

UNAPPROVED

The Regular Meeting of the Board of Trustees of the Village of Brockport was held August 15, 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, Manager/Clerk Erica Linden, Building Inspector /Code Enforcement Officer Chad Fabry, Chief Mark Cuzzupoli, Superintendent Dan Verace, Recorder Susan Smith

ALSO PRESENT: Chuck Switzer, Bill Fox

VIA ZOOM: Treasurer Dan Hendricks, Attorney Dan Mastrella, Deputy Clerk Treasurer Barbara Krizen, Robert Shaw, Kevin Jenkins, Joan Hamlin, Chris Hamlin,

EXCUSED: Trustee Shawn Halquist, Clerk Treasurer Kari Pardun

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.

- Kevin Jenkins, 153 West Ave – commented on the streets and sidewalks in northwest corner of the village. He expressed concerns for safety and repairs to the roadway, railings, and sidewalks Clark St, Smith St, Graves St, and West Ave.

CONSENSUS ITEMS:

- Minutes: 7/18/22

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the 7/18/22 minutes. Motion carried 4-0.

- Bills Abstract 8/3/22
 - A (General Fund) \$10,018.36
 - **TOTAL \$10,018.36**
- Bills Abstract 8/9/22
 - A (General Fund) \$70,112.08
 - F (Water Fund) \$58,018.63
 - G (Sewer Fund) \$2,137.93
 - **TOTAL \$130,268.64**

→ Trustee LaPierre moved, Trustee/Deputy Mayor Crane seconded, to approve the Bills Abstract 8/3/22 and Bills Abstract 8/9/22. Motion carried 4-0.

MANAGER/CLERK REPORT:

Manager/Clerk – Erica L. Linden

- Tax Collection update – 93% of the tax levy has been collected, which is consistent with the last four years. Penalties for late payments in August is 6%, in September is 7%, and in October is 8%. After October 31st, overdue taxes are relevyed to Monroe County.
- Investment Policy has been amended for approval, as it was not confirmed at the Annual Organizational meeting. Updates were needed to list the current authorized banking institutions, JP Morgan Chase, Canandaigua National Bank & Trust Co., and New York Cooperative Liquid Assets Security Systems (NYClass).

→ Mayor Blackman moved, Trustee LaPierre seconded, to approve the amended Village of Brockport Investment Policy, section 5, listing the authorized banking institutions: 5.1 JP Morgan Chase; 5.2 Canandaigua National Bank & Trust Co.; 5.3 New York Cooperative Liquid Assets Security Systems (NYClass). Motion carried 4-0.

- Meeting Procedures Policy, also not confirmed at the Annual Organizational Meeting, as it needs to be amended to modernize with current language and technology. Using guidance from New York Conference of Mayors (NYCOM), Manger Linden has recommended amendments for the board's consideration. One of the items for consideration is for the board to allow board members to participate virtually and to allow participation only under extraordinary circumstances. Extraordinary circumstances include illness, disability, care giving responsibilities, or any other significant or unexpected factor or event which precludes a member's physical attendance at such meeting. Village Attorney Mastrella recommends that the board should hold a public hearing for consideration of a resolution to the Village Board Meeting Procedures Policy. If the Zoning Board of Appeals and the Planning Board should decide that they would like to similarly amend their Meeting Procedures Policy, each board would need to call their own public hearing.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to authorize a public hearing to be held on September 19, 2022, 7 pm at 49 State St, to hear all interested persons in consideration of amendments to the Village of Brockport, Village Board, Meeting Procedures Policy.
Motion carried 4-0.

- Cyber security training – village office staff attended the New York Municipal Insurance Reciprocal (NYMIR) webinar. Information from the webinar will be disseminated to the board and village departments.
- New Social Work intern to start the last week of August – SUNY Brockport Senior Andrea Barfi will be working at Village Hall and may be attending Village Board meetings in the near future.

