>st</sup> - Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2021 County/Town tax bill with additional penalties.

**OR**

- 2) Payment may be made in 2 equal installments:  
MUST make 1<sup>st</sup> installment by July 1<sup>st</sup>, 2020 without penalty  
Then make 2<sup>nd</sup> installment due by August 1<sup>st</sup>, 2020 without penalty  
Late penalties:

August 2<sup>nd</sup> - 31<sup>st</sup> = 6%  
September 1<sup>st</sup> - 30<sup>th</sup> = 7%  
October 1<sup>st</sup> - 31<sup>st</sup> = 8%

November 1<sup>st</sup> – Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2021 County/Town tax bill with additional penalties.

**Not receiving your tax bill does not absolve you of your obligation to pay your taxes in a timely fashion. If your taxes are not escrowed in your mortgage and you do not receive your tax bill, please call Village Hall at 585-637-5300.**

Village tax information can be found under Quick Links/Property Taxes at [www.brockportny.org](http://www.brockportny.org)

Erica L. Linden, Brockport Village Clerk/Manager

Discussion regarding the budget: Trustee Kristansen asked if the sales projections are low enough. Treasurer Hendricks answered we don't know, we will monitor very closely and make adjustments through-out the year. Trustee Kristansen said she is not comfortable taking a raise and is willing to leave the board salary flat as a gesture of good will to our residents.

Mayor Blackman clarified that this year is the fourth year of a restoration effort to restore board salaries back to 2009 levels. Mayor Blackman thinks changes should be put on the back burner. Trustee Crane commented that the gesture is symbolic, but symbols mean something, a lot of people will be hurting. Mayor Blackman recommended to keep the budget the way it is and make adjustments after. Trustee Kristansen noted conferences could be cut from the budget as well.

Mayor Blackman read a question from resident Doug Kumerowski, is passing a budget with so many unknowns a good move? Treasurer Hendricks responded we have to adopt a budget, we will change and adjust as needed.

#### **ROLL CALL VOTE**

Mayor Blackman	Yes
Deputy Mayor LaPierre	Yes
Trustee Kristansen	Yes
Trustee Crane	Yes
Trustee Halquist	Yes

Motion to adopt the 6/1/2020-5/31/2021 budget, authorize tax collection, and notify tax payers passed 5/0.

- Authorize Mayor to sign 6/1/20-5/31/21 agreement with H2H Cleaning
  - Mayor moved and Trustee Kristansen seconded, to renew the annual contract with H2H Cleaning Service.

Trustee Kristansen asked staff members at the meeting if they were satisfied with the service. All present agreed; Superintendent Donahue noted the DPW cleans their own building.

**ROLL CALL VOTE**

Mayor Blackman	Yes
Deputy Mayor LaPierre	Yes
Trustee Kristansen	Yes
Trustee Crane	Yes
Trustee Halquist	Yes

- Authorize Mayor to sign 6/1/20-5/31/21 agreement with Executive Carpet Cleaning
  - Mayor moved, Trustee Kristansen seconded, to renew the annual agreement with Executive Carpet Cleaning.

Chief Cuzzupoli noted the police department has less carpet to clean, nearly three rooms, since the remodel. We should ask for a revised price for the police department to reflect new square footage of carpet needing cleaned.

Clerk/Manager Linden agrees to talk with the company and secure a reduced quote for the police department building as a condition of renewing the contract.

**ROLL CALL VOTE**

Mayor Blackman	Yes
Deputy Mayor LaPierre	Yes
Trustee Kristansen	Yes
Trustee Crane	Yes
Trustee Halquist	Yes

- Grant Writing Firm, RJ Miller

Mayor Blackman explained that we have been researching new grant writing firms and would like to contract with Robert J Miller and Associates, Inc, out of Tonawanda. They have more staff than our current firm and we feel that our success rate could be higher and should be in securing grants. We have been averaging a 30% success rate. Included in the packet is the FAQs for RJ Miller. Their fee ranges between \$7,900 and \$9,900 a quarter, which depends on the size and complexity of the client. We fall in the \$7,900 range. We are currently paying J O’Connell \$9,000 per quarter. Mayor Blackman spoke with references who are all very happy with them, they provide weekly communication, and most clients are seeing a 50% funding rate.

- Mayor Blackman moved, Trustee Crane seconded, to contract with RJ Miller for grant writing services for 6/1/20-5/31/20.

Trustee Kristansen asked if we contacted any municipal references (previous clients) to check their satisfaction? Mayor Blackman responded we contacted the references we were given. We understand RJ Miller used to work with a lot of municipalities and has since worked with health care and educational organizations and is now swinging back to including municipalities in their client base.

Clerk/Manager Linden noted we have been working with a firm who specializes in municipalities and we are not satisfied with their work, so it is worth trying someone new.

Mayor Blackman noted it is only a one-year contract, we can reevaluate at the end of it. CFA season will be here soon and we need to get running with a grant writer.

**ROLL CALL VOTE**

Mayor Blackman	Yes
Deputy Mayor LaPierre	Yes
Trustee Kristansen	Yes
Trustee Crane	Yes
Trustee Halquist	Yes

- **VILLAGE BOARD ANNOUNCEMENTS:**

Trustee Kristansen said she is making masks and if anyone needs one, she would be glad to make you one. Treasurer Hendricks and Trustee Crane both requested a mask.

- **VILLAGE BOARD REPORTS:** (Submitted via writing to be included in the minutes)

Trustee Crane

I helped with the Foodlink food distribution on April 10th. I had a phone meeting April 11th with the coordinators of the Farmer's Market to discuss plans for this season. I participated in the Library Board meeting as the liaison on April 15<sup>th</sup>.

- **ADJOURNMENT**

Trustee Kristansen moved, Trustee Crane seconded, to adjourn the meeting at 8:17 pm. 5/0 motion passed; meeting adjourned.

Respectfully Submitted,

*Erica L. Linden*

Erica L. Linden  
Village Clerk/Manager