

UNAPPROVED

The Regular Meeting of the Board of Trustees of the Village of Brockport was held June 27, 2022, at 7:00 pm. Village Board and members of the public in person at 49 State St, Village Court, and remote location through Zoom.

PRESENT: Mayor Margaret Blackman, Trustee/Deputy Mayor Annette Crane, Trustee Katherine Kristansen, Trustee John LaPierre, Trustee Shawn Halquist, Manager/Clerk Erica Linden, Building Inspector /Code Enforcement Officer Chad Fabry, Chief Mark Cuzzupoli, Superintendent Dan Verace, Recorder Susan Smith

ALSO PRESENT: Deputy Clerk/Treasurer Kari Pardun, Kevin Jenkins, Fred Webster

VIA ZOOM: Attorney Dan Mastrella, Sgt Robert Hagen, Joan Hamlin, Chris Hamlin,

CALL TO ORDER/PLEDGE: Mayor Blackman called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

MOMENT OF SILENCE: to honor those who serve our Country, enforce our laws, & respond to emergencies

PUBLIC COMMENT: Comments/questions Policy for Public Comment: 5 min/per person/ state name and address for record / clearly address the Board / submit copy of remarks to Clerk the following day for the record will be accepted during the meeting at this time. Virtual participants can raise their hands and will be called on to speak.

- No public comment received.

CONSENSUS ITEMS:

- Minutes: 6/6/22

→ Trustee/Deputy Mayor Crane moved, Trustee LaPierre seconded, to approve the 6/6/22 minutes. Motion carried 5-0.

- Bills Abstract 6/9/22
 - A (General Fund) \$302,927.59
 - F (Water Fund) \$63,864.26
 - G (Sewer Fund) \$41.22
 - **TOTAL \$366,833.07**
- Bills Abstract 6/17/22
 - A (General Fund) \$67,763.32
 - F (Water Fund) \$170.43
 - G (Sewer Fund) \$67.88
 - **TOTAL \$68,001.63**

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the Bills Abstract 6/9/22 and Bills Abstract 6/17/22. Motion carried 5-0.

MANAGER/CLERK REPORT:

Manager/Clerk – Erica L. Linden

- Village Election results from June 21, 2022 - Justice William Andrews, Jr. received 49 votes and Justice Christopher Martin received 54 votes. A total of 61 ballots were cast, with no write ins. Justices Andrews and Martin have been re-elected for another 4-year term, which ends June 30, 2026.
- Manager/Clerk Linden is requesting authorization to contract with HR Works to update the Employee Handbook, which has not been updated in the last three years. Once the updates have been added to the Employee Handbook, it will be presented to the Village Board for approval.

→ Trustee Kristansen moved, Trustee Halquist seconded, to authorize Manger/Clerk Linden to contract with HR Works to update the Employee Handbook for consideration of approval by the Village Board. Motion carried 5-0.

- Health Care Broker of Record – The village has been using USA Employee Benefits to assist with healthcare plans for retirees and employees, at no cost to the village. After researching cost saving measures, Bond Benefits Consulting is offering a better service, at no cost to the village.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve Bond Benefits Consulting as the Health Care Broker of Record. Motion carried 5-0.

- Working internally to identify cost cutting opportunities in all departments. Department heads and employees are mindful of economic concerns and considering options to reduce future expenditures.
- Corbett Park Fitness Court, Grand Opening – Two grants were received to pay for the Fitness Court, one from MVP Health Care and the other from NYS Parks & Recreation. The ribbon cutting ceremony is scheduled to be held on Wednesday, July 27 at 10:00 am. There will be remarks given and demonstrations on how to use the Fitness Court. Created with adults of all ages and abilities in mind, the Fitness Court allows users of all fitness levels to move at their own pace, with a seven-movement work out. The MVP Health Care Fitness Court is a result of a partnership launched this spring between MVP Health Care and National Fitness Campaign to activate public spaces and encourage a healthy lifestyle.
- 2022 Arts Festival – The Memorandum of Agreement (MOA) between the village and Brockport Integrated Service Clubs Organization (BISCO), after Village Board approval, is to be signed by the co-chairs for the Arts Festival Committee, Trustee Katherine Kristansen and BISCO Officer Randy Dumas.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve Memorandum of Agreement (MOA) between the Village of Brockport and Brockport Integrated Service Clubs Organization (BISCO), as co-sponsors of the 2022 Arts Festival. The expenses and revenues for this event will be shared between the two organizations in the following way: 1. All revenues, less the expenses incurred in the facilitation, planning, and execution of the festival will be split equally between the two organizations. 2. Any service club or organization that plans and executes one component of the Arts Festival, including but not limited to the Wine Garden, the Kiwanis Food Tent, and the Duck Derby, will retain the profit earned from that specific activity.

