

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, February 3, 2020 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor John D. LaPierre, Trustee Annette M. Crane, Trustee Shawn Halquist, Village Clerk Leslie Ann Morelli

EXCUSED: Trustee Katherine J. Kristansen

ALSO PRESENT: Linda Ketchum, Robert Westbrook, Don Grentzinger & some family & friends, Bill Andrews, Gary & Lori Skoog, Susan Smith, Jackie Smith, Ben Frevert, Susan Hughes-Smith, Shawn Lessord, Doug Weishaar, Joan Hamlin, Christine Hamlin, Karen LoBracco, 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

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:

o Selection Committee presents – 2019 Monika W. Andrews Creative Volunteer Leadership Award to Donald Grentzinger – Linda Ketchum read the following prepared statement into the record:

2019 Monika W. Andrews Creative Volunteer Leadership Award

The committee is pleased to award this year's Monika W. Andrews Creative Volunteer Leadership Award to Don Grentzinger. We received a nomination letter from Justin Rabjohn highlighting Don's involvement with the Sweden Farmer's Museum and the Morgan Manning House. Both of these community treasures survive with tons of volunteer effort. We needed to dig deeper to find out how Don was involved in these outstanding projects.

Justin told us that Don has been a part of the Farmer's Museum for 15 years. Susan Smith worked with Don to bring back the Harvest Festival that was absent for 3 years. Don acquired museum pieces including 300 antique milk bottles. You could say this is a passion for Don since he operated his own dairy farm and dairy store on Sweden Walker Road. I should know since I grew up next to them. Lori Skoog also noted that the Farmer's Museum wouldn't be what it is today without Don's input, commitment and elbow grease. One new idea Don came up with for this year's festival was the "Kiss the Cow" contest.

Lori said that he "has brought something to the table that is not often there. He was the right person to spend many years as a volunteer working for the Farmer's Museum." Susan mentioned that Don creates a captivating learning experience for children at the Sweden Farmer's Museum by growing his own corn that they can then pass through an 1870's corn sheller. Another exciting event was the "What's Behind the Fence" talk he organized by reaching out to Caleb Ayers of Duncan Farms. This new organic farm on Sweden Walker Road has caught the interest of innumerable Brockport residents. Thanks to Don, we know a lot more about this large farming company.

We also found out that Don was a volunteer at the Morgan Manning House for 20 years. He would perform repairs on the house as a member of the "Monday Work Crew", volunteered at events and performed 4th-grade tours. Most notably, Don was in charge of the restoration of the Carriage House. He was known around the grounds as "the Carriage House guy". His passion for maintenance of this historic gem helps in "ensuring it too would be able to stand for generations to come" according to Justin Rabjohn.

Justin, Lori and Susan have all voiced their pleasure in working with Don Grentzinger. "Donny has always provided excellent leadership" and "he has always been very easy to work with", said Lori Skoog. "Don is a humble, honest man and an unsung hero in our community" according to Susan Smith. "Don is a dedicated member of the community, both in service, leadership and his desire to see it succeed" as quoted from Justin Rabjohn's nomination letter.

Congratulations, Don Grentzinger. The Greater Brockport Community is lucky to have you!

Committee members:
Linda Ketchum, chair, Village of Brockport
Robert Westbrook, Town of Sweden
Patricia Galinski, Town of Clarkson

Don Grentzinger said he is thoroughly honored with this award. Thank you.

Mayor Blackman congratulated him.

GUESTS:

o Community Distributed Generation of Solar – Ben Frevert & Sue Hughes-Smith of Roctricity – B. Frevert reminded the Board that they previously passed a Local Law re CCA and selected Roctricity and Joule as partners. While unsuccessful thus far getting a good electric price, there is now a CDG opportunity that can be done same as CCA with an "opt-out" provision. The original was that the user signs up and then gets 2 bills, which was not ideal, so they anticipated there would come a time for consolidated bills which is being considered by the NYS PSC with National Grid supportive. That component will likely be available by July 1st so that customers would get only 1 bill and see a guaranteed savings. The timing seems right. The PSC seems amenable. The Village of Brockport has been waiting some time, but it is the perfect size community for this and is in the National Grid service area.

Mayor Blackman said there have been mailers from various solar companies, but this is different. Are they operating as an ESCO?

B. Frevert said that is correct. Those mailers may not have the consolidated billing element or show credits generated from the Village's community solar. Those companies are having trouble with customer acquisition. The Village project has the CCA mechanism.

Sue Hughes-Smith said the Village's model drives revenue back to the municipality. She mentioned the project in Geneva and that once they got 400 customers, the municipality got \$25,000 to use toward another sustainability project.

Trustee Crane said from her understanding homeowners like herself with solar panels on their houses cannot participate in this program. S. Hughes-Smith said that is correct and commented that ideally that's the best way to go.

Trustee LaPierre said there is some confusion as some of the mailers offer an incentive such as a gift card to sign up. S. Hughes-Smith said that's fine because there is a bigger base of people that haven't done anything about it. Roctricity does the public outreach with the Village's help.

Mayor Blackman said once the solar array is cleaned up and there is nicer weather, she'd like to have a public gathering about the Village's solar efforts. B. Frevert said they would love to be a part of that.

Doug Weishaar of Greenspark commented that community solar projects come with large and expensive hurdles that all developers must overcome. Greenspark got in on this early but found customer acquisition costs to run double initial estimates. Communication will be critical. The projects in Brockport shouldn't be a surprise to people. However, when a CCA or CDG project goes live, the municipality phone will ring off the hook for a few days. The more front-end work that can be done is helpful. They said they can't wait to see consolidated billing come to fruition.

Mayor Blackman asked if it was likely that consolidated billing would go into effect July 1st.

B. Frevert said they are awaiting PSC staff to provide recommendations to the Commission. National Grid initiated a proposal to implement consolidated billing which looks favorable but their proposal to do the billing looks unfavorable.

Mayor Blackman said from her understanding the solar array must be in National Grid's service territory. B. Frevert said yes.