DEPARTMENT REPORTS:

Treasurer – Daniel P. Hendricks

- July Financials – the board and public were provided the report in the meeting packet.
- Annual Update Document (AUD) Report – The AUD reflects the position of the village at the close of the fiscal year on May 31, 2022. The total unassigned fund balance is a little over \$1.9 million which, as anticipated, is down about \$165 thousand from last year. The auditors will be conducting their annual review in the next 4-6 weeks.

→ Trustee Kristansen moved, Trustee LaPierre seconded, to accept the Annual Update Document 2021-22 Report.
Motion carried 4-0.

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

- Appoint Carol McNees as Part-Time Assistant Building Inspector – Carol is qualified to perform Fire and Safety Inspections. She is thorough and organized in her approach, as she continues training and testing to become a fully accredited building inspector.

→ Mayor Blackman moved, Trustee/Deputy Mayor Crane seconded, to appoint Carol McNees as Part-Time Building Inspector.
Motion carried 4-0.

- Strong West has renovation in progress for their MRI and Imaging department. As medical facilities are outside BI/CEO Fabry's skill set, an outside agency was used to perform the inspection. Strong West will be billed for the additional costs.
- Christian Center Church, 20 King St., is nearing completion and paperwork is being finalized.
- Recommendation from Planning Board to relocate two signs on Fair St.: "No Parking Here to Corner" and "No Trucks" – On August 8, 2022, the Planning Board approved plans presented by William Fox to alter the driveway access and parking at 259 Main St. The driveway access will be relocated to Fair St in front of the property, with parking on the south side. In consideration of this decision, the Planning Board and BI/CEO Fabry suggest that the Village Board relocate the two signs on Fair St.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to relocate two signs on Fair St. "No Parking Here to Corner" and "No Trucks" 2 feet east of the new driveway access for 259 Main St property.
Motion carried 4-0.

- Rental Registration is going well. Landlords are registering early to get the discounted rate.

Police – Chief Mark T. Cuzzupoli

- Arts Festival Security Detail – Brockport Police Dept provided security during and overnight for the vendors on August 13th-14th. Monroe County Sheriff's Office and Rochester Police Dept assisted during the festival with drone surveillance.
 - Good People Deserve Wins Too (GPDW2) Event Security Detail – working with Nelly Epic, GPDW2 Executive Director, for their Walk to Win event on August 5th was fantastic. Chief Cuzzupoli received a letter of appreciation for the Brockport officers that were there to support their event.
 - Recommendation for Crossing Guard position
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to appoint George Lasor as Part-Time Crossing Guard.
Motion carried 4-0.
- Staffing review/evaluating optimal staffing for safety and cost control – to be discussed at the September Village Board Workshop.
 - Chief Cuzzupoli will be a Judge at the Sweden Harvest Festival Pie Baking Contest to be held at the Sweden Farmers Museum on September 17th.

Public Works – Superintendent Dan Verace

- Corbett Park update – the board viewed photos of the upgrades, which included tree plantings, Fitness Court, walking path, and the tennis/pickle ball courts. In addition, there has been 55 feet of sidewalks and a bench installed and the parking lot has been milled and nearly ready for paving.
 - Paving schedule: this Friday, Brockview Drive, Carolin Drive (from Clark St to West Ave), resurfacing on Smith St (near West Ave). Today the DPW installed 500 feet concrete curb on Brockview Drive.
 - Request to attend the Superintendent's fall NYCOM conference in October – this conference was budgeted to include DPW Foreman Nick Jackson.
- Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to approve Superintendent Verace and Foreman Jackson to attend the New York Conference of Mayors Public Works School, October 3-5, 2022.
Motion carried 4-0.

Village Attorney – Daniel J. Mastrella, Esq.

- Boundary Line Agreement in regard to a fence at 65/67 Perry St. – this is a standard practice in Monroe County to have this type of agreement. The corners of Monika Andrews Park and 65/67 Perry St touch one another. The agreement states that the village does not claim to own the property that is outside the fence but inside the true property boundary line and whatever claim we may have accrued the village relinquishes.
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to authorize the mayor to sign the Boundary Line Agreement for the property at 65/67 Perry Street that states that the fence is not meant to establish the property line and the Village of Brockport makes no claim to any property northeast of the village property line and the fence as shown on the survey.
Motion carried 4-0.

OLD or NEW BUSINESS:

- Received the Tree City USA grant for \$1,000, to plant 5 Winter King Hawthorns on South Ave. Ext. this fall.
 - Authorize a special Village Board meeting to hear the Library's budget presentation
- Mayor Blackman moved, Trustee LaPierre seconded, to a special Village Board meeting on Tuesday, August 23 at 18 State St, a joint meeting with the Towns of Sweden and Clarkson and the Seymour Library to hear the Library's Budget Presentation.
Motion carried 4-0.
- On the Canals Excursions: Free adaptive kayaking and adaptive cycling excursions are scheduled on the weekends in August and September, except during the Arts Festival, August 13-14. Sign up on EventBrite, the link is on the village website. The kayak excursions are filling up, but the bicycle still has openings. This is an

exciting way to enjoy the canal in our community.

- Tour of downtown with SUNY's international students on afternoon of August 25th will be led by Mayor Blackman and Manager/Clerk Linden.
- Workshop Topic for August 22nd: Reviewing action plans/ items completed in the Comprehensive Plan, to determine areas of focus/next steps and future grant applications.

VILLAGE BOARD ANNOUNCEMENTS:

- Arts Festival – Mayor Blackman congratulated the Arts Festival Committee for their vision, planning, organization, and thoughtful approach to create successful event. The Arts Festival Committee, co-chaired by Randy Dumas, BISCO and Village Trustee Kathy Kristansen, also included Village Deputy Clerks Kari Pardun and Barbara Krizen, along with all the volunteers that worked very hard to make this the best Arts Festival Brockport has ever had.
- Bridges – Mayor Blackman reported that the repairs to the Park Ave bridge were completed in time for the Arts Festival. The Village of Albion will have their Bridge Closure Open House on Tuesday, August 16, 2022, at 6 pm. The mayor is planning to attend.
- Shake on the Lake – Mayor Blackman commented that their performance of Shakespeare's Macbeth was held on the lawn at the Morgan Manning House on August 3rd. It was a beautiful evening in the village.
- Arts Festival – Trustee Kristansen reported that committee will meet on Tuesday, August 16th to debrief, go over all the components of the festival and start planning for 2023. This year's Arts Festival exceeded their expectations. The team worked together and brought in other community groups to make this a true community effort. The Brockport Police Department, Dept of Public Works, the Brockport Fire Department, and ambulance were on hand to make sure everything ran smoothly. The volunteers made this event possible. There are over 60 vendors that want to come back next year, and the downtown merchants were included by having the vendors set up in the middle of the street. It was hard work, but it was fun!

EXECUTIVE SESSION: Requested for personnel reasons – with BI/CEO Fabry, DPW Superintendent Verace, Manager Linden.

- Trustee/Deputy Mayor Crane moved, Trustee LaPierre seconded, to adjourn the regular meeting at 8:04 pm and go into executive session.
Motion carried 4-0.
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to adjourn the executive session and return to the regular meeting at 8:35 pm.
Motion carried 4-0.
- Mayor Blackman reported that as a result of their discussions during the executive session, they have a matter to vote on regarding Carol McNees. Earlier this evening the board approved her job title as Part-Time Assistant Building Inspector. In addition, Superintendent Verace recommended that her other part-time job title at the Dept of Public Works be changed to Department Coordinator. Since these 2 part-time positions have a lot of responsibilities, the Mayor recommends an increase of pay to \$25/hour.
- Mayor Blackman moved, Trustee Kristansen seconded, to appoint Carol McNees as Department Coordinator for the Department of Public Works and increase her rate of pay to \$25/hour.
Motion carried 4-0.

ADJOURNMENT

- Trustee Kristansen moved, Trustee LaPierre seconded, to adjourn the regular meeting at 8:35 pm.
Motion carried 4-0.

Upcoming Meetings: August 23rd, special meeting at 18 State St., August 29th Workshop, Sept 19th dept. head meeting