All funds raised and retained by the Village of Brockport and BISCO will be utilized to benefit their respective communities.

Motion carried 5-0.

- Tax Collection update – As of this date, 1.85 million tax dollars have been collected, which is a little more than half of the tax levy. The full amount or first installment is due by July 1st, to avoid a penalty. The second installment is due by August 1st.

WELCOME CENTER REPORT:

Director – Susan Smith

- Approval of new volunteer, Karen Carges

→ Mayor Blackman moved, Trustee Halquist seconded, to approve Karen Carges as a volunteer at the Welcome Center.

Motion carried 5-0.

- With the addition of Karen Carges, the Welcome Center now has 21 Brockport Ambassadors to meet visitors. More volunteers are needed. Please reach out to Susan Smith at welcomecenter@brockportny.org or call 585-637-1000 to find out more about becoming a Brockport Ambassador.

DEPARTMENT REPORTS:

Treasurer – Daniel P. Hendricks (excused) – Kari Pardun, Clerk Treasurer reported that closing the books for Fiscal Year 2021-22 is on schedule. They are completing the accounting for May, as purchase orders are completed.

Building / Planning / Zoning / Code Enforcement – BI/CEO Chad H. Fabry

- Property Maintenance – The first notices of violations were sent out to the northeast quadrant property owners. BI/CEO Fabry expressed appreciation for to the owners for their willingness to comply with the village codes and have begun to make the required changes.
- Code re-write update – BI/CEO Fabry and Trustee Kristansen are continuing to work with Ingalls Planning for the second phase of the re-write. They are establishing categories that make sense and organizing the codes to make them easy to look up and refining the language for ease of understanding. Brockport Police Sgt. Korn is also working with them on parts of the project.
- Early rental registration – BI/CEO Dept Coordinator Weed is gearing up to send out notices to landlords soon. It has been a big success in early compliance by offering a break in the fee.
- Code technician training – Clerk McNees is in the process becoming a Certified Compliance Technician which will enable her to administer tasks such fire inspections and code infractions. This will provide backup to BI/CEO Fabry when he is unavailable for certain tasks.

Police (BPD) – Chief Mark T. Cuzzupoli

- General Orders, Wellness Order – Officer Wellness has become a standard in policing and is included in Section 4.1 of the NYS Law Enforcement Accreditation Program. Sgt Korn and Officer Cave have been in training to develop an Officer Wellness Program/Support Group for the BPD. Additional resources are available to officers through the Monroe County Sheriff's Department.
- Stetson Club – Challenger Baseball tenth season was held in June, which brings together boys and girls that are physically and emotionally challenged to give them a positive experience playing ball. The Stetson Club participated in their game this past Saturday, with Lt Wheat throwing out the first pitch and officers serving ice cream after the game. The officers enjoy engaging with the community and supporting Challenger Baseball.

Public Works – Superintendent Dan Verace

- Authorize hire(s) for seasonal vacancies
- Trustee LaPierre moved, Trustee Kristansen seconded, to authorize the hire of two seasonal laborers Matthew Barlow and Joshua Cappadonia.
Motion carried 5-0.
- Market Street update – The project is 98% complete. Approximately 450 tons of blacktop was laid out on Thursday. A few small details still to complete are garbage cans put out, crosswalks need to be painted and a few banners put up.
 - Annual Water Quality Report for 2021 has been distributed and is available on the village website. There are no red flags, and everything looks good.
 - Precision Safe Sidewalks Proposal – Superintendent Verace recommended that the village continue with Precision Safe Sidewalks removal of trip and fall hazards. He inspected and approved the work they completed in the 1st quadrant. The total cost of the repairs is \$184,197 and the funding has been earmarked from the American Rescue Plan Act (ARPA) Funds.
- Trustee Kristansen moved, Trustee LaPierre seconded, to approve the proposal of Precision Safe Sidewalks for removal of trip and fall hazards of the remaining 3 quadrants of sidewalks in the village.
Motion carried 5-0.
- Lead and Copper mandate, 120Water consultants – To comply with the new regulation of the Lead and Copper Rule from the Environmental Protection Agency, Superintendent Verace recommends hiring 120Water for their expertise in implementing the testing requirements for safe drinking water. The cost will be \$10,960 for an annual subscription and a onetime \$1,500 fee. Once the testing for lead and copper is completed on each property, the subscription will not be renewed. The project will take approximately two years to complete.
- Trustee LaPierre moved, Trustee Kristansen seconded, to approve the proposal of 120Water for implementation and program assistance to comply with the Lead and Copper Rule of the Environmental Protection Agency, at a cost of \$10,960 for an annual subscription and a onetime \$1,500 fee.
Motion carried 5-0.
- Request for approval of vehicle lease purchase for a Peterson Grapple Loader
- Motion by Trustee Kristansen, seconded by Trustee LaPierre Whereas the Village of Brockport desires to enter into that certain Lease-Purchase Agreement by and between Government Capital Corporation and Village of Brockport, for the purpose of procuring a **"Freightliner M2 Peterson TR3 Grapple Loader"**. The Village desires to designate this Agreement as a "qualified tax-exempt obligation" of the Village for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended. The Village of Brockport desires to designate Treasurer, or designee, as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VILLAGE OF BROCKPORT:

Section 1. That the Village enters into a Lease Purchase Agreement with Government Capital Corporation for the purpose of procuring a **"Freightliner M2 Peterson TR3 Grapple Loader"**.

Section 2. That the Lease Purchase Agreement by and between the Village and Government Capital Corporation is designated by the Village as a "qualified tax-exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Village of Brockport designates the Treasurer, or designee, as an authorized signer of the Lease Purchase Agreement by and between the Village of Brockport and Government Capital Corporation.

PASSED AND APPROVED by the Board of the Village of Brockport in a meeting held on the 27th day of July 2022.

OLD or NEW BUSINESS:

- Received TAP Grant Award for \$1.2 million to make pedestrian/cyclist friendly improvements to the village owned Smith St. Bridge and the bridge approach. There are a number of upgrades made with this award, including: continuing the sidewalk on the southeast side; retaining wall repairs; new bike friendly grating; stop light on both sides that can be activated by cyclist and pedestrians; new crosswalks. This will be a 3-year project that will begin with the design phase and will be contracted with an outside agency.
 - Received Governor's Traffic Safety Award for \$3,178 to focus on pedestrian safety at the Smith St. Bridge and Clinton St. area that will be used for education.
 - Grant Application Authorizations:
 - Tree City USA for \$1,000, no match required, to plant 5 Winter King Hawthorns on South Ave. Extension.
- Mayor Blackman moved, Trustee LaPierre seconded, to approve the grant application for the Tree City USA grant, in an amount not to exceed \$1,000, to cover the costs associated with planting 5 Winter King Hawthorn trees along the Village's South Avenue extension in fall of 2022. Eligible expenses may include but are not limited to trees, mulch, soil, event related costs like advertising. This is a reimbursement grant. Funds will be paid once a final report is submitted.
Motion carried 5-0.
- Adams Re-Grant for Capital Projects not to exceed \$20,000 to provide heating and cooling infrastructure for the Emily L. Knapp Museum. Match requirement is 50% of total cost and will come from the building maintenance budget line.
- Trustee LaPierre moved, Trustee Kristansen seconded, to approve the grant application for the Adams Re-Grant for Capital Projects, in an amount not to exceed \$20,000, to cover capital costs associated with improving the Emily L. Knapp Museum's standing as a historically significant building that is open to the public. The Village will provide the required one-to-one match, and the grant request will be no more than 50% of the total project cost.
Motion carried 5-0.
- Monroe County American Rescue Plan Act (ARPA) grant application for infrastructure and community health improvements to be used for sidewalk replacements, where Precision Safe Sidewalks cannot make repairs, and water/sewer line upgrades.
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, WHEREAS, the Village of Brockport wishes to support Monroe County's COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector, as authorized under the ARPA Rules; and WHEREAS, the Village will comply with ARPA by conforming with the US Department of the Treasury's list of approved uses and population and/ or identifying a COVID-19 public health or economic impact and proposing a response that addresses that impact; and WHEREAS, the Village's project will comply with at least one of three identified Bring Monroe Back goals and at least one of six Bring Monroe Back metrics; NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Brockport approves and endorses the Village's application to the Monroe County Department of Planning and Development's Request for Proposals. The Village's project will have a budget of at least \$100,000 per year, for up to our (4) years, and a budget of at least \$400,000 for the entire project, per the RFP requirements.
Motion carried 5-0.
- NYS Anchor Grant - partnering with the Strand Theatre to apply for state grant up to \$250,000 to refurbish the chimney, update the outside panels, and improve the bathroom facilities. The property owner will pay for all of the work on the property upfront, with the village assisting with paperwork for reimbursement, the village building inspector will inspect the work and verify it was completed as planned. The village will receive the funds from the state and then reimburse the theatre. There is no monetary cost to the village.
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, WHEREAS, the Village of Brockport desires to apply for up to \$250,000 in financial assistance through the 2022 Consolidated Funding Application (CFA) under the New York Main Street Downtown Anchor Project category; and WHEREAS, the application proposes funding to assist the Strand Theater in completing substantial interior and/or exterior building renovations; and WHEREAS, the proposed funding will contribute to ongoing community revitalization efforts; and WHEREAS, the grant application requires that the applicant obtain the approval and endorsement of the governing body of the municipality in which the

project will be located. NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Brockport approves and endorses the 2022 New York Main Street Downtown Anchor Project application, in an amount not to exceed \$250,000. The Village of Brockport and the Strand Theater recognize that this is a reimbursement grant. The Strand Theater will pay the initial project costs before being reimbursed through the NYMS grant. Additionally, the theater will meet the requirement to provide a 25% match of the total project cost.

Motion carried 5-0.

- Seymour Library Joint Operating Agreement Addendum – see page 9 of agreement.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the Seymour Library Joint Operating Agreement Addendum, page 9, which states that the Treasurer shall also serve as the organizer and primary point of contact for any issues at the property related to the specifically enumerated items of capital maintenance, repair and/or replacement which are reserved to the municipalities. In that role, the Treasurer shall be responsible for making arrangements for necessary maintenance, repair and/or replacement at the property, and for coordinating and arranging for payment of any bills related thereto (see Page 3, Paragraph 3 of the Lease Agreement regarding the Parties' procurement policy).

Motion carried 5-0.

- NYS Legislature approved reducing speed limits to 25 mph / this must be signed into law by the Governor, at which point the Village Board may take up this question.
- Monroe County Broadband Survey – Trustee/Deputy Mayor Crane reported that there is a link the county website www.monroecounty.gov and on village website and a paper copy at the Seymour Library, and all county libraries. This survey will help the county identify needs to provide broadband access to everyone.

VILLAGE BOARD ANNOUNCEMENTS:

- Low Bridge, High Water – Mayor Blackman reported that the festival held on June 11th was very successful. There was a cover page article in Westside News. The Kiwanis Club Strawberry Shortcake was enjoyed by many.
 - Bridge Closure Committee – Trustee Kristansen reported that the committee is taking a pause for the summer and will meet on next meeting Sept. 17th. At our last meeting on June 18th, our guest was Joe Leathersich, DOT Public Information Officer. He explained to us his role during our bridge closure will be our contact person for any questions or concerns. Minutes from the committee meetings are available on the village website.
 - Sidewalk Sale and Brockstock July 7th-9th – Trustee Kristansen, liaison to the Brockport Merchants Association, announced that merchants are excited to have these events. The sidewalk sale is Thursday, Friday, and Saturday, with vendors and children's activities. The 2nd Brockstock event will be held at the Welcome Center on Friday 4:30-10pm, with music, food, and fireworks over the canal. Volunteers are needed for set up and take down. If you are interested in helping, email kkristansen@brockportny.org.
 - Arts Festival, Aug 13-14 from 10 am - 5 pm – Trustee Kristansen announced that as co-chair, along with Randy Dumas and with a very active committee, are anticipating an exciting festival with 120 vendors, music at the Morgan Manning House grounds, Duck Derby and more. Volunteers are needed set up, take down, hospitality, judging, vendor arrival assistance. If you are interested and want more information, email kkristansen@brockportny.org.
 - Arts Festival After Dark, Sat, Aug 13th, 7-9 pm – family friendly concert on the street by the Main St bridge. Bring your chairs. No coolers, backpacks, or glass will be allowed in the concert area.
 - Fourth of July at Morgan Manning – Union St, part of Park Ave and South St will be temporarily closed for children's parade, approximately 10-10:30 am.
 - Cycle the Erie Canal July 11th – Mayor Blackman announced this annual cycling event will be rolling through Brockport between 9am-12pm. The Welcome Center, Walk! Bike! Brockport!, and others will be there to welcome cyclists, water, music, cheers, and free postcards and free postage. Brockport Police Department will be on site for safe crossing at Main St.
 - Seymour Library – Participating Municipalities rotating Treasurer, Supervisor Johnson, has requested approval from the Brockport Village Board, Sweden Town Board, and Clarkson Town Board, to request a quote from David Strabel, RA for an updated building report.
- Trustee/Deputy Mayor Crane moved, Trustee LaPierre seconded, to approve the request for a proposal from David Strabel, RA for an updated building report for Seymour Library at 161 East Ave.

Motion carried 5-0.

ADJOURNMENT

- Mayor Blackman moved, Trustee LaPierre seconded, to adjourn the regular meeting at 8:11 pm.
Motion carried 5-0.

Upcoming Meetings: No meeting July 4th, Regular Meeting July 18th (no Manager/Clerk), July 25th Workshop