D. Weishaar said yes and that Lima also has a project.

B. Frevert said Joule is reaching out to other possible municipalities.

Mayor Blackman shared that the first results of the Village's solar array indicate a credit on the Village's National Grid statement of Solar credits from our municipal solar —\$870 in credits from 12/24/19 to 1/4/20. Mayor Blackman further shared with Roctricity that the Village's experience working with Greenspark has been very positive.

Clerk Morelli asked if CDG needs to go through the Local Law process like CCA did.

B. Frevert said at this point there is no requirement for another Local Law process. Even the resolution they recommend is not required, but they felt it would be a good idea.

→ Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 to adopt the following resolution:

Whereas, New York's Climate Leadership and Community Protection Act went into effect on January 1, 2020 setting a road map for the State of New York, in accordance with the New York State Energy

Plan, to produce 70% of its electricity from renewable sources by 2030, and 100% of its electricity from renewable sources by 2040;

Whereas, the Village of Brockport ("**Municipality**") wishes to transition its community to using electricity that is generated entirely from renewable non-carbon emitting sources;

Whereas, effective April 21, 2016, the New York State Public Service Commission ("**PSC**") issued an "Order Authorizing Framework for Community Choice Aggregation ("**CCA**") Opt-Out Program" in Case #14-M-0224 "authoriz[ing]" the establishment of CCA programs by municipalities statewide (the "**CCA Framework Order**");

Whereas, CCA provides a mechanism for municipalities in the State of New York potentially to, among other things, take control of their energy supply and consumption, reduce costs, reduce carbon emissions, and move to 100% renewable sources of electricity;

Whereas, effective March 16, 2018, the PSC issued an "Order Approving Joule Assets [Inc., ("**Joule**")] Community Choice Aggregation Program with Modifications" (the "**Joule Plan**") in Case #14-M-0224 "approv[ing] Joule's proposed CCA Program with modifications" (the "**Joule Order**");

Whereas, effective July 17, 2015, the PSC, in a Proceeding on a Motion of the Commission as to the Policies, Requirements and Conditions for Implementing a Community Net Metering Program, Case 15-E-0082, issued an "Order Establishing a Community Distributed Generation ("**CDG**") Program and Making Other Findings";

Whereas, CDG is currently implemented in New York on an opt-in basis by agreement between a subscriber and the CDG Developer;

Whereas, existing CDG programs require subscribers to make payment for CDG to a CDG developer/owner, and in exchange, subscribers receive a credit on subscriber's utility bill;

Whereas, the Joule Order permitted Joule to offer Community Distributed Generation on an Opt-out basis ("**Opt-Out CDG**");

Whereas, Opt-Out CDG is a powerful mechanism from municipalities to catalyze the development of local renewable power plants;

Whereas, on October 2, 2017, the Village of Brockport ("**Municipality**") adopted local legislation, Local Law1 - 2017, A Local Law to Establish a Community Choice Aggregation Program in the Village of Brockport, enabling a Community Choice Aggregation Program ("**Municipal Program**");

Whereas, on October 2, 2017, Municipality engaged the services of Joule as Program Administrator for the Municipal Program;

Whereas, Joule administers the Municipal Program with support from Rocricity, LLC as Local Organizer;

Now, wherefore, it is hereby Resolved that the Municipality authorizes Joule to enter into negotiations on Municipality's behalf, with National Grid and one or more solar developers for a CDG program whereby residents and businesses would pay for and receive CDG credits on their National Grid bill; and

It is further Resolved that the Municipality authorizes Joule to prepare a CDG program for approval by the Municipality and thereafter for submission to and approval from the New York State Department of Public Service; and

It is further Resolved that the Mayor is authorized to enter into any agreements on behalf of the Municipality in relation to a CDG program consistent with this resolution in the Mayor's reasonable discretion.

BY ORDER OF THE Village Board of the Village of Brockport

- Solar – Shawn Lessord & Doug Weishaar of Greenspark Solar – said they were glad to be invited to this meeting and that they are happy to dive in and work with partners on these projects. In the meantime, per Mayor's request, they are looking for other possible parcels for additional solar arrays.

PUBLIC HEARINGS: none

PUBLIC COMMENT:

- Jackie Smith of Clarkson - shared that she is very excited to work with the Village on any initiatives as new County Legislator.

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Mayor Blackman moved, Trustee LaPierre seconded, carried 4/0 that the minutes of the 1/6/20 meeting be approved as written.

→ Mayor Blackman moved, Trustee LaPierre seconded, 4/0 that the minutes of the 1/27/20 meeting be approved as written.

- **APPROVAL OF BILLS TO BE PAID:**

→ Trustee Halquist moved, Trustee LaPierre seconded, carried 4/0 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>	1/29/20	\$62,597.59
FUND (F): <u>Water</u>	1/29/20	\$2,653.80
FUND (G): <u>Sewer</u>	1/29/20	\$1,041.06
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$66,292.45 total

CLERK REPORT: Clerk – Leslie Ann Morelli

- o 2019 PESH summary of work-related injuries & illnesses – Clerk Morelli referred to the document in the packet and that it has been posted in Village employee break rooms and kept on file. It indicates work-related injuries and illnesses of 2019 and must be posted from 2/1 to 4/30. There were only 4 cases – 3 requiring medical attention but no lost time.

- o Notice – filing of Local Laws #2 & #3 of 2019 – in full force & effect – Clerk Morelli referred to the notice in the packet and that it has been published in Suburban news and posted at Village Hall and on the website.

**VILLAGE OF BROCKPORT
NOTICE OF ENACTMENT & FILING OF LOCAL LAW**

PLEASE TAKE NOTICE that the following Local Law was adopted by the Village Board, filed with the Secretary of State, State of New York and proof of filing has been received. Said local law is in full force and effect in the Village of Brockport.

- Local Law #2 of 2019 – to adopt a Village of Brockport Comprehensive Plan
- Local Law #3 of 2019 – to amend Village Code Chapter 58: Zoning to include Incentive Zoning

Leslie Ann Morelli
Brockport Village Clerk

Dated: 1/9/20

For publication in the Suburban News.

For posting on Village website and Village Hall bulletin board.

