



Office of the Controller

Monroe County, New York

Adam Bello
County Executive

Jennifer Cesario
Controller

November 15, 2021

The Honorable Margaret Blackman, Mayor
Village of Brockport
127 Main Street
Brockport, NY 14420

Subject: Monroe County Sales Tax Distribution for Third Quarter 2021

Dear Ms. Blackman:

Your village's share of the Third Quarter 2021 sales tax receipts is \$563,652.24. This compares to \$500,834.54 distributed for the same quarter in 2020.

A copy of this letter has been sent to your Village Treasurer. The payment for this quarter representing your village's distribution has been made via ACH transfer.

Please note, if the New York State Taxation and Finance Department, through its auditing process, uncovers any discrepancies with this quarter's reported amount, the figures may be adjusted thereby affecting future quarterly reporting periods.

If you have any questions, feel free to contact me at (585) 753-1157.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Cesario".

Jennifer Cesario
Controller

xc: Village Treasurer, Village of Brockport

VILLAGE BOARD - MEETING MINUTES

UNAPPROVED

Monday, November 15, 2021 7:00pm

Location: Village Courthouse, 49 State St, recorded and posted to the village website.

Join Zoom Meeting with the login information below or dial 1-(646) 558-8656

<https://us02web.zoom.us/j/84501717221?pwd=Tm1zL1c0QU82cU5KL0E3Mzduc1VsZz09>

Meeting ID: 845 0171 7221

Passcode: 139729

All in person attendance is subject to mandatory masking and distancing requirements. No mask shall be removed unless the person is speaking, and only one speaker is permitted at a time.

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

ALSO PRESENT: Bernie LoBracco, Kevin Jenkins, Fred Webster, Lisa Neilans

VIA ZOOM: Treasurer Dan Hendricks, Attorney Dan Mastrella, Joan Hamlin, Chris Hamlin, Kari Pardun, Ed Starowicz, Karen Tobin

EXCUSED: Building Inspector /Code Enforcement Officer Chad Fabry

CALL TO ORDER: The meeting was called to order at 7:00 pm.

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 – Mr. Jenkins requested that the village stop applying for grants, stop any existing grants, and reimburse the taxpayers for the equipment and manpower used for the grants. He stated that there are many other issues that need attending, such as the sidewalks. He opined that taxpayer funds collected should go to the Village of Brockport, not grants.

LIBRARY REPORT: Bernie LoBracco, Seymour Library Board President

- At the Library Board regular meeting on October 20, 2021, the proposed 2022 Library budget was discussed and unanimously approved. Since that time, Clarkson determined they would not provide the extra 1.56% that was recommended by Town of Sweden Councilperson Hayles. Therefore, the library finance committee subtracted approximately \$8,200 from the allocation and balanced the budget accordingly. The Library Board will be voting on this updated budget on November 17, 2021. The updated budget was sent to the Towns of Sweden and Clarkson, and the Village of Brockport by the Seymour Library Director Caccavale.
- The Brockport DPW noted that the Library's sewer pipes will likely need to be relined.
- The Friends October Book Sale brought in \$2,350. This was the first in-library book sale since the pandemic began. They are planning for the April and October 2022 book sales.
- The Foundation will have baskets for raffle in November. The Foundation is preparing a letter campaign for December and an in-person fundraising event on May 7, 2022, with a 50's music theme.
- B. Rooks (Yaeger, Travis) will provide suggestions based on the audit, which will be detailed during the November 2021 meeting. She also noted that Seymour Library has overall favorability, around \$20K, with respect to the 2021 budget.

CONSENSUS ITEMS:

- Minutes 11/01/2021
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the 11/01/21 minutes. Discussion that Mayor Blackman asked to have an emailed comment added under the public hearing. Motion carried 5-0.
- Bills Abstract 11/15/2021
 - A (General Fund) \$104,420.18
 - F (Water Fund) \$65,445.46
 - G (Sewer Fund) \$1,294.35
 - **TOTAL \$171,159.99**
- Trustee Halquist moved, Trustee LaPierre seconded, to approve the Bills Abstract 11/15/21. Motion carried 5-0.

