

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Court Conference Room 49 State Street Brockport, New York, May 20, 2019 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor John D. LaPierre, Trustee Annette M. Crane, Trustee Shawn Halquist, Trustee Katherine J. Kristansen, Village Clerk Leslie Ann Morelli, Treasurer Daniel P. Hendricks, Public Works Superintendent Harry G. Donahue, Police Chief Mark T. Cuzzupoli, Building Inspector/Code Enforcement Officer Chad H. Fabry, Attorney Daniel J. Mastrella

ALSO PRESENT: Bill Andrews, Rosie Rich, Susan Smith, Joan Hamlin, Carl Gouveia, Donna Mancuso, Taysie Pennington, Sal Alonci, Jimmy Zisovski, Marcia Bartalo, Fred Webster

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

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

BROCKPORT HISTORICAL MOMENT: Village Historian William G. Andrews

Richard Joseph Welch was born on Lyman Street in Brockport in 1869 but pursued a distinguished career in California and is known as the "Father of the Golden Gate Bridge." He moved to San Francisco with his family at age 15 but visited his hometown frequently and retained ownership of the house in which he had been born for many years and later tried to buy it back. [Elwell]

In California, he first worked on a farm and then as an iron molder and machinist. He entered politics in 1896 by campaigning for Presidential candidate William McKinley and organized San Francisco's Dewey Republican Club in 1898. In 1900, he was appointed clerk of the San Francisco County Superior Court. He then served in the State Senate, 1901-13, and on the San Francisco Board of Supervisors, 1916-26. Meanwhile, he was San Francisco's Harbormaster, 1903-07.

While on the Board of Supervisors, Welch introduced the legislation to build the Golden Gate Bridge. He had been the harbormaster at the time of the 1906 earthquake and believed that the city needed another escape route in time of disaster. He served on the Board of Directors of its governing authority from its formation in 1928 until his death. He also promoted construction of the Bay Bridge.

In 1926, Welch was elected to the U.S. House of Representatives from a San Francisco district to fill a vacancy caused by the death of the incumbent. He was re-elected repeatedly, usually without opposition, until he died in office in 1949 at age 80 en route to a Congressional committee meeting, having served in Congress for 23 years and in public service for 49.

In Congress, he called himself a Progressive Republican and sponsored and supported legislation that benefited labor, farmers, small businesses, San Francisco, and California. Two future Speakers of the House of Representatives, Joseph Martin and Sam Rayburn, were among the many Congressmen who eulogized him in a memorial service in the nation's capital. California's Governor Earl Warren said that "he had contributed greatly to the development of our state."

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

OATH OF OFFICE: (ceremonial) none

CERTIFICATES & PROCLAMATIONS:

- Carl S. Gouveia, Outgoing Seymour Library Director –

Mayor Blackman read the following prepared letter signed by the entire Village Board:

Carl,

It's been five short years, but what a lot you've brought to the Seymour library and our community during that time period. To begin with, you restored public and local government trust in our community library after a dark moment in its recent history.

Your colleagues speak of your unwavering professionalism, the respect they have for you, and the excellent relations you have with library patrons and library volunteers. You are, in the eyes of those closest to the library, a model director.

From the beginning you threw yourself into the job in so many unconventional ways, becoming a specialist on HVAC, on plumbing, on computer technology, all of which were much appreciated given the library's budgetary constraints. Taking on the responsibility for doing the library budget—not part of your job description—you doggedly trudged from one municipality to the other presenting the library's case for financial support for the coming year, a truly thankless task. And when funds were tight you voluntarily took a cut in pay, so your staff members wouldn't have to.

You don't live here but you threw yourself into the Brockport community as a willing volunteer. You served on the Town/Gown Committee and were elected president of the Brockport Kiwanis, just to mention two of your endeavors.

But what perhaps most stands out in your tenure as Director of the Seymour Library is your life-long passion for libraries and for learning, and for what libraries mean to a community. You brought that passion and that understanding to everything you undertook as director.

We are sad to see you go and we will miss working with you. You've left the Seymour library in far better shape than you found it and you have made all of us proud of the great resource our community library is. We can think of no more fitting and deserved reward for all your efforts than to be leaving us for a library without the challenges of being managed by three municipalities. And how gratifying, as you leave, to see Seymour library, under your directorship, become the library of the year in Monroe County. We hasten to add, however, that if Fairport is awarded the honor next year, we will be suspicious.

With our heartfelt thanks and appreciation, we wish you all the best as you begin this new chapter in your library career.

Library Board President Taysie Pennington announced that there would be a farewell party for Carl on Thursday, May 30th from 6pm to 8pm at the Library.

Mayor Blackman read the following prepared statement and said she would be sharing it with the Sweden and Clarkson Town Supervisors:

Following recommendations from the Bonadio report—the library feasibility study—and according to the Suburban News' May 18, 2019 article, it appears that 2 of the 3 municipalities that manage the Seymour Library are moving ahead with plans to establish capital reserve funds to further support the library. Sweden and Clarkson have done so with resolutions passed at their Town Board meetings last Tuesday night. Our Village Board will be reviewing the Bonadio report and discussing the establishment of a capital reserve fund at our May 29th special work session.