- o 2020 Village elections – notice for electing Village officers (2 Trustees) – Clerk Morelli referred to the notice in the packet and that it will be published in Suburban News and posted at Village Hall and on the website.

**VILLAGE OF BROCKPORT
NOTICE FOR ELECTING VILLAGE OFFICERS**

PLEASE TAKE NOTICE:

That the Annual General Village Election in and for the Village of Brockport will be held on **Tuesday, June 16, 2020 from Noon to 9pm** at Brockport Village Court 49 State Street Brockport, NY 14420 with the following officers to be chosen: **two (2) Trustees for a four (4) year term from July 1, 2020 to June 30, 2024.**

That the first day to circulate independent nominating petitions is Tuesday, March 31, 2020, and the last day to file said petitions at Monroe County Board of Elections is Tuesday, May 12, 2020. Petitions must indicate the office(s) and term thereto, for which it is filed, and

That the applications for absentee ballots will be accepted by Monroe County Board of Elections no earlier than Tuesday, February 18, 2020 and no later than Tuesday, June 9, 2020 for applications to be mailed or Monday, June 15, 2020 for personal applications by applicant or his/her agent.

That questions should be directed to Monroe County Board of Elections at (585) 753-1550.

Leslie Ann Morelli
Brockport Village Clerk

DATED: 2/3/20

For publication in Suburban News.

For posting on Village website and Village Hall bulletin board.

- P & L Insurance NYMIR annual risk control visit & recommendations – Clerk Morelli referred to the document in the packet. The representative met with her, then DPW Spt. Donahue toured her around Village facilities then Chief Cuzzupoli met with her. The resulting recommendations are few and minor. She provided access to NYMIR's free on-line training opportunities and Clerk Morelli shared it with Department Heads. Looking ahead - they have a Sexual Harassment Prevention module that complies with the NYS mandate. This is free to us through our NYMIR premiums. So, when the time comes next summer, we can arrange for this instead of contracting & paying for such through HR Works like we did in 2019.

- Town of Sweden Proposed Amendments to Comprehensive Plan – SEQR – Clerk Morelli shared that she received a large packet on this from Sweden Town Clerk today. It came with a SEQR Lead Agency Coordination Request due back by March 2nd.

→ Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 to respond to the SEQR Lead Agency Coordination Request regarding amendments to the Town of Sweden Comprehensive Plan that the Brockport Village Board has no objection to the Sweden Town Board assuming Lead Agency status for this action.

PERSONNEL ITEMS:

- E.L.K. Museum Board – accept resignation of Christine McCabe -

→ Trustee Halquist moved, Trustee Crane seconded, carried 4/0 to accept with regret the resignation of Christine McCabe from the Emily L. Knapp Museum Board and thanks for her service in this capacity since July 2016.

- Board / Committee / Volunteer Opportunities – updated list is as follows and Mayor Blackman encouraged Trustees to encourage position interest forms be submitted.

VILLAGE OF BROCKPORT BOARD / COMMITTEE / VOLUNTEER OPPORTUNITIES

Volunteer vacancies – must be a Village resident:

- Zoning Board of Appeals – meets 1st Thursday 6pm at Village Court (only upon application)
Note: a minimum of 4 hours of training is required each fiscal year (6/1-5/31)
1 vacancy - term to 6/30/23
- Tree Board – meets 3rd Tuesday 7pm (September – May) at Village Hall
1 vacancy - term to 6/30/21
1 vacancy - term to 6/30/23
- Emily L. Knapp Museum Board – meets 4th Wednesday at 6:30pm at Village Hall
2 vacancies - term to 6/30/21
- Welcome Center Advisory Board – meets 2nd Wednesday at 4pm (January – October) at Village Hall
1 vacancy - term to 6/30/21
1 vacancy - term to 6/30/22
- Parks Committee – meets 2nd Wednesday at 7pm (April – October) at Village Hall

1 vacancy - term to 6/30/23

- Ethics Board - meets TBD at Village Hall (only as needed)
1 vacancy - term to 6/30/21

Volunteer vacancies – do not have to be a Village resident:

- Welcome Center Greeter (mid-May – mid-October)
- Emily L. Knapp Museum Volunteer

All Boards/Committees/Task Forces:

- if meeting schedule falls on a holiday, there is no meeting
- must be able to use email & internet

Submit a position interest form via the Village website: www.brockportny.org

Application Deadline: until filled

Dated: 2/04/20

For posting on Village website and Village Hall bulletin board.

- o Authorize BOCES 2 MOA student training agreement at DPW 2/4/20 – 3/27/20 (part time intern) -

→ Mayor Blackman moved, Trustee Halquist seconded, carried 4/0 to authorize the Memorandum of Agreement with BOCES 2 to have Village resident Jacob Christ, a career and technical education student, as a temporary part-time intern getting work experience (student training) from 2/4/20 to 3/27/20 Monday through Thursday Noon to 2:40pm per the paperwork provided and acknowledging that he will not be driving Village vehicles or operating Village equipment and that he is on insurance through BOCES.

OLD or NEW BUSINESS:

- o 2020 Welcome Center – re-appoint Director & Assistant Director -

→ Trustee LaPierre moved, Trustee Crane seconded, carried 4/0 to reappoint Susan Smith as Director and Tim Eldred as Assistant Director of the Welcome Center with annual stipends of \$2,000 and \$1,500 respectively.

Dear Susan & Tim:

Congratulations! At the meeting of the Village of Brockport Board of Trustees held February 3rd, you were reappointed as Welcome Center Director and Assistant Director with annual stipends of \$2,000 and \$1,500 respectively for the 2020 season.

It is our hope that the Welcome Center be self-sustaining and not need Village funding through taxpayer dollars or sponsorship from an outside source.

Please keep Trustee/Deputy Mayor John LaPierre informed as he is the Village Board liaison to the Welcome Center. Please work with DPW Superintendent Harry Donahue on building maintenance issues. Village policy requires submitting requests for purchase orders to Deputy Clerk-Treasurer Erica Linden prior to the ordering or purchasing of any goods or services or advertising.

Welcome Center Advisory Board vacancies and Greeter opportunities are listed on the attached notice.