MANAGER/CLERK REPORT:

Manager/Clerk – Erica L. Linden

- DEC Storm Sewer Audit preparation – Manger/Clerk Linden recognized the efforts of village staff in preparation for the DEC Storm Sewer Audit scheduled for 11/16/21. Superintendent Verace, Building Insp/Code Enforcement Off Fabry, and Clerk Carol McNees diligently worked on this project with new requirements and considerable paperwork that required attention to detail and cross collaboration between two departments. Clerk McNees was the bridge that coordinated the teamwork and worked well with both department heads. In appreciation for her work and in recognition of her efforts on this project, Manager/Clerk Linden recommended to the board that the village board add an additional four vacation days to her vacation time.
- Mayor Blackman moved, Trustee LaPierre seconded, that Clerk McNees, in recognition of her outstanding work on this project, be awarded four additional vacation days to her vacation leave credit.
Motion carried 5-0.

DEPARTMENT REPORTS:

Treasurer – Daniel P. Hendricks

- October Financials – The financials are right on track with the budget and no concerns were reported at this time. The village board was provided with the General Funds report. However, the Water-Sewer Funds report was inadvertently not included and will be sent to the village board tomorrow.

Building / Planning / Zoning / Code Enforcement – Chad H. Fabry – EXCUSED

Police – Chief Mark T. Cuzzupoli

- Crisis Intervention Team (CIT) Updates: Officer Harrison completed CIT training. To date, 14 out of 15 officers are CIT trained. Lt. Wheat, who is the most experienced officer, has not completed the training due to his new responsibilities and will be taking the training once he has the availability in his schedule.
- Community Engagement Details – Chief Cuzzupoli recognized the Stetson Club Police Union for going above and beyond with community engagement during recent events. They participated in the Brockport Merchants Midnight Madness children's parade on Oct 29th and the Vet's Club Trunk or Treat on Oct 30th. The on-duty and off-duty officers provided safety and connected with the participants at a station where they handed out treats.
- Officer Ryan Kelly completed the lateral transfer Field Training Officer (FTO) program and has been assigned to 1st Platoon.
- Sgt. Korn completed Supervisor School – the program is for 3 weeks and is an intensive training experience.
- Staffing levels currently 13/15, as the village board is already aware. There are 15 officers employed with 2 not currently working.
- Crossing Guard position will be filled soon, as a final candidate has been chosen.

Public Works – Dan Verace

- DEC Stormwater Audit will begin on Tuesday, Nov 16 at 9 am at Village Hall. The auditor will review the Stormwater Management Plan and implementation, will tour the Public Works building, and will visit an active construction site at McCormick Place. Mayor Blackman will also be attending the audit.
 - Request authorization to purchase Prospan shoring protective system for trench work with funds from the Water and Sewer Funds
- Trustee LaPierre moved, Trustee/Deputy Mayor Crane seconded, to authorize the purchase of Prospan trench shoring box protective system, OSHA compliant.
Motion carried 5-0.
- Market St. Update – The DPW has replaced 4 water services, installed 450 ft of storm sewer line, installed 5 catch basins, and placed about 80 ton of blacktop on the trench line. The area from Water St to Park Ave is complete underground. The next section will be from Water St to Main St.
 - Sidewalk Survey Update – The first quadrant survey report for the southwest quadrant has been submitted and will be reviewed before reporting to the village board on the findings.
 - Courthouse Roof Update – work may begin in mid-December.
 - Seymour Library Sewer Line Update – pipe needs to be changed from a T pipe to a Y pipe. An estimate needs to be submitted to the 3 municipalities and approved before the work can begin.

Village Attorney – Daniel J. Mastrella, Esq. – Mayor Blackman discussed the McCormick Place Condo Association (MPCA) and tax paid on the common land that is to be dedicated to the Village of Brockport. Atty Mastrella indicated that the abstract needs to be provided and affirmed by title company that MPCA owns the land and therefore MPCA can dedicate the land to the village.

OLD or NEW BUSINESS:

- Authorization to expand tree board membership to include residents outside the village – Mayor Blackman, as chair of the Tree Board, requested the expansion that parallels the recent expansion to Emily L. Knapp Museum Board. In particular, the Tree Board has a history of ex-officio board members who live outside the village but have made outside contributions to the tree board and our urban forest. Three members in particular are Rick Lair, former Director of Facility Maintenance at SUNY Brockport, and more recently, Lori Staubitz whose Celebration Forest donations have added substantially to our tree fund, and now Melissa Rivelis, who has a degree in forestry and who has taken a job with the City of Rochester and has to move there within two years but is committed to Brockport’s tree board and would like to continue to serve.

- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to authorize the expansion of the Tree Board membership to include residents outside the Village of Brockport.
Motion carried 5-0.

- Fireworks permit for Dec 5th Holiday of Lights Parade - permission has been granted by Jose Mendes, owner of 18/22 N. Main Jose Mendes where the fireworks will be set off. Notification to local residents will be posted on the village website, social media, Westside Newspaper, and on the college radio.

- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the Fireworks permit to Skylighters of NY, LLC for the Holiday of Lights Parade celebration on December 5, 2021, between 7-8 pm for 15-20 minutes.
Motion carried 5-0.

- Brockport High School Music Boosters request (peddling/soliciting) to sell hot chocolate (Market St.) Holiday of Lights Parade – Lisa Neilans, parent member of the organization, commented that Tim Hortons would be donating the hot chocolate.

- Trustee Kristansen moved, Trustee Halquist seconded, to approve the Brockport High School Music Boosters peddling/soliciting permit to sell holt chocolate at a table set up in the Market Street area during the Holiday of Lights Parade on December 5, 2021.
Motion carried 5-0.

- Girl Scout Troop 60360 request (peddling/soliciting) to sell baked goods during Holiday of Lights Parade – Kari Pardun, parent applicant and Girl Scout Leader.

- Mayor Blackman moved, Trustee Kristansen seconded, to approve the Girl Scout Troop 60360 peddling/soliciting permit to sell baked goods during the Holiday of Lights Parade on December 5, 2021.
Motion carried 5-0.

- NY Conference of Mayors (NYCOM) has Planning and Zoning Workshops (upcoming) December 7, 9 and 14, 16th. December 7th will be devoted to cannabis. Invitations to participate will be forthcoming to the applicable board members.

VILLAGE BOARD ANNOUNCEMENTS:

- NY Conference of Mayors (NYCOM), Mayor Blackman, member of the Executive Committee, reported
 - Infrastructure bill was just signed into federal law 11/15/21. Some of the funds will be competitive grants at the state level and local level. The White House is apparently working on a guidebook for local communities. Importantly we will likely be able to use American Rescue Plan Act funds for a match with these infrastructure grants.
 - NYS Legislature approved the creation of the Aid and Incentives for Municipalities (AIM) Task Force which will have 7 members, including executive director of NYCOM, will redesign AIM funding. NYCOM is interested having the SUNY Impact AID written into the formula, along with consideration of number of tax-exempt properties that could impact the amount of AIM funding.
 - Cannabis—Wade Beltramo, NYCOM lead council, is in regular contact with the heads of the Office of Cannabis Management (OCM) and the Cannabis Control Board (CCB). State Administrative Procedures Act (SAPA) requires all regulations that OCM and CCB establish are subject to a public hearing with written comments only. This will take some time, which is why it will be 2023 before much of anything happens.

- November 22nd Workshop, Mayor Blackman announced, will be devoted to local cannabis regulations.
- Bridging the Closure Committee - Trustee Kristansen reported that the committee met on 11-13-21. Subcommittees, along with expectations and goals have been determined. This information will be used to create job descriptions and recruit interns for the spring semester. DOT bids for the project will open on 12-16-21. The award is generally 45 days after the Bid Opening. The public can view the bidding process at this website <https://www.dot.ny.gov/webcast> and the project contract number is D264615.

ADJOURNMENT

- Trustee Kristansen moved, Trustee LaPierre seconded, to adjourn the regular meeting at 7:55 pm. Motion carried 5-0.

Upcoming Meetings at Village Court, 49 State St and via Zoom:

- November 29th Workshop
- December 6th Regular Meeting
- December 20th Regular Meeting + Dept. Heads