

WORKSHOP meeting of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, July 13, 2009 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee Kelly A. Smith, Trustee Kent R. Blair, Trustee Scott W. Hunsinger, Trustee Hal S. Legg, Clerk Leslie A. Morelli

ALSO PRESENT: Fire Chief Scott Smith, Mark Rennie, Bernie Daily, Jim & Joan Hamlin, Norm Giancursio, Fred Webster

CALL TO ORDER: Mayor Castañeda called the meeting to order, asked everyone to introduce themselves and welcomed all to the informal workshop to prepare for the July 20th organizational meeting.

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

GUESTS:

Mark Rennie – Christ Community Church – Bless Brockport 8/2-8/9 – Due to time constraints, Mayor Castañeda welcomed M. Rennie to present his event to the Board. M. Rennie distributed and reviewed the following:

"Community members, serving community members, by a week long varied blessings. A special time in our summer where community members look forward to the Brockport Arts Festival, and the week leading up to it... with Bless Brockport. It's a planned, scheduled week, advertised to the community by: newspaper, posters, flyers, t-shirts, and website.

History: Christ Community Church organized Bless Brockport the summer of 2008. Several events, some very successful, others had little turn out. Summer of 2009 involves two additional churches: Concordia Lutheran & Brockport Free Methodist Church.

Vision: Bless Brockport would not be known for Christ Community Church, but rather numerous churches & organizations joining in to simply bless the community.

Bless Brockport is not "Bless, Bible-beating, Brockport" – the intentions are not to yell, bull horn, or chase the community members with a Bible.

Price/Cost: Christ Community Church is paying the cost for all events (roughly \$3,000). The vision is to eventually have other churches/organizations pick up their own events and costs.

Events:

Free Laundry – Laundry Time

Gas Buy Down – K&K

Free popcorn – Cool Kids

Free Water – Brockport Serenades

Clean up School district

Free Car Wash – Capen Hose

Free Summer Camp – Seldon Square

Home Improvement Projects – families classified as homeless

Free Frosty's at Wendy's

Free Balloons: helium & animals

Flower Planting along Main Street

Free Water – Farmers Market

Free Doughnuts @ M&T Bank

Flowers delivered to Hospital

Cards sent to various leadership in community

Neighborhood Assistance – helping home owners with work they may need done"

M. Rennie referred to the 3 items bolded and asked the Board for its ok. Board felt their formal approval was unnecessary, but expressed support of the concept and appreciation for the group's efforts.

AUDIT:

➔ Trustee Hunsinger moved, Trustee Legg and Mayor Castañeda in favor, Trustees Smith and Blair abstained, carried 3/0/2 that the bills be allowed and paid upon audit.

<u>Village</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>
	6/23/09	179041-179044	\$83,169.28
	7/01/09	179048-179055	\$39,270.98
	7/14/09	179078-179146	\$45,634.76
<u>Fire</u>	6/23/09	179045	\$474.25
	7/01/09	179046-179047	\$2,766.27
	7/09/09	179057	\$130,807.20

7/14/09 179058-179077 \$22,630.60

MINUTES OF VILLAGE BOARD WORKSHOP HELD July 13, 2009 continued.....page 2

<u>Third Party Billing</u>	06/23/09	001604-001605	\$5,910.68
	7/1/09	001606	\$24.81
	7/14/09	001608-001619	\$4,089.86
<u>Capital Projects</u>	7/14/09	002337-002338	\$6,409.62
<u>Water</u>	6/23/09	002324-002325	\$12,870.98
	7/01/09	002326-002330	\$8,010.10
	7/14/09	002332-002343	\$3,315.94

PREPARATION FOR 7/20 ORGANIZATIONAL MEETING:

- Board and Clerk reviewed the various items to be considered at the upcoming organizational meeting.

ANY OLD BUSINESS:

- Summer Serenades – Village Board members signed up to introduce and be in attendance at the remaining summer concerts.

ANY NEW BUSINESS:

- Brockport Merchants Association proposal that Village purchase an Aqua Mate so volunteers can water Main Street flowers on weekends. Board reviewed proposal and commented that DPW Superintendent Donahue was not in favor of the purchase. Board commended the idea, but wished to table it and revisit the idea after Main Street reconstruction.
- Designation of Village’s Official Paper – Due to Tri County Advertiser’s new format, it no longer qualifies to publish legal notices. Board discussed returning to Suburban News as the Village’s official paper of record and wished to do so prior to the organizational meeting in case any notices are needed between now and then. Board discussed cutting costs by using a sole source for all legal notices and advertisements and not placing advertisements in both papers. Clerk Morelli reminded all that additionally everything is posted to the Village’s website.

⇒ Trustee Legg moved, unanimously carried 5/0 designating Suburban News as the Village’s official paper.

- 2010 Fire Department Budget and Contracts with the Towns of Sweden and Clarkson – Trustees Legg and Hunsinger commended Treasurer Tojek and Chief Smith for their work on the Fire Department budget. Next step is for the Board to adopt the budget on July 20th. Mayor Castañeda shared that she would be meeting with Supervisors Milner and Kimball on July 21st.
- Farmers Market – Trustee Legg presented a few minor revisions to the rules and regulations, 3 minor changes and a fee change from \$300 to \$200 per vendor for the season and allowing vendors to pay over the season instead of all up front – still allowing the Farmers Market to be self supporting. The Market Managers will be at the organizational meeting to introduce themselves. They are looking at ways to enhance the market.

⇒ Trustee Legg moved, Trustees Blair, Hunsinger, Smith in favor, Mayor Castañeda opposed (wanted more time to review the proposed changes), carried 4/1 to amend the Farmers Market Rules and Regulations. (inserted below in its entirety)

Village of Brockport Farmers’ Market

Rules & Regulations

As Amended July 13, 2009

Market Mission

To promote the sale of fresh fruits, vegetables, plants, and other locally harvested goods.

To provide a direct marketing outlet for local agricultural produce and products.

To stimulate activity in Brockport’s downtown business district.

To foster social gathering and community involvement.

MINUTES OF VILLAGE BOARD WORKSHOP HELD July 13, 2009 continued.....page 3

Market Governance

The Village of Brockport Farmers' Market (hereinafter, "the market") is sponsored by the Village of Brockport (hereinafter, "the village"), and governed by the Village of Brockport Board of Trustees (hereinafter, "the board of trustees"), which shall:

- Promote the market
- Hire or appoint a market manager (hereinafter, "the manager")
- Establish rules and regulations, and adopt and amend them as needed
- Establish requirements for vendor participation in the market
- Maintain a general liability insurance policy for the market
- Establish and collect annual membership dues and/or market space fees
- Establish annually or as necessary the market's place and times of operation
- Develop an operational budget

The manager shall be responsible for the orderly and efficient operation of the market and for implementing the rules and regulations. The manager shall represent the sponsor during market days and in community activities. The manager shall assist the sponsor in determining the market budget, establishing market policies, soliciting vendor participation, collecting fees, establishing the operational schedule, and promoting the market. The manager serves at the pleasure of the board of trustees.

Place and Times of Operation

The market shall operate:

- On Market Street in the Village of Brockport
- From 8 a.m.-2 p.m.
- On Sundays
- Every Sunday from the second Sunday in June through the last Sunday in October

Vendors at the Market

Bona-fide growers, craftpersons, and producers of homemade products or other sellers approved by the manager are eligible to become vendors at the market. The manager may grant permission to a vendor to supplement his product line with additional New York state products, as long as such product is otherwise missing from the market. Such permission shall be valid for one season.

Specific Product List

- Fruits and vegetables shall be offered for sale only by their grower; they shall have been grown, harvested and cared for post-harvest so as to insure maximum freshness.
- Cider and fruit juices shall be offered for sale only by the growers of those fruits from which they are made.
- Eggs shall be offered for sale only by the owner of the flock from which they came.
- Honey and honey products shall be offered for sale only by the owner of the hives from which they were derived.
- Maple syrup and maple syrup products shall be offered for sale only by the owner of the sugar bush from which they were derived.
- Cheese and other dairy products shall be offered for sale only by the owner of the herd that produced the milk from which they were processed. All dairy products shall be kept cool.
- Meat and poultry shall be offered for sale only by those that have raised the animals butchered to render it; it shall be kept refrigerated; it shall have passed United States Department of Agriculture or state inspection.
- Bedding plants, nursery products, and cut flowers shall be offered for sale only by their growers.

- Baked goods offered for sale shall have been hand made from scratch by the seller, using a recipe free of commercial mixes, crusts or fillings. Baked goods must have a protective covering or be wrapped.

MINUTES OF VILLAGE BOARD WORKSHOP HELD July 13, 2009 continued.....page 4

- Wine may be offered for sale. Any vendor conducting a tasting shall display in his market space during all times of operation a sign that states: "State law requires that consumers be at least 21 years of age, proof required."
- All items offered for sale shall be priced clearly and displayed in a manner that does not confuse or mislead the customer.

Items not specifically listed herein must be pre-approved by the manager.

Guidelines for Selling at the Market

- Each vendor shall display at his market space during all times of operation a sign clearly indicating his name and the location of his farm/place of business.
- Each vendor shall be responsible for all equipment and supplies for the setup of a booth. Displays shall be constructed in such a way that they do not block customer walkways or pose any other hazard to customers.
- Vendors that provide samples and/or products that generate waste material, such as cups, rinds, or corn cobs, shall provide containers for waste disposal.
- Vendors shall keep their market space neat and clear of obstacles, litter and debris.
- Vendors shall clean and remove all refuse from their market spaces at the close of business each Sunday.
- All produce displayed for sale shall be at least 12" off the ground, with the exception of heavy or large items such as pumpkins.
- Smoking, alcoholic beverages and firearms are forbidden at the market with the exception of wine tasting and selling.
- Hawking and amplified music are forbidden at the market.
- All items offered for sale shall be of good quality and condition as determined by the manager, who may at his discretion require that inferior items be removed from displays.

Products Sold at the Market

Vendors agree to adhere to all applicable regulations while selling at the market.

- Any vendor selling taxable items shall display in his market space during all times of operation a valid New York state certification of authority
- Any vendors selling nursery and greenhouse crops shall display in his market space during all times of operation a valid New York state nursery license.
- Vendors selling processed foods, prepared foods, and other perishable items shall do so in compliance with the requirements of the New York State Department of Health.
- Vendors selling by weight shall have scales approved by the Monroe County Department of Weights and Measures.
- Vendors selling by volume shall use standard size containers, e.g., pint, quart, etc.
- Any vendor selling wine shall display in his market space during all times of operation a valid New York state winery license.
- Produce shall not be advertised as organic unless it has been certified by a recognized, independent, third party certifying agency. Vendors shall display during all times of operation their organic certification certificates.
- All prepackaged items, such as baked goods, must be labeled in accordance with New York state labeling requirements.

Vendors participating in the Farmers Market Nutrition Program (FMNP) shall be certified by New York State Department of Agriculture and Markets and provide crop reports to the manager.

All vendors participating in accepting Women, Infants, Children (WIC) program or Senior Nutrition coupons shall file a crop plan at the beginning of each season. The plan must show all products being grown or produced, quantities produced, and acreage under production of each item.

Vendors consent to inspection of their farms and/or businesses by the manager to verify claims of production. Any such inspection shall be made with the owner or his representative present, unless permission otherwise is given by the owner. The owner shall provide any help necessary to document products and conditions recorded at the inspection. The manager shall deliver to a vendor whose farm of

business has been so inspected the results of such inspection and shall make the initial determination of any violations of this contract and their remedies.

MINUTES OF VILLAGE BOARD WORKSHOP HELD July 13, 2009 continued.....page 5
Insurance

- As sponsor of the market, the village shall provide insurance coverage for the market place to cover such injuries as slips/falls and damages to property at the market.
- Vendors selling only fruits and/or vegetables shall have in force general liability insurance.
- All other vendors selling food products shall have in force general liability insurance of at least \$1 million. Documentation of such policy, which names the market, shall be provided to manager prior to the market season.
- The market is a member of the New York Farmers' Market Federation and members of the market can qualify for liability insurance under their program. It is recommended that all vendors carry liability insurance.
- All vendors shall execute a general indemnification of the village, its instrumentalities, departments, officers, trustees, employees, and agents, against any losses resulting from the vendor's sales and/or activities at the market.

Fees

- An annual market space fee of \$200 shall be due at contract signing or according to terms set forth by the manager. A \$30 daily fee shall be charged to those who do not have a reserved space.
- Vendors shall notify the manager in advance if they will be absent. The manager may allocate an absent vendor's market space to another vendor.
- The board of trustees shall determine market space fees.
- Fees collected shall pay for operating expenses and advertising and promotional costs.
- Subletting of market space by vendors is forbidden.

Market Space Assignment

The manager shall assign all market spaces. A vendor shall be limited to one stall and shall contain his display within the designated area. Seasonal vendors may work off their trucks in a designated market space not to exceed said limits. The manager shall assign to each vendor a market space for the duration of the season. At his discretion, the manager may alter vendors' market spaces. Vendors may arrive two hours prior to the market opening as to allow for timely set up without interfering with pedestrian traffic. Any vendor arriving after the opening of market shall not be permitted to enter or setup for that particular market day. Rents are not refundable, either in part or in whole.

Grievance Procedure

Vendors agree to be bound by the terms, conditions, rules and regulations set forth herein. The manager may recommend to the board of trustees the termination of the contract of a vendor found to be in violation of such terms, conditions, rules and regulations. Vendors may appeal in writing to the board of trustees. The board of trustees shall respond in writing to any vendor that so appeals and make a final determination of the disposition of any such appeal.

Executive Session:

⇒ At 8:05pm, Trustee Legg moved, unanimously carried that the Board of Trustees of the Village of Brockport enter into an executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

⇒ At 8:45pm, Trustee Legg moved, unanimously carried that the Board of Trustees re-enter the regular meeting.

ADJOURNMENT:

➔ Mayor Castañeda moved, unanimously carried 5/0 that the meeting be adjourned at 9:00pm.