We appreciate the re-organization work done that resulted in a successful 2019 season and look forward to your continued efforts.

- o 2020 Farmers Market – re-appoint co-Managers & confirm rules & regulations & vendor contract -

→ Trustee Halquist moved, Trustee Crane seconded, carried 4/0 to reappoint Ruthann Tryka and Charlene Veltz as Farmers Market Managers with annual stipends of \$2,000 each and to confirm the rules and regulations and vendor application as follows:

Dear Ruthann & Charlene:

At the meeting of the Village of Brockport Board of Trustees held February 3rd, you were re-appointed as you were reappointed as Co-Managers of the Farmers Market with annual stipends of \$2,000 each for the 2020 season. The season runs Sundays 8am to 1pm from the 3rd Sunday in June to the last Sunday in October.

As you know, there will be no sponsor as in some years. Therefore, you are urged to work to fill all vendor slots, charging the fees outlined in the Farmers Market Rules and Regulations. It is our expectation the Market be self-sustaining and not need Village funding through taxpayer dollars or sponsorship from an outside source.

Clerk Leslie Morelli has amended the vendor application and rules and regulations (to indicate 2020) and they will be posted to the Village website. She will soon prepare the packets for you to address to potential vendors.

After June 1st, the start of the new fiscal year, please submit all vendor payments and copy her on any Farmers Market materials (vendor applications, insurance certificates, etc.). All vendor payments must be turned in to her by the day after the end of the season. Please remember that Village policy requires submitting requests for purchase orders prior to the ordering or purchasing of any goods or services or advertising.

Shortly before the season begins, you'll want to contact DPW Spt. Harry Donahue at 637-1060 or donahue@brockportny.org regarding DPW dropping off barricades on Friday afternoons and picking them up on Monday mornings and on hanging of banners and placement of signage. You'll also want to contact Police Chief Mark Cuzzupoli at 637-1020 or cuzzupoli@brockportpolice.org regarding the setting up of barricades on Sunday mornings.

We look forward to your continued efforts.

Village of Brockport Farmers Market Rules & Regulations As Amended February 14, 2012 Last confirmed February 3, 2020

Market Mission

To promote the sale of fresh fruits, vegetables, plants, and other locally harvested goods.
To provide a direct marketing outlet for local agricultural produce and products.
To stimulate activity in Brockport's downtown business district.
To foster social gathering and community involvement.

Market Governance

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

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

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

Place and Times of Operation

The market shall operate:

- On Market Street in the Village of Brockport
- From 8 a.m.-1 p.m.
- On Sundays
- Every Sunday from the third Sunday in June through the last Sunday in October

Vendors at the Market

Bona-fide growers, craftpersons, and producers of homemade products or other sellers approved by the manager are eligible to become vendors at the market. The manager may grant permission to a vendor to

supplement his product line with additional New York state products, as long as such product is otherwise missing from the market. Such permission shall be valid for one season.

Specific Product List

- Fruits and vegetables shall be offered for sale only by their grower; they shall have been grown, harvested and cared for post-harvest so as to insure maximum freshness.
- Cider and fruit juices shall be offered for sale only by the growers of those fruits from which they are made.
- Eggs shall be offered for sale only by the owner of the flock from which they came.
- Honey and honey products shall be offered for sale only by the owner of the hives from which they were derived.
- Maple syrup and maple syrup products shall be offered for sale only by the owner of the sugar bush from which they were derived.
- Cheese and other dairy products shall be offered for sale only by the owner of the herd that produced the milk from which they were processed. All dairy products shall be kept cool.
- Meat and poultry shall be offered for sale only by those that have raised the animals butchered to render it; it shall be kept refrigerated; it shall have passed United States Department of Agriculture or state inspection.
- Bedding plants, nursery products, and cut flowers shall be offered for sale only by their growers.
- Baked goods offered for sale shall have been hand made from scratch by the seller, using a recipe free of commercial mixes, crusts or fillings. Baked goods must have a protective covering or be wrapped.
- Wine may be offered for sale. Any vendor conducting a tasting shall display in his market space during all times of operation a sign that states: "State law requires that consumers be at least 21 years of age, proof required."
- All items offered for sale shall be priced clearly and displayed in a manner that does not confuse or mislead the customer.

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

Guidelines for Selling at the Market

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

Products Sold at the Market

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

- Any vendor selling taxable items shall display in his market space during all times of operation a valid New York state certification of authority
- Any vendors selling nursery and greenhouse crops shall display in his market space during all times of operation a valid New York state nursery license.
- Vendors selling processed foods, prepared foods, and other perishable items shall do so in compliance with the requirements of the New York State Department of Health.

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

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

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

Vendors consent to inspection of their farms and/or businesses by the manager to verify claims of production. Any such inspection shall be made with the owner or his representative present, unless permission otherwise is given by the owner. The owner shall provide any help necessary to document products and conditions recorded at the inspection. The manager shall deliver to a vendor whose farm of business has been so inspected the results of such inspection and shall make the initial determination of any violations of this contract and their remedies.

Insurance

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

Fees

- An annual market space fee of \$250 shall be due at contract signing or according to terms set forth by the manager. A \$20 daily fee shall be charged to those who do not have a reserved space.
- Vendors shall notify the manager in advance if they will be absent. The manager may allocate an absent vendor's market space to another vendor.
- The board of trustees shall determine market space fees.
- Fees collected shall pay for operating expenses and/or advertising and promotional costs.
- Subletting of market space by vendors is forbidden.

Market Space Assignment

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

Grievance Procedure

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

determination of the disposition of any such appeal.

**Village of Brockport Farmers Market
2020 Season Application and Contract**

Thanks for your interest in being a vendor at the Village of Brockport Farmers Market.
Please provide information requested in this document and submit it to:

Attn: Farmers Market Managers
Village of Brockport
127 Main Street
Brockport, NY 14420

Farm name _____
Contact name _____
Address _____

Phone (____) _____
Fax (____) _____
Email _____
Farm address _____

Sales tax ID _____

Market Space Rental

Each market space is approximately 20' square (approximately 400 square feet). The rental fee for each is \$250 for the season. This non-transferable fee is due at the time this contract is signed. Non-payment may result in forfeiture of market privileges.

How many market spaces are you requesting to rent? ____

Do you intend to attend the market for the full season? Yes No

If you answered "No" to the question above, please indicate below the dates (months and days) on which you will start and finish attending:

Start ____/____/____ Finish ____/____/____

Do you wish to participate in the Farmers Market Nutrition Program (FMNP) so that you will be eligible to accept FMNP coupons for produce? Yes No

Crop Plan

List crops grown that you plan to sell at the Village of Brockport Farmers Market, and the acreage of each:

Crop	Acreage
_____	_____
_____	_____
_____	_____

Market Rules & Regulations:

Affirmation and Agreement

I hereby affirm that I understand this Village of Brockport Farmers Market 2020 Season Application and Contract, and that I agree to be bound by and comply with the terms and conditions set forth herein.

I verify that the information I have provided in this Village of Brockport Farmers Market 2020 Season Application and Contract is complete, true, and accurate to the best of my knowledge.

I hereby affirm that I read and understand the Village of Brockport Farmers Market Rules & Regulations, and that I agree to be bound by and comply with the terms and conditions set forth therein.

I have attached herewith copies of all licenses and/or permits necessary to the type of products I plan to sell.

I agree to save, hold harmless, and indemnify the Village of Brockport, its representatives, officers, employees, volunteers, agents, assigns and designees from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which hereafter may accrue to me as a result of my participation as a vendor at the Village of Brockport Farmers Market.

In the event that any claim, liability or loss against the Village of Brockport caused by my sales at the Village of Brockport Farmers Market is not paid in full by liability insurance in force and effect, I hereby indemnify, save, and hold harmless the Village of Brockport, its representatives, officers, employees, volunteers, agents, assigns and designees from any and all liability or loss, including settlement expenses, litigation costs, and attorney's fees, arising out of product sales at the Village of Brockport Farmers Market. In the event of any claim, liability, or loss, I shall pay the indemnification amount to the Village of Brockport upon written demand from the same.

Vendor's name (please print)

Vendor's signature

____/____/____
Date

- Authorize Clerks Krizen & McNees to attend NYPF conference in Bolton Landing 4/19-4/21 –
→ Mayor Blackman moved, Trustee Crane seconded, carried 4/0 to authorize Clerks Krizen and McNees to attend the NYPF (New York Planning Federation) conference in Bolton Landing 4/19/20 to 4/21/20.

- Authorize declare surplus equipment in Codes Department & list on Auctions International –
→ Mayor Blackman moved, Trustee LaPierre seconded, carried 4/0 to declare surplus and authorize listing on Auctions International the following like new items from the Codes Department: Brother Pocket Jet 6 Plus Mobile Printer w/ case of Perforated Roll Paper 6 Rolls 100-Sheets per roll Retrotec DM32 4A Door Blower Gauge kit.

- Resolution acknowledging receipt of Independent Auditors' Report: Brockport Village Court FYE 5/31/18 –

→ Trustee Crane moved, Trustee Halquist seconded, carried 4/0 to acknowledge receipt of the Insero & Co, CPA Independent Auditors' Report regarding Brockport Village Court for fiscal year ending 5/31/18.

Clerk Morelli said Treasurer Hendricks asked her to mention that Insero is working on the one for fiscal year ending 5/31/19.

- Approve Market Street streetscape plan – Mayor Blackman referred to the plan included in the packet that was a result of working with Landscape Architect Sue Steele and committee. Per DPW Spt. Donahue, the porous pavement reference has been crossed off. DPW and Village Engineer are working up estimated costs for the upcoming CDBG grant application. Cost may require the project be done in phases. One of the 4 trees slated for removal already had to be removed as it posed a danger.

Trustee Halquist inquired as to target date. Mayor Blackman said the CDBG application gets submitted in February and the County typically notifies applicants by August so it could begin in late 2020 or early 2021.

→ Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 to approve the version of the Market Street streetscape plan that was included in the packet.

- Grants:
 - CDBG – authorize application & SEQR re Market Street streetscape plan –

→ Mayor Blackman moved, Trustee Crane seconded, carried 4/0 to adopt the following resolution:

WHEREAS, to accept and authorize the Mayor to sign paperwork related to the Monroe County Community Development Block Grant (CDBG) application for the Market Street Reconstruction project.

Note for the record:

Village Board contact is Mayor Margaret Blackman

Village DPW contact is Spt. Harry Donahue

Village Office contact is Deputy Clerk-Treasurer Erica Linden

NOW, THEREFORE, BE IT RESOLVED THAT, the Village Board does hereby classify the above referenced Action to be a Type II Action under Section 617.5 (c)(5) of the State Environmental Quality Review (SEQR) Regulations; and

NOW, THEREFORE, BE IT RESOLVED THAT, that the Village Board hereby accepts the findings of MRB Group. The Village Board further declares that the project will result in no significant adverse impacts to the environment and requires no further action.

BE IT FURTHER RESOLVED THAT, Type II Actions are not subject to further review under Part 617 of the SEQR Regulations; and

BE IT FINALLY RESOLVED THAT, the Village Board in making this classification has satisfied the procedural requirements under SEQR and directs this Resolution to be placed in the file on this Action.

BY ORDER OF THE Village Board of the Village of Brockport

- Erie Canalway National Heritage Corridor – authorize application re LBHW festival grant – Mayor Blackman referred to a pared down version of the 2020 Low Bridge High Water Festival and that it will be one day in late May instead of 2 to 3 days over college graduation weekend.

Trustee Halquist asked if \$500 is enough to apply for and if it covers it. Mayor Blackman said \$500 is the maximum that can be applied for. The remaining costs (not many) are covered by area sponsors.

→ Mayor Blackman moved, Trustee LaPierre seconded, carried 4/0 to adopt the following resolution:

RESOLVED, to authorize application for a 2020 Erie Canal Way National Heritage Corridor's 2020 Event and Festival Sponsorship Program to help fund "Low Bridge, High Water: A Canal Opening Celebration" to be held May 30, 2020. Funding from Erie Canal Way National Heritage Corridor in the amount of \$500 will be used toward the cost of entertainment, programming, and marketing.

Note for the record:

J. O'Connell & Associates contact is Gia Faust

Village Board contact is Mayor Margaret Blackman

Village Office contact is Deputy Clerk-Treasurer Erica Linden

BY ORDER OF THE Village Board of the Village of Brockport

- Other – not on agenda –
 - Resolution requesting amendments to NYS Criminal Justice Reforms –

→ Mayor Blackman moved, Trustee LaPierre seconded to adopt the following resolution:

**RESOLUTION OF THE Village of Brockport
REQUESTING AMENDMENTS TO NEW YORK STATE'S CRIMINAL JUSTICE REFORMS**

WHEREAS while there was a need to reform New York's criminal justice statutes during the 2019 state legislative session, it is widely recognized that several of the drastic changes in the laws pertaining to discovery are overly broad and vague and are having unintended consequences at the municipal level; and

WHEREAS the dramatically shortened time period in which prosecutors must disclose evidence to defendants and the broad expansion of the matters to which such discovery mandates apply will have significant cost, tax and justice implications for cities and villages with police departments, local justice

courts or code/parking enforcement departments; and

WHEREAS the discovery reforms mandate prosecutors disclose evidence to the defense within 15 days of arraignment for criminal charges (even if the defendant is not in custody); and

WHEREAS drastically enlarging the scope of material that a prosecutor must review and deliver within 15 days will overwhelm the ability of city and village officials and employees to prosecute cases while managing their misdemeanor and felony caseloads, and will make it impossible to prosecute vehicle and traffic and local code infractions and violations in compliance with the new discovery mandates; and

WHEREAS arraignment must now take place within 20 days of desk appearance ticket issuance, thereby requiring justice courts, many of which convene monthly, to meet more frequently; and

WHEREAS cities and villages will not reap savings from the bail reform's reduction of the burden on county jails; and

WHEREAS municipalities are already challenged with operating within the now-permanent 2% tax cap and have not received an increase in general purpose state aid in 11 years.

NOW THEREFORE BE IT RESOLVED THAT the Village of Brockport supports the following set of amendments proposed by the New York State Conference of Mayors that are consistent with the intent of the criminal justice reforms but which will allow for more effective and affordable implementation:

- Ensure that cities and villages are provided with additional financial and operational support to offset the cost of these mandated measures;
- Allow 60 days for prosecutors to disclose evidence to the defense for criminal charges;
- Exclude from the accelerated discovery requirements any charge not involving a misdemeanor or felony;
- Adjust the 20-day arraignment requirement to accommodate local courts that meet on a monthly basis;
- Allow prosecutors to withhold sensitive information, such as victim contact information, without having to obtain a court order.

AND BE IT FURTHER RESOLVED that this duly adopted resolution of the Village of Brockport be forwarded to Governor Andrew Cuomo, Senate Majority Leader Andrea Stewart-Cousins, Assembly Speaker Carl Heastie, Senator Robert Ort and Assembly Member Stephen Hawley, the New York State Conference of Mayors, and local media outlets.

Discussion:

Trustee Crane said she is not comfortable with everything in the resolution, specifically:

- Allow 60 days for prosecutors to disclose evidence to the defense for criminal charges

She said she would be amenable to 30 days.

Trustee Halquist asked the number of days originally allowed and the number of days the Governor implemented. Mayor Blackman said she was not positive.

Trustee LaPierre suggested getting more information before voting on this.

Mayor Blackman said she and Trustee Crane are going to the February 10th – 11th NYCOM Legislative meetings in Albany and can inquire about this and bring information back.

→ Trustee Crane moved, Trustee LaPierre seconded, carried 4/0 to table to the 2/24/20 or 3/2/20 meeting.

VILLAGE BOARD REPORTS:

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

Monroe County Association of Villages Dinner 1/18. Brockport was the host Village and it was held at

Deerfield Country Club. Great meal. Weather was terrible but 178 of the 227 showed. As the host Village, Brockport attendees were able to take home the leftover dinners.

Athena Dinner 1/23. I was honored to be a guest of the college at Rochester's Athena Awards dinner where Heidi Macpherson won the award, quite an accomplishment in competition with a group of 15 highly accomplished women leaders.

SUNY Impact Aid—joint letter from Senator Ort and Assemblyman Hawley to Governor Cuomo urging reinstatement of SUNY Impact Aid for Brockport and 5 other SUNY municipalities that lost it in the 2019 budget. Trustee Crane and I have a follow up meeting with Senator Ort in Albany on 2/11. Chairing a meeting with other SUNY municipality Mayors.

1/23/20

Dear Senator Ort and Assemblyman Hawley:

We are sending you a request for the restoration of SUNY Impact Aid monies to the Village of Brockport. As noted in the attached proposal, the 2018 aid we received (\$210,000) was eliminated from the 2019 budget, without notification to us.

We used that Aid as we had proposed and the need for it remains. Our request details this need and how the aid monies will be used for public services that secure the safety of SUNY students in our village.

Still to accompany this proposal is a letter of support from SUNY College President Dr. Heidi Macpherson, which I will forward as soon as I have it.

We greatly appreciate your support in working to restore this aid.

Brockport, like other SUNY municipalities, benefits from the synergy between our community and our SUNY college. SUNY institutions are a boon to downtown businesses; they offer arts, cultural, and recreational opportunities for municipal residents. Our municipalities offer SUNY students a home community away from home during their college years and neighborhood living for upper-class students who wish to live off campus. All of this, however, depends upon a host community that is not only welcoming, but that can provide the additional public safety services (fire, police, code enforcement) that having a large number of students within the municipality—in our case equal to the population of the municipality—demands. SUNY Impact Aid, as it has been called in past proposed legislation and in funded pilot programs, is about providing much needed financial aid to SUNY municipalities, but it is also about securing the larger environment in which SUNY students spend their college years.

In 2018 Brockport prepared a detailed proposal for such aid, documenting how it would be spent on policing and code enforcement; that year we received \$210,000 in state funding, which was spent on our codes and police services. To our total surprise, however, we learned in November 2019 that SUNY Impact Aid funding for Brockport was not included in the 2019 budget, although our needs did not change.

Restoring SUNY Impact Aid: A proposal for Funding

The following is a request for restoring SUNY Impact Aid in 2020 to the Village of Brockport. We are requesting a total of \$220,000. The rationale for these funds and specification of how they will be allocated is detailed, below.

The Brockport Community

Brockport, the largest village in Monroe County, with a population of 8366, hosts the College at Brockport SUNY. The college has 8287 students (7057 undergraduates) and depends heavily upon Brockport's public safety services.¹

- A third of the undergraduate population lives off campus in the community
- Approximately 85% of village rental properties are occupied by college students
- A strong and active code enforcement office is essential to the quality of life in Brockport and to the safety of college student renters
- 20% of the Brockport Police Department's calls for service are directly related to the presence of the College at Brockport.
- Overtime costs in the Brockport Police Department increase when the college is session.

Brockport has been under the tax cap every year of the tax cap's existence yet has faced two (failed) dissolution votes in 6 years (2010 and 2016). A vote to dissolve the village can be held again in 2020.

- The cost of the police department (15 officers)—more than a third of the Village's budget— was a driving force behind the dissolution movements.
- A fully staffed police department is essential to the public safety of the densely populated Brockport Community.

Office of Code Enforcement/Building Inspector/Fire Marshall (Total requested: \$110,000)

The Building/Code Enforcement department dedicates approximately 70% of its resources towards the inspection and registration of village rental properties housing college students.

Background

Our previous code enforcement officer, 2014-2018, left Brockport for the Codes department of the Town of Newstead, Erie County, on May 31, 2018. We subsequently acquired the code enforcement services of a very experienced CEO who had worked part time for the village before. Due to his more extensive experience, he was hired with a total salary and benefits package of \$109,016. Instead of hiring

¹ Brockport's fire services are provided through the Brockport Fire District and thus not under consideration here.

a second fulltime codes officer as originally proposed, we hired a second codes clerk, at a half-time salary and benefits package of \$24,482.

The codes department is requesting the addition of new software for a more effective tracking system for rental properties (Currently tracking these properties requires three different systems). The cost of this new software is \$13,000. Given the preponderance of college rentals in Brockport we believe this is a justified SUNY Impact Aid expenditure.

Codes funding, reflective of the cost to the village of SUNY students living off campus, includes 70% of the salary and benefits of the CEO (\$76,300), the total half-time salary and benefits of the second codes clerk (\$24,482) and 70% of the cost of the rental property tracking software (\$10,988) for a total of \$111,770.

Brockport Police Department (Total Requested \$110,000)

In our 2018 request we proposed to "revise the deployment of police in Brockport to improve community outreach, put a public 'face' on the department, and improve relations with college students." This has been done.

All our police officers are involved in this initiative. Therefore, we have used an average cost of \$110,764 for the equivalent of one full time position (including salary and benefits). Funds would be applied to offset overtime costs.

In April of 2018 the Village of Brockport hired a new police chief, a strong supporter of community policing. During his tenure he

- has instituted walking patrols in the village business and residential districts and along the canal path; importantly, these include walking patrols at night in residential neighborhoods with college student rentals
- has held a monthly Wednesday morning "Coffee with the Chief" which rotates among village restaurants and encourages college student attendees
- participates as a member of the Council for Diversity and Inclusion at SUNY Brockport
- participates as a member of the Town/Gown Committee chaired by the Mayor and the College president
- has collaborated with University Police, organizing and participating, along with his 15-member department, in the College's Brockport Night Out. Featuring an evening of interactive outdoor games on campus, the event is designed to build trust between Minority students and Law Enforcement.

Additionally, routine policing related to the presence of the college in the community involves police presence at concerts, graduation, sporting events, homecoming, and the like, along with extra officers on duty on Friday and Saturday nights. These often incur overtime costs.

Summary and Conclusion

We believe that restoring SUNY Impact AID to Brockport will continue to 1) strengthen our police and codes departments, making both more responsive to the public, 2) improve the quality of life in neighborhoods shared by student renters and village homeowners, and 3) Improve the partnership between the college and village in Building a Better Brockport.

Attachments

Letter of support from Dr. Heidi Macpherson, SUNY Brockport President
Village of Brockport Newsletter, Fall/Winter 2019

1/27/20

Dear Governor Cuomo:

We are writing to urge the inclusion of SUNY impact aid in this year's budget. As the state representatives for SUNY Brockport, we've seen how beneficial this funding was when allocated in past budgets.

Municipalities that host SUNY campuses incur large costs due to their unique populations. These municipal police forces see a significant uptick in calls to off-campus student neighborhoods when class is in session. Additionally, their code enforcement departments expend much of their resources checking short-term rental properties used by students.

Due to these unique circumstances, the 2018-19 state budget included aid to eight SUNY municipalities, totaling \$1.3 million. The Village of Brockport, in particular, benefitted greatly from this investment.

To the village's dismay, SUNY impact aid was reduced in the 2019-20 budget, cutting all funding for Brockport. Of the original eight recipients, only New Paltz and Delhi received SUNY impact aid last year.

This aid is essential to Brockport and other SUNY communities across New York State. Enclosed is a more detailed statement from the Village explaining how they've used impact aid and why it's a wise investment in the future. We urge you to include \$220,000 in SUNY impact aid for the Village of Brockport in your 2020-21 budget. Thank you for your consideration and please contact us if you have any questions.

Sincerely,

Robert G. Ort, Senator, 62nd District

Stephen Hawley, Assemblyman, 139th District

2/4/20

Dear Governor Cuomo:

I am writing today to express the College's support for restoring the SUNY Impact Aid for the Village of Brockport that was not included in this year's proposed state budget.

The Village of Brockport offers our students a home away from home during their college years and neighborhood living for those students who wish to live off campus. The Village population nearly doubles when the College is in session, and this can put pressure on existing public safety services (fire, police, code enforcement).

SUNY Impact Aid, as it has been called in past proposed legislation and in funded pilot programs, is focused on providing much needed financial aid to SUNY municipalities, but it is also about securing the larger environment in which SUNY students spend their college years.

The College and the Village have a strong, symbiotic relationship, and both have the safety and welfare of our students top of mind. I strongly believe that restoring the SUNY Impact Aid to Brockport will strengthen the Village Police and Coding departments and improve quality of life for all Village residents.

Sincerely,

Heidi Macpherson, PhD, President, The College at Brockport

Park Ave bridge tonnage lowered from 14 to 12 tons, to be raised to 15 tons (for school busses) before Main Street closure. Re the latter—next public meeting fall of 2020. We will have flyers and the Project Engineer's business cards at Village Hall Front Desk so residents can contact her with questions. Some of us will be making a trip to Fairport in the spring to learn more about how they have handled their closure and how businesses have fared. Spencerport's businesses closest to their lift bridge have suffered.

Attended Chamber of Commerce Dinner 1/30 along with John and Kathy, who as liaison to the Chamber, was in charge of selling raffle tickets. An opportunity to let everyone know what Village government is doing and to celebrate the recipients of the three awards they give: Alan Bader Community Service Award went to Art and Cathy Appleby for a long and impressive record of service from their college years at SUNY Brockport to the present. Beautification Award went to Klafehn, Heise and Johnson for the overhaul of the building's exterior, and the Business of the Year Award went to Kathy Kepler of Sara's Garden Center which we were especially pleased about given all that she has done with the beautification of downtown Brockport and the pollinator gardens at the Welcome Center.

We received our first National Grid statement of Solar credits from our municipal solar —\$870 in credits from 12/24/19 to 1/4/20.

CSEA (DPW) 5-year contract agreed upon on 1/29h. Served on Village negotiations team with Trustee Kristansen, Treasurer Hendricks, DPW Spt. Donahue. Like all negotiations neither side was totally happy, no winners, no losers, but we came to an agreement. We got some of what we insisted upon, and they got some of what they wanted. After the contract has been approved by the union, we will bring the details to VB and hold a vote to approve – likely 2/24 or 3/2.

Same day we also had a first meeting of the advisory committee for the Brockport Loop, the Reimagine the Canal pedestrian bridge project in Brockport, funded by NYPA and the Wilson Foundation. The committee includes representatives from Village government, the college, the president of Rochester Adaptive Adventures, and the Task Force organizers from the engineering firm, BuroHappold. Time frame—1 year for design, 2 for implementation.

- Trustee/Deputy Mayor John D. LaPierre
 - Trustee LaPierre shared the following:
 - Attended 1/18 Monroe County Association of Villages dinner
 - Attended 1/30 Greater Brockport Chamber of Commerce awards dinner
 - Continues visits with DPW Spt. and Police Chief as liaison
- Trustee Annette M. Crane
 - Trustee Crane provided the following report:

On January 13th, I attended the Planning Board meeting. The current owners of 100 Fair Street, part of the old Kleen Brite property presented and discussed tentative plans for the property.

On January 15th, I attended a Parks Committee subcommittee meeting to discuss the path forward to improve and upgrade Corbett Park without the grant we had hoped to receive.

On January 18th I attended the Monroe County Association of Villages Dinner.

1/20 through 1/24 I was out of town at the American Booksellers Association's Winter Institute held in Baltimore. One of the sessions I attended was on "Shop Local." The panelists were all from the city of Baltimore, so, unfortunately, their suggestions were most practical for large urban areas, not downtowns of two and a half blocks.

And, lastly, I feel that this Board should have a liaison to the Seymour Library Board, in addition to our Library Trustees reporting directly to us. I am willing to take on that responsibility.

→ Mayor Blackman moved, Trustee LaPierre seconded, carried 4/0 to amend the Village Board

Liaisons listing to include Trustee Crane (with Mayor Blackman) as a liaison to Seymour Library.

**VILLAGE OF BROCKPORT
VILLAGE BOARD LIAISONS
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES
Amended by Village Board 2/4/20**

Mayor Blackman, Trustee/Deputy Mayor LaPierre, Trustees Crane, Halquist, Kristansen

Personnel / Human Resources	Blackman
Budget & Finance	Blackman
Town/Gown Relations (SUNY College at Brockport)	Blackman & Halquist
Intergovernmental Relations (including Seymour Library) (Towns of Sweden & Clarkson)	Blackman
Seymour Library	Crane
Brockport Central School District	Halquist
Village Court	Blackman
Police Department	LaPierre & Kristansen
Building / Zoning / Code Enforcement Planning Board Zoning Board of Appeals Code Review Committee	Crane & Kristansen
Department of Public Works Parks Committee	LaPierre & Crane
History Historic Preservation Board Emily L. Knapp Museum & Library of Local History Board Brockport Community Museum	Halquist Halquist Halquist
Economic Development Farmers Market Welcome Center Management Committee BMA (Brockport Merchants Association) GBCoC (Greater Brockport Chamber of Commerce) BISCO (Brockport Integrated Service & Community Org) GBDC (Greater Brockport Development Corporation)	Crane LaPierre Kristansen Kristansen Kristansen _____ - if GBDC wants
Tree Board	Blackman
Housing Task Force	Crane
Climate Smart Community / Clean Energy Community Task Force	Kristansen
Comprehensive Plan Project Advisory Committee	Kristansen
Walk Bike Brockport Action Group	Kristansen
Village Gardener / Beautification	Kristansen

- Trustee Shawn Halquist
 - Trustee Halquist shared the following:
 - Attended 1/8 meeting of the E.L.K. Museum Board – progress is being made regarding heating and cooling with the insulation phase having been completed.
 - Attended 1/18 Monroe County Association of Villages dinner
- Trustee Katherine J. Kristansen (excused)

EXECUTIVE SESSION:

→ At 8:11pm, Trustee Halquist moved, Trustee Crane seconded, carried 4/0 that the Board of Trustees of the Village of Brockport enter executive session to discuss a personnel matter and a potential litigation matter (2 separate items).

Mayor Blackman said there will be no action after Executive Session.

→ At 8:35pm, Trustee Crane moved, Trustee Halquist seconded, carried 4/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 8:35pm, Trustee Crane moved, Trustee Halquist seconded, carried 4/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk