

VILLAGE BOARD - MEETING MINUTES
Monday, December 21, 2020 7:00pm

Location: Zoom teleconferencing, per New York State Executive Order 202.1 the open meeting law has been suspended. The meeting will be available via Zoom, Facebook Live and recorded and posted to the village website. Join Zoom Meeting with the login information below or dial 1-(646) 558-8656 <https://us02web.zoom.us/j/88516000142?pwd=cFpvTEVWcGZaRzIISjN3V1dZWUdGQT09>

Meeting ID: 885 1600 0142 Passcode: 784875

Questions/comments will be taken via email: mblackman@brockportny.org

PRESENT: Mayor Margaret Blackman, Deputy Mayor John LaPierre, Trustee Katherine Kristansen, Trustee Annette Crane, Trustee Shawn Halquist, Manager/Clerk Erica Linden, Treasurer Daniel Hendricks, Superintendent Harry Donahue, Building Inspector/Code Enforcement Officer Chad Fabry, Chief Mark Cuzzupoli, Attorney Daniel Mastrella, Susan Smith, Chris Hamlin, Joan Hamlin

CALL TO ORDER at 7 pm.

MOMENT OF SILENCE: to honor those who serve our Country, enforce our laws, & respond to emergencies & our healthcare workers still on the frontline with COVID-19

CONSENSUS ITEMS:

→Trustee Kristansen moved, Trustee Crane seconded, motion carried 5/0 to approve the minutes from the 12/7/2020 meeting.

→ Trustee Kristansen moved, Trustee Halquist 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>	12/21/20	\$26,345.89
FUND (F): <u>Water</u>	12/21/20	\$48,810.55
FUND (G): <u>Sewer</u>	12/21/20	\$ 138.82
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$75,295.26 12/21/20 total

SEYMOUR LIBRARY REPORT:

Jennifer Caccavale – new Library Director, announced their staff is down a librarian, a clerk, a page, and a cleaner, but managing and looking into an adult librarian and library clerk to come on board in January. Interviews with possible cleaners this week.

Board Member -- Bernie LoBracco– looking to improve the lighting, we have a donor in line to assist with that. Looking to improve the telephone system, hire a new cleaner, and have been working on new policies such as procurement, credit card, and meeting room policies. Will be a special budget meeting tomorrow night to go through the budget line by line for next year.

CLERK/MANAGER REPORT:

Clerk/Manager – Erica L. Linden

Village receiving the full CARES Act funding request submitted to Monroe County. We were originally set to receive roughly \$350,000 but the County came back to say the remainder of our request will be funded, for a total of \$673,979.

Court closed temporarily – services still being conducted online, payments can be received, mail is being received, but closed to the public until Dec 28.

Police Survey open one more week, we have had a record number of responses, with the highest spike in response to the day the survey link was published in the Daily Eagle at the College.

DEPARTMENT REPORTS:

Treasurer – Daniel P. Hendricks

November Financials – Omitted from agenda packet in error. No surprises, we will be in very good shape for the rest of the year with the news reported regarding the CARES Act reimbursement. When you review the reports, please forward any questions.

Standardization of Water Meters – We have been dealing with Badger Meter for a long time, there have been some decisions they have made that make us feel we need to find a new vendor. We believe we will need to go a different route, with Neptune Meters. We would need to make a small purchase for 25 meters and the initial software, which would set us up for where to go in the future.

We would talk about implementation for the future, but at this time we recommend standardizing to the Neptune meters.

→ Trustee Kristansen moved, Trustee Crane seconded to Standardize Water Meters in the Village of Brockport to Neptune Water Meters.

Discussion ensued regarding the water meters, the cost of an entire replacement project, how long a roll-out period might be, and the water budget and water reserve account. According to Superintendent Donahue, the current problem is that our existing meters will no longer be able to be read by the software update required for Badger Meters. Discussion of warranties and length of support for meter reading software under Neptune meters and the company's philosophy of "no stranded assets". Trustee Crane asked if that can be put in the contract.

Further discussion of operating with two-meter reading software programs as a replacement program rolls out, cost concerns to taxpayers/water consumers. Water meters will be the topic of the workshop next week. Send any questions to Dan and Harry in advance of the workshop.

This motion authorizes the standardization to go out to bids. It does not authorize the purchase but allows us to do more research and get some prices on the Neptune meters.

→ Motion carried 5/0.

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

Six houses under construction right now in the village, small uptick in McCormick place and Remington Woods.

Kwik Fill should be back in operation in about a week, they did a great job, it looks very nice.

Ready to change our software in the building department, we've been working the vendor for a better deal. They are now waiving all our setup fees, which will account for about \$7,500. There will be some glitches, moving forward, our current program stores all our data in proprietary files, the new vendor says they can extract the data, we'll see if that is possible.

Request to consider a full code re-write. It has been a frustrating couple of years working with the village code, it is not laid out logically, it is very mismatched, and it needs professionally rewritten. It would be a big effort on our behalf as well, to give quality input to the professional, but we could do better putting the village into place as was intended when the code was written, but not written with the best tools. Trustee Kristansen agrees, we need to have the code match our current comprehensive plan.

A code re-write will be a part of the workshop discussion next week.

Police – Chief Mark T. Cuzzupoli

Shop with a Cop, this weekend, \$100 per kid for 20 kids, worked with the school district to identify students who could benefit. Followed social distancing and masking protocols. It all went very well.

Stationary Holiday of Lights Parade was very successful, our police union did a great job, all volunteer hours.

Ex. Order 203 update/ BPD Community Involvement Presentation – I had the opportunity to give a presentation on our officers and how proud I am of them, and all the community work and volunteer work our department/our union does. This power point presentation is on the village's website, under the Committees, Minutes & Agendas/ Police Advisory Committee.

Public Works – Harry G. Donahue

Seeking authorization to list Truck 8, a heavy duty 6-wheel dump truck with a plow, on Auctions International. It is 1997 Harvester International truck with almost 70,000 miles on it.

→ Trustee Kristansen moved, Trustee Crane seconded, motion carried 5/0.

A replacement was approved in the last budget year, the new one is in Watertown. We will have it the end of January.

Village Attorney – Daniel J. Mastrella, Esq. – no report

Mayor Blackman asked about a possible contract with ProChamps to assist with zombie properties. Attorney Mastrella says he has reviewed it and has some questions about it for the

company and recommends we talk to some other municipalities who are using this service.

OLD or NEW BUSINESS:

Resolution to authorize Joule to award bid for Community Generated Distribution (CGD) Solar Program: Resolution: to approve Joule's selection of three solar providers for Community Generated Distribution of solar power in Brockport.

→Mayor Blackman moved, Trustee Kristansen seconded, motion carried 5/0.

Resolution to adopt records retention schedule as updated by NYS Archives, LGS-1. Every year the village board confirms that the village will follow the state retention schedule of the MU-1. This schedule has been updated and consolidated into one document, now called the LGS-1. We need to update the records retention schedule we follow to the newly released state schedule.

→Trustee Kristansen moved, Trustee Halquist seconded, motion carried 5/0.

Village tree database has expired, we are in the midst of a replacement search. Our tree database, famously user unfriendly, expires 12/31 and we have to find a new database. The current one is street location based; almost all current tree databases are GIS based which is what we want to go to. Our plan is to have utilities GIS based on maps and we should find a tree database that will layer with these other GIS based municipal information—namely, water, sewer, streetlights. Mayor Blackman is exploring possibilities and costs.

Grants:

- We received the NYSDEC Urban Forestry award for \$26,609 to take down 30 dead ash trees in Corbett Park and replace with 12 large shade tree plantings of Tulip poplar, tupelo, and London Plane. This was a 2019 grant application that was just announced.
- We are applying for a Cyber Security grant application authorization – no local match, deadline January 6, 2021.
- We received an extension of Erie Canalway National Heritage Corridor mural grant until late spring 2021. We just received a second grant to replace two Community Museum panels on either side of the canal and will include a replacement Phebe the Mule at the Welcome Center.

VILLAGE BOARD ANNOUNCEMENTS:

- Workshop topics for 12/28/20 agenda: water meters/ code updates / zoning code
- Website review for updates – Board members encouraged to review and recommend webpage updates; this is a huge task to update in its entirety.
- Sexual Harassment Training via NYMIR University – board and staff need to take this annual training or similar and provide proof of completion.
- Trustee Kristansen brought up a resident's interest in updating the Corbett Park tennis courts and USTA grant options. Mayor Blackman explained we are waiting for the CFA grant applications, delayed from Covid, to open so we can work towards funding our Corbett Park Plan.

ADJOURN

→Trustee Crane moved, Trustee Halquist seconded, to adjourn the meeting at 8:03pm. Motion carried 5/0.

Erica Linden, Village Manager