

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, March 16, 2020 at 7:00pm.

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

Pursuant to Governor Cuomo’s Executive Order 202.1, suspending the Open Meetings law through April 11, all Village Board meetings, workshops, and Village committee meetings open to the public will be closed to in-person attendance by the public until further notice. Meetings will continue to be held at Village Court as scheduled and will be videoed and posted on the village website. We are working to be able to livestream the meetings.

PRESENT: Mayor Margaret B. Blackman, Trustee Annette M. Crane, Trustee Shawn Halquist, Trustee Katherine J. Kristansen, Deputy Village Clerk-Treasurer Erica L. Linden, Treasurer Daniel P. Hendricks, Public Works Superintendent Harry G. Donahue, Building Inspector /Code Enforcement Officer Chad H. Fabry,

EXCUSED: Trustee/Deputy Mayor John D. LaPierre, Village Clerk Leslie Ann Morelli, Police Chief Mark T. Cuzzupoli, Attorney Daniel J. Mastrella

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

ANNOUNCEMENT: COVID 19 update from Mayor Blackman – Daily I have participated in a phone conference from the regional office of Governor Cuomo with updates on the coronavirus. I want to share the latest with you as well as the measures village government is taking.

As of March 16, there are 950 cases of COVID-19 in NYS which is the largest # of any state. 17% of those people are hospitalized. There have been 7 deaths. Most of the cases are in NYC and Westchester County, but daily more counties are added. And we know these numbers will only increase.

That is why Governor Cuomo has taken dramatic actions to limit social contact and the spread of the disease. One of the main concerns with limiting the spread is hospital capacity and number of ventilators. By slowing the spread we don’t overwhelm the health care system. NYS has joined with Connecticut and New Jersey to implement identical procedures, including limiting crowd capacity for social and recreational gatherings to 50 people.

Accordingly, we have been asked to limit our workforce to only essential employees for the next two weeks. Additionally as of 8pm tonight, restaurants and bars will close on premise services and move to take-out and delivery (waiver for carryout alcohol). Movie Theaters, gyms and casinos will close temporarily at 8pm tonight.

WHAT THE VILLAGE IS DOING—our goal is to continue to effectively and efficiently serve the public while taking the necessary measure to slow the spread of the virus.

According here’s what we’ve done in regard to the operations of village government. All of this is on the Village’s website and FB page.

All Village of Brockport Public Meetings Closed to the Public

Pursuant to Governor Cuomo’s Executive Order 202.1, suspending the Open Meetings law through April 11, all Village Board meetings, workshops, and Village committee meetings open to the public will be closed to in-person attendance by the public until further notice. Meetings will continue to be held at Village Court as scheduled and will be videoed and posted on the village website. We are working to be able to livestream the meetings, we anticipate livestreaming to the Village of Brockport Facebook page. Meantime, in the absence of public comment, we encourage residents to ask questions related to the meeting agenda and content via email at mblackman@brockportny.org

Village Offices Closed to the Public Until Further Notice

Village Hall, Village Court, Village DPW, Village Police Department

All offices are closed to the public until further notice. All essential services will continue. Every department is reachable by phone and email. At the police department, people are asked to use the

call phone outside the building.

Payments can be made via mail or in the locked dropbox near the porch at Village Hall. Water payments can be made online at www.brockportny.org. Please look at your bill and include all the zero's and the decimal point as your account number. Example: 000000xxxx.01
Key contact information is listed on the FB and website posting. This information has also been sent to the Suburban News.

In conclusion, keep in mind that with this virus things change, even hourly; be calm, be cautious, and carry on. We'll keep you posted.

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: none

GUESTS: No guests permitted, due to suspension of open meetings law.

Request from Parks Committee Chair, Linda Ketchum presented by Mayor Blackman for port-a-johns to be located in three parks for May-October of 2020. Total cost \$1,998. Superintendent Donahue mentioned it was a quote for six months and we have had no problems placing them in the parks in the past. Mayor Blackman responded it is a good idea.
MB moved, AC seconded. 4/0 passed

- Parks Committee – Linda Ketchum – 2020 Port-A-John request May-Oct for 3 parks –
- Mayor Blackman moved, Trustee Crane seconded, carried 4/0 to approve the rental of port-a-johns for three parks from May -October 2020.

PUBLIC HEARINGS: none

PUBLIC COMMENT: none

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Mayor Blackman moved, Trustee Halquist seconded, carried 4/0 that the minutes of the 3/2/20 meeting be approved as written.

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

→ Trustee Halquist moved, Trustee Kristansen 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>	3/13/2020	\$49,032.08	
FUND (F): <u>Water</u>	3/13/2020	\$56,620.01	
FUND (G): <u>Sewer</u>	3/13/2020	\$187.58	
FUND (H): <u>Capital</u>	-	-	
FUND (T): <u>Trust & Agency</u>	-	-	
		\$105,839.67	total

CLERK REPORT: none

- **SEYMOUR LIBRARY REPORT:** (VB meeting the 3rd Monday of each month)
 - Trustee Crane reported on behalf of Taysie Pennington-
 - Virus response: the library is closed to the public until further notice. Staff will report to work until the Board meets and makes a decision about what to do. Will be discussing at board meeting: staffing, patron services offered and library responsibility to the community related to the virus.

The Library Board is now full. All municipalities are represented. Committee work has been assigned. March 18 mtg will be held with some creative seating.

Transfer (fiscal) is nearly complete. Christa liquidated the CDs. The check from the foundation has been mailed to her for approximately \$103,000. Foundation awaiting total amount to transfer from Patty Hayles and Attorney Olsen.

The Library is also working on LED pendant lighting and scheduling an energy audit.

The AUD 990 in process. Part 1 has been submitted by Freed Max. The Library Director is awaiting financial info to complete his portion. The Board will select a firm to do the library Audit at Wed meeting and proceed from there.

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)

- Treasurer – Daniel P. Hendricks

External Audit for fiscal year ending 5/31/19 -

- In your packet you have the external audit report for period ending May 31, 2019. No surprises. The village continues to be in a good financial position. Our general fund balance is about two million dollars. That allows us some flexibility, especially with what we are now facing. The report gets into our pension liability; it's complicated. We are not expected to fund it up front, all that information is contained in the report.
- The financial reports ending February 29th are also included, no budget transfers or amendments. Fiscal year is starting to wind down, three months to go. In regards to the proposed budget, I talked to the Mayor a little bit this morning. This is unprecedented territory. Things are changing so fast, it is impossible to get your arms around it. The concern isn't the expense side of the budget, it is the revenue side. Sales tax and interest income will be affected. This is nothing we can plan for. Discussion around reducing expected revenues in proposed budget. Treasurer Hendricks has spoken to department heads to say we will have to reduce where we can and keep an eye on expenses, because there is so much we don't know. We will have to be flexible and realize we may have to make reductions throughout the year. Recommendation to stay with the proposed tax levy.
- 6/1/20-5/31/21 proposed budget – notice calling for 7pm 4/6/20 public hearing –

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 4/0 to hold a public hearing on the budget on Monday, April 6, 2020 at 7pm.

2019 UNYMWCP – workers comp – surplus refund –

- Also included in your packet is the workers comp surplus refund projecting about \$55,000. It is a little over half of what we pay in premiums. And a letter to employees is included regarding the United Way campaign, encouraging employees to participate, which we do every year.
- 2020 United Way campaign – Employees invited to participate, contribution decisions due to Dan Hendricks by April 30, 2020.
- Building / Zoning / Code Enforcement – BI/CEO Chad H. Fabry
 - BI/CEO Fabry shared the following:
 - A few issues to address from property owners. One from Mark Renard, of 85 High Street, who submitted a letter of complaint against the code department after conducting a property inspection, noting some problems, including an unsafe deck and electrical concerns. Fabry explained each complaint and responded to each. Mayor Blackman asked if we have provided a letter addressing these items. Fabry said Renard has been given a notice to correct and seemed amenable. Fabry will follow up with him after this discussion and address his emailed concerns directly and will clarify some paperwork confusion with rental registrations over the last two-three years.

- Terry Merschem from the Brockport United Methodist Church complained about the invoice for the required fire inspection, as we send everyone, because the church has never been billed before. Fabry said that previous BICEO were not charging, but in our code, there is no exclusion for churches to pay that fee. Our code does not say I don't have to charge them. It is not up to me to decide who to charge. The church is asking for relief from the fee and I told him the best place to ask that question would be a village board meeting.

Board discussion around excluding 501(c)3 organizations from the fees. Every organization is paying for a service, albeit mandatory, to inspect the building and ensure the safety of the building. The board agrees they are all on the same page to continue as is.

- Police – Police Chief Mark T. Cuzzupoli - Excused
- Public Works – Superintendent Harry G. Donahue
 - Spt. Donahue shared the following:
 - Spring water main flushing –

PLEASE TAKE NOTICE that WATER MAIN FLUSHING in the Village of Brockport will take place April 20-23, 2020.

As part of our routine maintenance of the water distribution system in the Village, Department of Public Works crews will be flushing water mains on **April 20-23, 2020**. We do this periodically to clean the mains and flush out sediment accumulations that may settle out in the mains. The flushing will ensure that you have a safe and healthy supply of drinking water.

Flushing operations will be conducted between 9:00 A.M. and 1:00 P.M. in the following locations on the date indicated:

Monday, April 20, 2020:
NORTH of the canal.

All hydrants, WEST
of North Main Street (NYS Route 19)

Tuesday, April 21, 2020:
NORTH of the canal.

All hydrants EAST of North Main Street.

Wednesday, April 22, 2020:
SOUTH of the canal

All hydrants EAST of Main Street

Thursday, April 23, 2020:
SOUTH of canal

All hydrants WEST of Main Street.

During flushing you may see some cloudiness or color in the water. Please do not use any unnecessary water during this period. The flushing may cause the water to become “cloudy” or “discolored”. While the water will be safe to drink, we suggest that you do not wash clothes if you notice the water is discolored. **ANYONE ON A KIDNEY DIALYSIS MACHINE, PLEASE CALL THE SUPERINTENDENTS OFFICE AT THE NUMBER BELOW!**

If you have any questions, please call the Department of Public Works at (585) 637-1060 between 7:00 AM and 3:30 PM.

Spring brush pick up – Notice

The Department of Public Works will be conducting **BRUSH ONLY** pickups. **Beginning** Monday April 27, 2020, the DPW will be picking up **BRUSH ONLY**. This service is being provided to village residence to alleviate brush at curbside during summer months.

*There will be only 1 pass down each street and a maximum of 1 truck load of brush per residence. **DO NOT PLACE BRUSH AT CURBSIDE UNTIL THE SATURDAY OR SUNDAY BEFORE THE ABOVE NOTED DATE.***

As in past years, we will continue our policy of leaving a small dump truck overnight for those who wish to load their own. Anyone wishing to use this service must call the DPW office to schedule to have a truck dropped off.

For items *other than brush* you should contact your refuse hauler.

Wood chips are available to Village residents for pickup at the 275 East Ave location.

Any questions may be directed to the DPW Office at 637-1060 between the hours of 7:00 a.m. and 3:30 pm, Monday - Friday or the Village Office at 637-5300 between the hours of 8:30am and 4:30pm, Monday- Friday.

Harry Donahue
Superintendent of Public Works
Village of Brockport

- Village Attorney – Daniel J. Mastrella, Esq. - Excused

PERSONNEL ITEMS:

- Village Clerk Leslie Morelli – FMLA then retirement – last day 3/31/20 – Mayor Blackman stated Leslie had a major impact on the efficient running of village government and was a critical resource for all new mayors. She served as village clerk for 21 years and by her counting worked with 5 mayors, 22 trustees, 6 treasurers, and 6 deputy clerks. We will be doing something for Leslie, but she has requested no gathering. We wish her health and happiness as she turns this important page in her life.
- Authorize advertising in-house for DPW Working Foreman promotion –
→ Mayor Blackman moved, Trustee Crane seconded, carried 4/0 to authorize the advertising for the proposed Working Foreman promotion.

**VILLAGE OF BROCKPORT
IN-HOUSE PROMOTIONAL OPPORTUNITY
PUBLIC WORKS WORKING FOREMAN**

The Village of Brockport is accepting applications from current DPW employees for Public Works Working Foreman. Pay and benefits per CSEA contract. New York State Retirement System.
No Civil Service exam involved. Monroe County residency not required.

Download employment application from www.brockportny.org
or pick up from Brockport Village Hall
127 Main Street Brockport, NY 14420 open Monday-Friday 8:30am-4:30pm.

Respond with completed employment application and
e-mail to: dhendricks@brockportny.org
or mail or drop off to Brockport Village Hall Attention: Dan Hendricks
127 Main Street Brockport, NY 14420.

Application deadline: April 1st, 2020 - Noon

By order of the Village Board 3/16/20
Daniel P. Hendricks, Brockport Village Treasurer

- Authorize advertising DPW Seasonal (Summer) Laborer vacancies –
→ Mayor Blackman moved, Trustee Crane seconded, carried 4/0 to authorize the advertising for the proposed Seasonal Laborer vacancies.

Seasonal Employment Opportunity -- Village of Brockport DPW

The Village of Brockport Department of Public Works seeks 4 individuals to serve as Seasonal (summer) Laborers. Work week shall be Monday - Friday 7:00am to 3:30pm, 40 hours per week. Wage subject to experience. No benefits. Must have a valid NYS Drivers License. Minimum age requirement is 18. Applicants are subject to pre-employment and random alcohol/drug testing.

Employment application can be obtained at Brockport Village Hall
Monday-Friday 8:30am-4:30pm
or from the Village website: www.brockportny.org.
Completed applications must be turned in:
Village Clerk

OLD or NEW BUSINESS:

- Consider disbanding Code Review Committee & Housing Task Force –

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 4/0 to disband the Code Review Committee and Housing Task Force.

- Discussion: these committees are outdated and we would be better served to have their members serve in capacities or committees to help further the comprehensive plan. A letter to go to each volunteer, thanking them for their service and inviting them to serve in other committees.

- Accept/authorize Mayor to sign HR Works proposal to incorporate annual legal updates into Employee Handbook -

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 to authorize Mayor Blackman to sign the HR Works proposal in incorporate annual legal updates.

Accept/authorize Mayor to sign David Strabel proposal for architectural services re DPW roof & addition

→ Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 to authorize the Mayor Blackman to sign the architectural proposal for the DPW roof and addition by David Strabel.

- NYCOM Winter Legislative Meeting in Albany 2/9-2/11 – report from Mayor Blackman and Trustee Crane – This lengthy report will be located on our village webpage, as an appendix to these minutes.
- **VILLAGE BOARD REPORTS:** Mayor Blackman announced - We have been busy meeting as usual with committees/boards, attending conferences and other meetings. This will undoubtedly change. For now we are including our individual reports with the minutes but not reporting on them at the meeting
- Mayor Margaret B. Blackman
 - Mayor Blackman provided the following report:

Meeting with Canal Corp and Board Safe docks; dock to be installed by May 15 and ready for our LBHW festival May 30, which like everything else is up in the air right now.

Meetings of Engagement subcommittee of the College Sustainability committee, judging of grades K through 4 bookmark contest at the library, Daily phone ins with Governor's regional office for updates on corona virus, March 10, joint meeting with Town of Sweden to present information on COVID-19 and hear from the college president about students quarantined at the college. Meeting with Task force group overseeing the Revitalize the Erie Canal pedestrian bridge project, New York Canal Society meeting on March 7, and meeting with Sharon Leighton economic development director with Canal Corp and ECNHC historian, Duncan Hay to visit the welcome center and Brockport loop.

- Trustee/Deputy Mayor John D. LaPierre (excused)
 -
- Trustee Annette M. Crane
 - Trustee Crane provided the following report:

On March 5th, I attended the Zoning Board of Appeals meeting. There was one application for a special use permit to operate a dog grooming business out of a residence. The business owner had been doing so at a different address within the Village, with no issues, but she moved and the previous permit does not transfer. The new permit was granted.

On March 6th, I attended First Fridays at the College.

On March 10th, I attended the COVID 19 meeting at the High School. It was very useful and informative, especially County Health Commissioner Dr Mendoza's presentation. I encourage our residents who have not seen it to watch it online.

Lastly, while we're all spending more time at home than usual, once you are done catching up on the laundry and doing your taxes, take a few minutes to go online and fill out the US Census. It's important and will only take those few minutes.

I wish everyone health and safety.

- Trustee Shawn Halquist - no report submitted
- Trustee Katherine J. Kristansen
 - Trustee Kristansen provided the following report:

March 3rd...Met with Seymour Library Foundation President regarding After Hours 2020 - After Hours has been rescheduled from May to September 26, 2020. They are still taking donations.

March 4th...Met with Brockport Merchants Association as their liaison. Discussion included the exciting new Street Market to occur in July and other BMA events. BMA has agreed to purchase the hanging flower baskets for Main and Market Streets this year. There is a need for waterers for the baskets...if you are interested in taking one day (or more) a week to water the flowers please let me know.

March 7th...Erica Linden and I attended the Corona Virus Preparation meeting at the Monroe County Emergency Center. The meeting was held for all Monroe County municipal leaders. Excellent presentation by Dr. Mendoza, Adam Bello and Tim Kohlmeier helping all municipalities to be as prepared as possible for this event. This FYI meeting also spawned the presentation hosted by the municipalities and presented by Dr. Mendoza, SUNY, BCSD and municipal officials held on March 10th for our community.

March 10th...I attended the BISCO meeting as their liaison. Discussion included donation decision to Seymour Library as well as other business. In the evening I attended the community meeting mentioned above. The goal of the community meeting was to dispense reliable information and guidance regarding the Coronavirus...it is my opinion that the goal was met.

March 12th...I attended three meetings this day: Low Bridge High Water planning meeting as a rep for the pollinator gardens, the Brockstock 2020 planning committee, and the Afterhours planning meeting. As a point of information, the Afterhours event scheduled for May 2nd has been rescheduled to September 26, 2020. The committee will continue to accept donations from organizations who have chosen to participate.

March 16th...I attended as VB member the village preparation meeting regarding the pandemic (Coronavirus).

Since the village hall will be closed to visitors if you should need to contact me you may do so either by voicemail: (585) 637-5300, x162 or by email: kkristansen@brockportny.org. Thank you and stay well!

ADJOURNMENT:

→ At 7:48 pm, Trustee Kristansen moved, Trustee Crane seconded, carried 4/0 that the meeting be adjourned.

Erica L. Linden, Deputy Clerk-Treasurer