We have not seen nor been informed of these resolutions by the two towns. I requested copies of them this morning from both Town Clerks and received them today.

If the three municipalities are to work in concert--be on the same page--to support our community library, impending municipal resolutions related to the library must be jointly discussed by the towns and the village before they are passed and presented to individual boards for a vote. The residents of our three communities, the library board, and the library staff deserve nothing less.

Treasurer Hendricks said it would be helpful if the Library Board would provide a list of needs and estimated funds needed to accomplish such. This would enable determining the amount of money to fund a capital reserve.

Mayor Blackman concurred and commented that neither of the Town resolutions to establish capital reserves indicated any dollar amount.

Library Board President Taysie Pennington said they are working on an operations and maintenance list and plan to get an engineering report regarding the facility that would indicate useful life and replacement costs.

BI/CEO Fabry said the Library building is pushing 30 years old as it was built in 1995. Some upgrades will be needed. He said a good engineering study report could cost \$5,000. He offered his expertise and can do an overview study report in 3 or so hours that would be enough and save that expense.

T. Pennington thanked him and said that would be considered.

PUBLIC HEARINGS: none

PUBLIC COMMENT: none

GUESTS:

- Brockport Merchants Association – Sal Alonci & Jimmy Zisovski – street closure application – 7/12/19 and 7/13/19 – Jimmy and Sal shared that they want to perk up the annual sidewalk sale and have events the evening of 7/12 and day of 7/13. They originally submitted street closure applications for use of Market Street from Main Street to the Fire Department parking lot. They understand the Fire Department would prefer the Village not approve any Market Street closures. Jimmy said an even better location for the 7/12 evening event would be along the canal by the Welcome Center – closing a portion of the parking lot. If the Board thinks closing Water Street is warranted, that would be fine. Jimmy said an even better location for the 7/13 day events would be King Street from main Street to the Chase Bank parking lot. He explained that the 7/12 evening event would be food, beer, music. They would hire security. If people could use the restrooms at the Welcome Center that would be great. If not, or to supplement those, they would rent porta-potties. The beer might be via Custom House at 1 Main Street. The food would be local. The music would be Bob Greco's party band. The 7/13 day events would be kid-friendly. He said this is their first time being planning these events and they are open to questions and suggestions from the Board.

Board asked several questions regarding the Friday evening event:

- anticipated size of the crowd (unknown as it will be free) - location of the band (on the bricks by the flags at the base of the Welcome Center along the canal) – location of the beer & food (in the eastern half of the Water Street parking lot), whether there would be a tent (no), event start and end time (probably 7pm-11pm with music 8pm-11pm) – closure time for set up (Noon to put up orange fencing then rest of set up at 4pm) - any other alcohol besides beer (no) – distinguishing of age – (licensed security guards would issue hand stamps for under 21 and wrist bands for over 21 years of age) (security and bartenders are trained to deal with)

Board asked Chief Cuzzupoli and Spt. Donahue their thoughts:

Chief Cuzzupoli said for safety it would be best to close Water Street and the entire Water Street parking lot, not just the eastern portion.

Spt. Donahue said it would be best to close the parking lot at 4am when there are no cars there.

Mayor Blackman said whatever is approved by way of street or parking lot closures, a notice would be published in Suburban News and posted on the Village website. It would also be helpful for PD or DPW to post signs.

Mayor Blackman said the Board would also need to waive the noise ordinance regarding the music.

Jimmy said they want this to be safe and successful and are open to whatever would work to accomplish that. Board suggested they re-submit the street closure applications to what they are now requesting and that a written plan and simple layout accompany the applications. If turned in to the Clerk by May 28th, it could be included in the June 3rd agenda packet. Trustee Kristansen said as Village Board liaison to the BMA, she would be happy to sit down with Jimmy and Sal this week to put all the details to paper. Jimmy and Sal said that would be great. Then they would return to the June 3rd Village Board meeting.

- Brockport High School Student Council – Michael Bourne & Shannon Sevor – parade application – 9/27/19 - Marcia Bartalo appeared on their behalf. She reviewed the application and shared that it is the same as the last few years.

→ Mayor Blackman moved, Trustee Halquist seconded, carried 5/0 to approve the Brockport High School Student Council request to hold its homecoming parade on Friday, September 27th and authorized the following street closures from 5:30pm to 6:30pm: from Adams Street near Allen Street to the BCSD campus.

Approval letter indicates:

At its May 20th meeting, with Marcia Bartalo appearing on your behalf, the Village Board reviewed Brockport High School Student Council's May 3rd request to hold a parade on Friday, September 27th from 5:30pm to 6:30pm and granted a parade permit and authorized the following Village streets closed during that time:

- from Adams Street near Allen Street to the BCSD campus

Please be advised that anytime use of Village property is approved for a special use, the user is asked

to provide a certificate of insurance that names the Village of Brockport as additional insured. The language to relay to BCSD for their insurance agent is as follows:

"shall provide a certificate of insurance for Commercial General Liability with limits of not less than \$1,000,000 combined single limit per Occurrence and \$1,000,000 Aggregate. An endorsement naming the Village of Brockport as additional insureds must be attached to the certificate."

Please provide such to Village Clerk Leslie Morelli at lmorelli@brockportny.org.

Please work with Code Enforcement Officer/Fire Marshal Chad Fabry at 637-5300 X119 cfabry@brockportny.org, regarding any codes issues or inspection needs, DPW Superintendent Harry Donahue at 637-1060 hdonahue@brockportny.org regarding any barricades or such needed and Police Chief Mark Cuzzupoli at 637-1020 cuzzupoli@brockportpolice.org regarding any public safety planning.

The event is on our 2019 events schedule. Prior to the event, notice regarding the temporary street closure will be published in Suburban News and posted to the Village website. Best wishes for a successful event!

CONSENSUS ITEMS:

• **APPROVAL OF MINUTES:**

→ Mayor Blackman moved, Trustee Halquist seconded, Trustee Kristansen abstained due to absence, carried 4/0/1 that the minutes of the 5/6/19 meeting be approved as written.

→ Mayor Blackman moved, Trustee LaPierre seconded, Trustee Halquist & Trustee Kristansen abstained due to absence, carried 3/0/2 that the minutes of the 5/8/19 meeting be approved as written.

• **APPROVAL OF BILLS TO BE PAID:**

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the bills be allowed and paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	5/17/19	\$34,233.82
FUND (F): <u>Water</u>	5/17/19	\$92,797.33
FUND (G): <u>Sewer</u>	5/17/19	\$12,451.25
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$139,482.40 total

CLERK REPORT: Clerk – Leslie Ann Morelli

○ 6/1/19-5/31/20 Property & Liability Insurance Renewal – Clerk Morelli shared that in March, she filed the application renewal materials for the carrier (NYMIR) with the broker (Willis Towers Watson) for the new fiscal year's insurance. She, Treasurer Hendricks and Mayor Blackman met with the broker today. They were pleased with the results. The premium raised only slightly from \$105,525.18 to \$108,653.59. The NYMIR 3rd capitalization refund of \$1,681.32 will be forthcoming in July. New insurance ID cards for Village vehicles and certificates of insurance will be forthcoming to Department Heads for 6/1.

○ 9/1/19-8/31/20 Employee/Retiree Benefits Renewal – Clerk Morelli shared that she, Treasurer Hendricks and Mayor Blackman met with the benefits broker (USEBSG) today. They confirmed that switching plans (health, dental, life/add, std, eap, vision) 9/1/18 was the right decision. For example, the overall savings moving to the Excellus Bronze plan was approximately \$27,000. It also solved the administrative issue of out of pocket refunds and HIPPA compliance. The other plans with different carriers also provided savings due to lower premiums. No changes are recommended for the new plan year. The health plan rates will increase 9%. The dental plan rates will increase 10% (still less than the former carrier). The life/add, std, eap, vision rates remain flat. Clerk Morelli has arranged for USEBSG to do an open enrollment informational meeting at 2:30pm Tuesday, 8/13/19 at Village Court. However, this time will be much less work as the plans remain the same.

○ Any further sidewalk café permit applications submitted - 2019 season (4/1-10/31)– none

○ Notice re 5/29/19 Village Board work session – Clerk Morelli referred to the following notice included in the packet:

VILLAGE OF BROCKPORT

Please take notice that the Brockport Village Board will hold a special work session on Wednesday, May 29, 2019 at 5pm at Brockport Village Court 49 State Street, Brockport, NY 14420 to discuss the report presented April 30th by the Bonadio Group regarding its study of the Seymour Library.

Leslie Ann Morelli
Brockport Village Clerk

Dated: May 14, 2019
For publication in Suburban News and posting on Village website and at Village Hall.

o Notice re 6/1/19 water rates – Clerk Morelli referred to the following notice included in the packet:

**Village of Brockport
Water Rate Schedule – Effective June 1, 2019 Billing
As Adopted by Village Board 4/15/19 & noted in the Budget Adoption Notice 4/16/19
Rates for the sale of water to all customers of the Board of Water Commissioners.**

QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

All Water Usage \$5.05 per M gallons
Minimum Billing \$20.00 per quarter

QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

All Water Usage \$6.50 per M gallons
Minimum Billing \$25.00 per quarter

MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

All Water Usage \$5.05 per M gallons
Minimum Billing \$20.00 per month

MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

All Water Usage \$6.50 per M gallons
Minimum Billing \$25.00 per month

UN-METERED WATER

The rate for un-metered water sales shall be \$6.50per 1,000 gallons.

TERMS AND PAYMENTS:

All bills and charges of the Water Commissioners are payable net cash within thirty (30) days. A delinquent charge of 10% will be added to the bill for non-payment by due date.

Leslie Ann Morelli
Brockport Village Clerk

Dated: 5/14/19
For publication in Suburban News and posting on Village website and at Village Hall.

o Notice re 6/1/19 tax bills - Clerk Morelli said May through August are her absolute busiest months and she is working on getting Village tax bills out on May 31st. She referred to the following notice included in the packet:

**VILLAGE OF BROCKPORT
TAXPAYERS NOTICE OF COLLECTION**

The Tax Roll and Warrant for the collection of Village Taxes for fiscal year June 1, 2019 - May 31, 2020 have been filed in the Village Clerk's Office.

TAX BILLS WILL BE MAILED ON MAY 31, 2019.
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
OR

Payment may be made in person to Village Hall 127 Main Street Brockport, NY 14420
front counter or drive up window
Monday through Friday 8:30am-4:30pm except holidays.

PAYMENT OPTIONS

- 1) Payment is due in full by July 1st, 2019 without penalty

Late penalties:

July 2nd - 31st = 5%

August 1st - 31st = 6%

September 1st - 30th = 7%

October 1st - 31st = 8%

November 1st - Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2020 County/Town tax bill with additional penalties.

OR

- 2) Payment may be made in 2 equal installments:

MUST make 1st installment by July 1st, 2019 without penalty

Then make 2nd installment due by August 1st, 2019 without penalty

Late penalties:

August 2nd - 31st = 6%

September 1st - 30th = 7%

October 1st - 31st = 8%

November 1st - Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2020 County/Town tax bill with additional penalties.

IF YOUR TAXES ARE NOT ESCROWED IN YOUR MORTGAGE, AND YOU DO NOT RECEIVE A VILLAGE TAX BILL IN THE FIRST WEEK OF JUNE, CALL 637-5300 X112.

Village tax information can also be found via the Village website: www.brockportny.org

Leslie Ann Morelli
Brockport Village Clerk / Tax Receiver

For publication in Suburban News & posting on Village website & at Village Hall.

- o Notice re 6/18/19 Village elections - Clerk Morelli referred to the following notice included in the packet:

**LEGAL NOTICE
TO THE ELECTORS OF THE VILLAGE OF BROCKPORT, NEW YORK
ELECTION**

NOTICE IS HEREBY GIVEN THAT AN ELECTION IN AND FOR THE VILLAGE OF BROCKPORT, COUNTY OF MONROE, STATE OF NEW YORK WILL BE HELD ON TUESDAY, JUNE 18, 2019 AT BROCKPORT VILLAGE COURT, 49 STATE STREET, BROCKPORT, NEW YORK 14420. THE POLLS WILL BE OPENED AT 12:00 NOON AND CLOSED AT 9:00PM.

- The following officers are to be chosen:
one (1) Village Trustee to complete a term from July 1, 2019 to June 30, 2020

LIST OF NOMINATIONS

The following is a list of nominations filed in the office of Monroe County Board of Elections of the candidates for the office to be filled at the Election in and for the Village of Brockport on Tuesday, June 18, 2019:

VILLAGE TRUSTEE – one (1) to complete a term from July 1, 2019 to June 30, 2020 (vote for one)

<u>Name</u>	<u>Party</u>	<u>Address</u>
• Shawn A. Halquist	Revitalize Brockport	316 Main Street

QUALIFICATIONS OF VOTERS

- A Citizen of the United States.
- Eighteen (18) years of age or older.
- Resident of the Village of Brockport thirty (30) days preceding this General Election.

REGISTRATION OF VOTERS

- Your name must appear on the Monroe County Register for the Village of Brockport to be eligible to vote.
- In accordance with Section 15-118 (2) of the New York State Election Law, the voter must be registered with the Monroe County Board of Elections at least ten (10) days prior to the date of the Village General Election. The registration deadline for the above election date is: Friday, June 7, 2019. There will not be a voter registration day in the Village.
- Application for absentee ballots may be obtained at the Monroe County Board of Elections 39 West Main Street Rochester, NY 14614 or by calling (585) 753-1550 or downloading from www.monroecounty.gov. Application for absentee ballot must be filed with Monroe County Board of Elections no later than Tuesday, June 11, 2019.

Leslie Ann Morelli
Brockport Village Clerk

Dated: 5/14/19

For publication in Suburban News & posting on Village website & at Village Hall

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)
 - Treasurer – Daniel P. Hendricks
 - Financial reports for period ending 4/30/19 – Treasurer Hendricks referred to the report included in the packet.
 - Authorize budget amendments & transfers from contingency –

→ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 that the following budget amendments and transfers be authorized:

**Amendments
Expenditures
Account**

Account #	Description	Amount	Purpose
A8120.400P	Sanitary Sewer Project – Perry Street	\$5,000.00	(1)
	Total	\$5,000.00	
	Total General Fund Expense Budget Before Amendment	\$6,081,065.00	
	Amendment	\$5,000.00	
	Total General Fund Expense Budget	\$6,086,065.00	

Revenues:

Account #	Description	Amount	Purpose
A1710.0000	Public Works Services	\$5,000.00	(1)
	Total	\$5,000.00	
	Total General Fund Revenue Budget Before Amendment	\$6,081,065.00	
	Amendment	\$5,000.00	
	Total General Fund Revenue Budget	\$6,086,065.00	

Purpose:

(1) Increase Budget – Sanitary Sewer Project – Revenues from Monroe County

Transfers from Contingency:

Account #	From: Description	Account #	To: Description	Amount	Purpose
A9950.8240	Capital – DPW Equipment Reserve	A0889.2400	DPW Equipment Reserve	\$10,000.00	(1)
A9950.8510	Capital – Smith St. Bridge Reserve	A0889.4900	Smith St Bridge Reserve	\$10,000.00	(2)

Purpose:

- (1) Transfer of budgeted funds to DPW Equipment Reserve
- (2) Transfer of budgeted funds to Smith Street Bridge Reserve

• UNYMWCP – semi-annual meeting held 5/16/19 – refund & award – Treasurer Hendricks shared that besides the \$121,683 received in February for the surplus refund / deficit repayment calculation as of 12/31/18 (the loss side), a special distribution of operating funds for the 2018 plan year (the administrative side) in the amount of \$18,340 at the 5/16/19 meeting. Since the Workers Comp Reserve is in good shape, these funds will be deposited to the General Fund as unanticipated revenue. Treasurer Hendricks also shared that the Village of Brockport was presented with a plaque for “Best Loss Rate” in 2018.

- Building / Zoning / Code Enforcement – BI/CEO Chad H. Fabry
 - BI/CEO Fabry shared the following:
 - See items under Old / New Business pertaining to Building/Codes.
 - College end of year move out – very few issues from his perspective – anything anyone called on was dealt with – Sunnking had promised a bin in Village Hall parking lot for electronics disposal, but couldn’t follow through for security reasons, so signage was placed there directing drop offs be done at Sunnking at 4 Owens Road.
- Police – Police Chief Mark T. Cuzzupoli
 - Chief Cuzzupoli shared the following:
 - Community Service Initiatives – recently met with the leadership of the churches that are part of the Interfaith Clergy Group – had a good give and take and exchange of ideas. Will be participating in the 5/23/19 7:15am Memorial Day ceremony at BCSD Middle School. Will be participating in the 5/25/19 11am Memorial Day ceremony at Brockport Area Vets Club.
 - Declare surplus – department has continued with some spring cleaning and determined a few more items as outdated and not fit for use or re-sale. He provided the list to Clerk Morelli which included: 5 Cap-Stun M-4T (Inert), 8 M4 Punch 2, 4 – MK111 Pepper Foam, 1 MK-X1 OC Fogger, 2 Punch II M3 37 Gram OC, 3 MK9 Magnum, 5 abre Red Trigger 1.8 Oz cone.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to declare surplus and able to be properly disposed of - the outdated items not fit for use or resale as provided in the list provided.

- Public Works – Superintendent Harry G. Donahue
 - Superintendent Donahue shared the following:
 - Erie / Clinton Streets storm sewer project – this CDBG project is almost done.
 - State Street and Utica Street sidewalk installation and replacement project re portions of those streets – this CDBG funded project will begin soon.
- Village Attorney – Daniel J. Mastrella, Esq.

PERSONNEL ITEMS:

- LGRMIF grant records project with Town of Sweden – authorize hiring of Mikayla Caporale –

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to accept the hiring recommendation of Deputy Clerk-Treasurer Erica Linden and Town Clerk Karen Sweeting and hire Mikayla Caporale.

Hire letter will indicate:

Congratulations! Brockport Village Deputy Clerk-Treasurer Erica Linden and Sweden Town Clerk Karen Sweeting recommended your hiring and you began on May 7th. To make it official, at a meeting of the Village of Brockport Board of Trustees held May 20th you were appointed as Temporary Part Time Clerk to carry out a shared services LGRMIF records project of the Village of Brockport and Town of Sweden.

This is a temporary part time position with project completion deadline of June 14th as the grant funds must be expended by June 30th. The pay rate is \$15.00 per hour. No benefits. Timesheets are due to Village Hall by 10am the Monday morning after the pay period ends.

You have already completed your personnel paperwork. Please simply sign this offer letter and

return it to Village Clerk Leslie Morelli to include in your file.

We look forward to your efforts.

- DPW Summer Laborers – accept hiring recommendation – There were 8 applications submitted, Spt. Donahue and Trustee LaPierre reviewed the applications, selected those to interview, conducted the interviews and providing their hiring recommendation to fill the 4 vacancies.

Seasonal SUMMER Employment
LABORER
BROCKPORT VILLAGE DPW

The Village of Brockport Department of Public Works
seeks 4 individuals to serve as Seasonal (summer) Laborers.
40 hours/week Monday-Friday 7am-3:30pm.
Must have valid NYS Driver's License. Minimum age requirement is 18.
Applicants subject to pre-employment & random alcohol/drug testing.

Pick up employment application at Brockport Village Hall
Monday-Friday 8:30am-4:30pm

or download from Village website: www.brockportny.org.

Return completed applications to:

Leslie Ann Morelli, Brockport Village Clerk
127 Main Street, Brockport, NY 14420
or lmorelli@brockportny.org

Application Deadline: Noon, Tuesday, May 7, 2019

Dated: 4/15/19

For publication in Suburban News and posting on Village website and at Village Hall.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to accept the recommendation of DPW Spt. Donahue & Trustee LaPierre to hire Jacob Bonisteel and Aaron Liccione and Tyler Powlowski and Christian Weiss as DPW Seasonal (Summer) Laborers – Jacob (returning from summer 2018) at \$13/hour and the others at \$12/hour, no benefits - authorized to begin work as soon as possible – pending successful completion of required pre-employment drug and alcohol testing.

Hire letter will indicate:

Congratulations! At a meeting held May 20th, the Village Board accepted the recommendation of DPW Superintendent Donahue as to your hiring. The Village of Brockport is happy to hire you as Seasonal (Summer) Laborer with the Department of Public Works at a rate of (\$13 per hour for Bonisteel / \$12 per hour for Liccione, Powlowski, Weiss) with no benefits. You are authorized to begin work as soon as possible - pending successful completion of required pre-employment drug and alcohol testing.

You are eligible to work 40 hours per week. Your normal work hours will be Monday – Friday, 7:00am to 3:30pm. As a seasonal employee, you are not entitled to benefits. Due to the seasonal nature of the work involved, the Village of Brockport will be unable to continue your employment after the date determined by DPW Superintendent Donahue.

Please follow any and all guidelines or instructions set forth by the State, County, and Village as well as the Department of Public Works.

Please work with DPW at 637-1060 immediately to schedule your pre-employment testing. Please accept by signing this offer and completing and returning it and the enclosed personnel paperwork to Village Clerk Leslie Morelli on or before your first day of work.

Thank you and welcome!

- Planning Board & Ethics Board – drop Kris Bonczyk (moved out of Village) –

→ Mayor Blackman moved, Trustee Halquist seconded, carried 5/0 to drop Kristofer Bonczyk from the Planning Board and Ethics Board due to his having moved out of the Village with thanks for his service.

Letter will indicate:

Due to your having moved out of the Village and having provided 3 Woodstock Lane (Town of Clarkson) as your new address, Village Clerk Leslie Morelli emailed you on May 14th and then left you a voice mail on May 16th. She shared that typically when a member of a Board moves out of the Village limits, they submit a simple letter of resignation and that she would be placing on the May 20th Village Board agenda the need to drop you from the Planning Board and Ethics Board and open those spots as vacancies to be filled.

Best wishes at your new address. Thank you for your service on the Ethics Board since February 2016 and on the Planning Board since October 2017.

If you have any materials for shredding or re-use, feel free to mark them as such and drop them off to Village Hall.

- Welcome Center – appoint to fill 2 Advisory Board vacancies & drops/adds to Greeter roster –

→ Mayor Blackman moved, Trustee Crane seconded, carried 5/0 to appoint Maggie LaPierre and Nicholas Pitas to the Welcome Center Advisory Board vacancies for terms to 6/30/21 and to add the following to the Greeters roster: Rosie Rich, David & Ann Smith, Gayle Grabowski, Tom Bonner.

- **OLD or NEW BUSINESS:**

- DPW – CDBG notice re preliminary award – Havenwood-Meadow gutter replacement project – Notice dated 4/19/19 was received 5/8/19 from Monroe County Department of Planning and Development that they intend to include a preliminary award of \$75,000 for the roadside gutter replacement project on the list of CDBG projects contained in the 2019 annual action plan for housing and community development in suburban Monroe County. The Village will receive final confirmation of funding and instructions after 8/1/19.

- DPW – purchase remaining 115 ton of road salt prior to anticipated cost increase due to salt mine closing – Spt. Donahue noted the cost of \$5,811 and that there is \$1,482 left in the salt budget line and he needs 4,329 more. There is \$4,700 left in the current fiscal year plow equipment budget line that can be used. Nothing would be needed from contingency. Treasurer Hendricks concurred.

→ Trustee LaPierre moved, Trustee Crane seconded, carried 5/0 to authorize the purchase of the remaining 115 ton of road salt as requested.

- Welcome Center – replacement of door (mechanical room) – Trustee LaPierre referred to the quote included in the packet.

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to accept the quote from Rochester Colonial and approve the replacement of the Welcome Center mechanical room door at a cost of \$3,225.

- Welcome Center – replacement of PC & an interior wireless access point – Trustee LaPierre referred to the quote included in the packet.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to accept the quote of The Pinpoint Group and approve the replacement of the PC and installation of an interior wireless access point at a cost of \$644.15.

- Welcome Center – replacement of video camera system – Trustee LaPierre referred to the quote included in the packet.

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 5/0 to accept the quote of The Pinpoint Group and approve the replacement of the video surveillance system at the Welcome Center at a cost of \$1,250.

- Building/Codes – fee schedule recommended changes re operational permits & inspection fees – BI/CEO Fabry recommended amending the section of the fee schedule as to operational permits and inspection fees and explained his reasoning. Mayor Blackman said unless there is an urgent need to do so now, she suggested this be done at the usual time – at the annual organizational meeting in July in which all schedules and policies are confirmed or amended. BI CEO Fabry said that would be fine.

- Building/Codes – proposed software – BI/CEO Fabry referred to the quote included in the packet. He said his office is unhappy with the software, BAS, implemented by the former BI/CEO as it has no mobility (can't access it on the road), is not user friendly, and causes significant staff time in

creating and maintaining Excel spreadsheets as it doesn't offer some of what is needed such as tracking rental properties, C of O's, RRR's, etc. Further, it is a proprietary instead of in Word. He said his office has done considerable research and testing of software and consulted with the Village's I.T., The Pinpoint Group, and recommend switching to GovQA. They believe it will provide the biggest bang for the buck. Once the data is populated, anyone can access it as it has a public facing portal. It will prompt applicants as to fields to complete and will accept applications only when complete. Staff time will be freed up and it will cut down on FOIL requests. BI/CEO Fabry said he has gotten GovQA to waive the set-up fees to make this switch. He switched to it when he worked for the Town of Clarkson and it has strong capabilities. The Pinpoint Group believes they can extract the data from the old software and re-install it to the new software this summer. It will be done in batches so checking can occur in between to assure accuracy.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to accept the quote of GovQA and approve the Building/Codes Department changing to their software "Community Development Solution" at an initial cost of \$3,700.

- Sweden Clarkson Recreation – authorize request to use 2 Corbett Park tennis courts for summer program – Mayor Blackman referred to the request letter in the packet.

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to approve the request of Sweden Clarkson Recreation to use two tennis courts at Corbett Park for a summer tennis program – the first session dates are 6/11 to 7/9 except for 7/2 and the second session dates are 7/23 to 8/13 – all from 6pm to 6:45pm.

Approval letter will indicate:

At a meeting of the Board of Trustees held May 20th, the Board approved the request of Sweden Clarkson Recreation to use two tennis courts at Corbett Park for a summer tennis program – the first session dates are 6/11 to 7/9 except for 7/2 and the second session dates are 7/23 to 8/13 – all from 6pm to 6:45pm.

Please forward to Village Clerk Leslie Morelli at lmorelli@brockportny.org the certificates of insurance naming the Village of Brockport as additional insured – specifically for this use.

Any needs related to the maintenance or condition of the tennis courts can be directed to DPW Spt. Harry Donahue at 637-1060 or hdonahue@brockportny.org. Best wishes for a successful program!

- Comprehensive Plan Project – begin SEQR process – Clerk Morelli referred to Part 1 of the EAF prepared by Ingalls Design, the consultant assisting the Village with the Comprehensive Plan. They had provided this to Deputy Clerk-Treasurer Erica Linden to get on this agenda for the Village Board to declare itself Lead Agency on SEQR. Clerk Morelli said she had shared with Erica that there is an involved SEQR process with various notification requirements and response deadlines. She thought this was premature and outlined what she thought would be the process and that she thought Ingalls Design would be handling the SEQR related work. She asked Village Attorney Mastrella to advise as to her understanding of the SEQR process. He concurred with Clerk Morelli's take on this and said he would get back to her and Erica.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to declare intent to be Lead Agency on SEQR as it relates to the Comprehensive Plan.

Once the draft Comprehensive Plan is available, it can be referred to Monroe County Planning and Development for a Development Review Committee review and to interested agencies.

Per Village Attorney Mastrella via email the following day - I reviewed the EAF and the only identified involved agency is the Monroe County Planning Board (see Part 1 (B)) which has to be notified in any event per GML 239. The Towns of Sweden and Clarkson are probably interested agencies and should ultimately be given notification of the proposed adoption, but they do not have any "discretionary approval authority" and are therefore not able to object to the designation of the Village Board as lead agency. When the draft comprehensive plan is available it should be provided to County Planning along with the EAF and a notification via letter that the Village Board intends to be "lead agency". County Planning should then be allowed 30 days to provide comments or objections under both SEQRA and GML 239. Let me know if you need further advice on this.

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman
 - Mayor Blackman provided the following report:

Quarterly county sales tax distribution (first quarter of 2019): \$428,751.30 which is \$8,521 more than the same quarter last year.

Thanks to Joan Hamlin for her donation of the American flag that flies from the pole in front of Stulls and which used to be the Moore Schaffer Shoe Company.

The 7th annual LBHW finished up on Saturday the 18th, a brilliant sunny day. We enjoyed the music of Dusty Road, a local folk and Americana group; we honored the winning artists in the annual 4th grade poster contest, unveiled a wayside Erie Canal panel at the Welcome Center furnished by the ECNHC. We had interesting tables for attendees to visit—Brockport community museum, Learn to Row, Bert's Box Fitness, pollinator gardens, information on feral cats which included several kittens up for adoption. Our two county legislators spoke, the Welcome Center held an open house, and at the conclusion we enjoyed pizza and lemonade.

Friday night's craft beer festival was a sold-out success, and Thursday evening's talk at the Morgan Manning on Lift Bridges of the Erie Canal was exquisitely timed as the day before we had a meeting with the DOT and Canal Corp in advance of the 18-month closing of the Main Street lift bridge for structural repairs which will happen in 2022. We were joined by Fire District, police, and BMA representatives. DOT and CC will be holding a public meeting this fall re same and we plan to speak with Spencerport and Fairport who are undergoing bridge rehabs this summer and fall.

Friday the 17th was the opening of the Erie Canal for the navigation season and it was marked by the christening of a new tugboat, the Elizabeth Cady Stanton, which will be based in Albion. The event took place at Corn Hill Landing in Rochester and among the speakers were the Lt. governor and the great great granddaughter of Elizabeth Cady Stanton. Another new tug is imminent and will be named the Susan B. Anthony.

That event was also the rollout of Governor Cuomo's initiative to reimagine the canals and convene a task force that will offer recommendations on how the Erie Canal can spark economic development, host new forms of recreation and tourism, be a source of resilience for canal communities and expand access to irrigation for farms in Western New York.

No meeting on June 17th as the next day is the village election. Don't forget to vote for VB trustee.

- Trustee/Deputy Mayor John D. LaPierre
 - Trustee LaPierre provided the following report:

On May 8th, I went to Board of Elections to file petitions for June Village election.

On May 8th I was at the Comprehensive Plan review.

On May 8th I went to the Parks Committee meeting.

On May 14th I reviewed the applications for summer help at DPW with Superintendent Donahue.

On May 16th, I participated in the interviews of DPW applicants.

On May 16th I reviewed the bank statement balance documents per Treasurer Hendricks. Once again, they all seem to be correct.

- Trustee Annette M. Crane
 - Trustee Crane provided the following report:

On May 7th, I attended the Town Board meeting

On May 8th, I attended the special workshop with Verizon to discuss Small Cell deployment.

Also, on May 8th, I attended the Comprehensive Plan Open House. I look forward to studying the full plan in detail once it is finished.

On May 13th I attended the Planning Board Meeting, where a front yard picket fence was approved.

On May 16th I participated in the Low Bridge High Water Dedication Walk, led by Bill Andrews showing us the locations where historical plaques will be placed. The walk ended with a tour of Stoneyard Brewery, which, being new is not yet historical, but their craft brewing facility is impressive, and beer drinkers tell me the beer is excellent.

On May 18th, I enjoyed the Low Bridge High Water festivities at the canal front. And the weather was perfect.

- Trustee Shawn Halquist
 - Trustee Halquist shared the following:

On May 8th – attended the Comprehensive Plan Open House

- Trustee Katherine J. Kristansen
 - Trustee Kristansen provided the following report:

April 16th...Met with Mayor, grant writers and others to discuss CFA grant to support improvements to Welcome Center (building and grounds). In the evening, I attended the BISCO/Brockport Arts Festival meeting.

April 17th...I attended the Brockport Merchants Association meeting and then in the evening attended the Seymour Library meeting.

April 18th...Art Appleby and I were interviewed for an article to be published in the Suburban News regarding the 25th Brockport Arts Festival.

April 25th...I attended a Comprehensive Plan committee meeting.

April 26th...I met with Gary Skoog to discuss pollinator gardens progress.

April 27th...I spent the afternoon in Canandaigua recruiting for the Arts Festival at the Springtime in Canandaigua Festival.

April 30th...I attended the joint municipality special meeting to hear the completed library consultant report presentation.

May 1st...I attended a special public meeting of the Library board to discuss the recently completed library consultant report.

May 2nd and 18th...I met with Art Appleby to discuss and continue Arts Festival progress.

May 7th...I attended the BISCO meeting and then attended a special meeting (executive session) of the Library board.

May 8th...I attended the Comprehensive Plan Open House.

May 13th...I attended the Planning Board meeting.

May 14th...I met with Taysie Pennington, Library Board President, to plan out the display showcasing the Arts Festival in the Local History Room.

May 15th...I attended a regular meeting of the Library Board.

May 18th...I attended the Welcome Center grand opening and pollinator plant sale and displays.

EXECUTIVE SESSION: none

ADJOURNMENT:

→ At 8:40pm, Trustee LaPierre moved, Trustee Crane seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk

