

VILLAGE BOARD - MEETING MINUTES
Monday, April 19, 2021 7:00pm

Location: Village Courthouse, 49 State St. and 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/83079151183?pwd=VmlCY0J2NW9hOXR3b1NNVGNmM0JTdz09>
Meeting ID: 830 7915 1183 Passcode: 124481

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

Questions/comments will be taken from virtual participants 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, Public Works Superintendent Harry Donahue, Building Inspector /Code Enforcement Officer Chad Fabry, Police Chief Mark Cuzzupoli, Susan Smith, Sue Savard, Karen Owen, Fred Webster, Mark Kristansen. Via Zoom: Treasurer Daniel Hendricks, Attorney Daniel Mastrella, Joan Hamlin, Chris Hamlin, Maggie LaPierre, Josh Stilwell

CALL TO ORDER: The meeting was called to order at 7:04 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

PUBLIC COMMENT: Comments/questions will be accepted during the meeting: mblackman@brockportny.org

GUEST SPEAKERS: Emily L. Knapp Museum representative(s): Request to change board member voting rights

Trustee Halquist moved, Trustee Crane seconded, to remove the residency requirement for the Emily L. Knapp Museum Board. Discussion that village board approval would still be required to appoint members to the museum board. Attorney Mastrella advised that membership on the museum board is not public office and is not held to the General Municipal Law. Therefore, there is no residency requirement. Motion carried 5-0.

CONSENSUS ITEMS:

- Minutes 4-5-21

→ Trustee Kristansen moved, Trustee Halquist seconded, to approve the 4-5-21 minutes. Discussion that one minor change is needed on the last page, COVID should be in all caps. Motion carried 5-0.

• Bills Abstract 4-9-21	
○ A (General Fund)	\$ 27,315.45
○ F (Water Fund)	\$ 58,127.11
○ G (Sewer Fund)	\$ 7.43
TOTAL	\$ 85,449.99

→ Deputy Mayor LaPierre moved, Trustee Halquist seconded, to approve the bills. Motion carried 5-0.

MANAGER/CLERK REPORT:

Manager/Clerk – Erica L. Linden

- Training for employees
DPW has been undergoing training through our insurance company. It will expand to other village employees, except the police department, as they have their own training programs. Training topics include communication, effective leadership, diversity, and equity.
- BSG Forum April 27 with PD on Zoom
Brockport Student Government at the college is planning a Zoom forum with the Brockport Police Department and the University Police Department. The police are being asked to speak and answer pre-determined questions that were gathered at listening sessions on campus.
- Event application for events on village property
The application is being developed and plan to get it online very shortly. The application will streamline the process to be sure we have all the information needed before approving an event.
- Cybersecurity Grant
The village has received Cybersecurity Grant from the NYS Division of Homeland Security. The grant is for \$29,000 with zero match. It will help the village to enhance security village information technology.

DEPARTMENT REPORTS:

Treasurer – Daniel P. Hendricks

- March Financials
The village fiscal year is rapidly coming to an end on May 31st. He urged Department heads to submit requests for this year's budget.

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

- Code Review continues in coordination with Ingalls Planning and Trustee Kristansen.
- New Code Enforcement Software is causing some difficulty integrating the old information with the new format. A Zoom meeting is planned with the software company programmer on Weds, April 21st.
- Code Enforcement Office Coordinator Theresa Weed begins Wednesday April 21st.

- Café Permit Application, recommend suspension of code for one additional year due to COVID, same as last year.

→ Trustee Crane moved, Mayor Blackman seconded, to suspend the Café Permit Application code for one additional year, 5/1/21-5/1/22. Discussion that this should be incorporated permanently in the code rewrite. There were no problems with the suspension in 2020. The suspension includes waiving the fee, 50% of the sidewalk needs to remain passable to pedestrians, and proof of liability insurance needs to be provided to the village.
Motion carried 5-0.

- Garbage notice to go out to landlords beginning of May. Most will be sent via email, saving some postage costs.

Police – Chief Mark T. Cuzzupoli

- Kodak Site Access Agreement for Brock to train with other K9's – Waiver of Liability

→ Trustee Kristansen moved, Deputy Mayor LaPierre seconded, to approve the Kodak Site Access Agreement for K9 training. Motion carried 5-0.

- Police Traffic Services Grant Award

This NYS program has awarded \$7,260 to the BPD. The PTSG calculates traffic control initiative funding based on BPD's records of issuing 544 speeding tickets, 126 cellphone/texting tickets on a 5-year average. BPD is working hard in response to residents' request for special attentions for aggressive driving.

- Officer Joshua Sime – Graduation from the 40-hour Crisis Intervention Training School. Eleven out of fourteen officers are now certified in CIT Training. Another officer is reserved for the June 2021 CIT Training. Officer Sime reported to Chief Cuzzupoli some key points covered in the CIT training given by Kim Butler last week: Different types of mental illness/indicators of emotional disturbance; Dealing with people who have developmental disabilities; Suicide intervention; Discussing the multitude of resources available in our county regarding mental health; Role plays at the end of the week to allow Officers to practice and use the new information in a mock scenario when dealing with someone who is having a mental health crisis, has developmental disabilities, etc.; Panel discussions with several people who struggle with mental health issues as well as developmental disabilities along with their family members. This one of the most useful topics of the week because we were able to hear from people affected by mental illness in a more relaxed setting and ask questions to better help our understanding.

- Sgt. Robert Hagen – completed a 40-hour Advanced Firearm Instructor School.

Sgt. Hagen submitted a report to Chief Cuzzupoli about the AFIS training he received. Some of the key points included: Better ways to train recruits & officers to shoot, weapon retention, & use of force scenarios that were unpredictable forcing a shoot/no shoot determination; one on one teaching with members of the Air Force National Guard. Discussions included: how to engage officers while on the range; creating in service training that focuses on major concerns in today's policing; ensuring that officers can perform the skills that are necessary and be able to work around obstacles that they may be struggling with due to equipment or other training obstacles/changes. Force Science exercises focused on being up close in a threat scenario to determine whether to attack and control a weapon or to create distance and deescalate. Guest speaker, Dr. Maurer, Neurosurgeon, gave an excellent presentation on internal ballistics.

- Overtime report

There has been a significant reduction in overtime over the past 5 years.

Numbers are average OT per 2-week pay period

2016-2017: 142.95

2017-2018: 118.16

2018-2019: 120.75

2019-2020: 84.51

2020-2021: 52.45

- Community Service Award

Chief Cuzzupoli, Officer Sime, and Deputy Mayor LaPierre presented Dr. Orr of the Animal Clinic of East Avenue with the Community Service Award.

The Chief commented that words cannot describe what a kind heart Dr. Orr has. She loves Brock as if he were her own. Her financial contributions to his veterinary care are greatly appreciated. Recently she came to the rescue when Brock had a dental issue. Although the procedure was completed by a specialist in Buffalo, Dr. Orr made an extremely generous contribution to help cover costs. The Village of Brockport and the entire Brockport community love and always ask about Brock. His influence would not be here without the support of great people like Dr. Orr.

Public Works – Harry G. Donahue

- Havenwood Dr.

The concrete curbs and gutters are ahead of schedule with 840' out of 1300' curb and 1,040' out of 1,920' gutter placed and cured.

- Market St.

Some specialty pipe fittings had to be ordered. That puts us about a month behind, with us getting back to that project beginning of May.

- Security camera at Welcome Center / bike repair station

In anticipation of relocating the bike rack near the repair station, another security camera was installed.

- CDGB Award

The village has been preliminarily awarded \$75,000 for the Glendale Sidewalk project on the list of Community Development Block Grant projects in the 2021 Annual Action Plan for Housing and Community Development in Suburban Monroe County. Funding for this project will not be finalized until the HUD

formally approves Monroe County's Action Plan on or around August 1, 2021. This project is planned for the next construction season.

Village Attorney – Daniel J. Mastrella, Esq.

- Tri-municipal lease agreement for the Seymour Library
Sweden Town Attorney Bell has been working on the lease. Atty Bell forwarded the document to Atty Mastrella. After review, there were a few follow up questions sent to Atty Bell. Following his reply, the document will be forwarded to the board for review and comments.

OLD or NEW BUSINESS:

- Adopt the 2021-2022 Village Budget

→ Mayor Blackman moved, Trustee Kristansen seconded, to adopt the 2021-2022 Village Budget. Motion carried 5-0.

- HOPR Agreement

This is an agreement that the village needs to sign with the company that is working with the RTS to provide bike rental stations at stops along the RTS routes. They are planning two stations on the village property: sidewalk near 2 Main St; parking lot at Corbett Park. The agreement has been reviewed by Atty Mastrella and he recommends signing the contract agreement. Atty Mastrella noted that the locations are not specified in the agreement and will be added later as addendums. The agreement is only for two years, which gives the opportunity for a work in progress. There is no cost or obligation for the village.

→ Trustee Kristansen moved, Deputy Mayor LaPierre seconded, to sign the agreement with HOPR. Motion carried 5-0.

- Arbor Day Proclamation

The proclamation is necessary to qualify and requalify as a Tree City, USA.

VILLAGE OF BROCKPORT PROCLAMATION WHEREAS, natural areas, trees, and landscapes provide not only community beautification but also economic and environmental benefits; and WHEREAS, trees provide many benefits to the community, including air purification, windbreaks, noise reduction, shade and energy savings; and WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and WHEREAS, our efforts to improve the environment benefit present and future generations; and WHEREAS, Arbor Day in the Village of Brockport is held each April; BE IT THEREFORE RESOLVED, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation on April 19, 2021, and do hereby proclaim Friday, April 30, 2021 as Arbor Day in the Village of Brockport and encourage all our citizens to participate in appropriate activities and to take advantage of the benefits of the parks and other natural areas in our community. IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 19th day of April, in the year 2021. Margaret B. Blackman, Mayor; John D. LaPierre, Trustee/Deputy Mayor; Annette Crane, Trustee; Shawn Halquist, Trustee; Katherine J. Kristansen, Trustee

→ Trustee Crane moved, Trustee Halquist seconded, to approve the Arbor Day Proclamation for April 30, 2021. Motion carried 5-0.

- Welcome Center Reopening plan & recommendation to abolish Welcome Center Advisory Committee
The Welcome Center will be open during the canal navigation season, May 21-Oct 13, 2021. The office will be open daily, staffed by volunteers, from 6-8 pm for boaters to register for overnight facilities. The WC will continue to reassess as we move through the season and hopefully add more volunteer shifts. The restroom on the upper level will be open to the public daily from 8 am – 8 pm. There will not be any bike loans until further notice. The Advisory Board is no longer necessary since there is now a Village Manager to oversee the administration of the Welcome Center. Additionally, a board liaison works directly with the Director and Assistant Director.

→ Mayor Blackman moved, Deputy Mayor LaPierre seconded, to approve the Welcome Center Reopening Plan and to abolish the Welcome Center Advisory Board. Motion carried 5-0.

- Cleaning contract for Welcome Center with Coverall

There are two options for the contract: 2 days/week at \$350/month or 4 days/week at \$500/month. The current CDC guidelines require public park restrooms to be cleaned daily, at a minimum. The 4/week would put less of a burden on the DPW, as they will be cleaning the days of the week not cleaned by Coverall. In 2020, the cleaning Coverall provided was just the upper restroom. This year we have added more cleaning areas, the lower restroom, laundry room and office once a week.

→ Deputy Mayor LaPierre moved, Trustee Crane seconded, to approve the cleaning contract for the Welcome Center with Coverall 4 days/week at \$500/month, May 1, 2021-Oct 31, 2021. Motion carried 5-0.

- Summer Serenades

The concert series at the Welcome Center will begin July 15th at 7 pm. Prior to the concert, there will be a celebration dedicating the new assessable dock/kayak launch just east of the WC. Plans include a flotilla from the Brockport Community Rowing dock in Commissary Park to the WC dock, ribbon cutting with Canal Corp and ECNHC dignitaries attending, and kayak launch demonstrations. Current CDC and NYSDH guidelines regarding COVID-19 include masking, check in for contact tracing and COVID symptoms questionnaire. The village has applied for an ECNHC Festival Grant for the dedication festivities and

summer serenades. The Village of Fairport has applied for a festival grant as well as they plan to dedicate the same type of dock on July 16th.

- Peddling & Soliciting – will applications be allowed this year/Covid-19 concerns

→ Trustee Kristansen moved, Trustee Crane seconded, to not allow Peddling & Soliciting Permits at this time. Discussion that this should be revisited monthly to reassess the COVID status. It is too early to say it will not be allowed this summer, but we cannot allow it yet. Residents are still concerned about strangers showing up at their door. Motion carried 4-1, with Deputy Mayor LaPierre opposing.

- Cannabis

Mayor Blackman, Deputy Mayor LaPierre, and Trustee Crane attended a webinar held by NYCOM. There is so much that we do not know yet about the March 31, 2021 legalization of cannabis for adult use and possession in NYS. The sale of cannabis is not legal yet and likely will not be until 2022 or 2023. However, it is legal to possess in small amounts. The purpose is to create a regulated and taxed industry and to provide social and economic justice relating to the sale and use of cannabis. This will be highly regulated by two state agencies, the Cannabis Control Board and the Office of Cannabis Management. Local governments can opt out of both or either the sale of cannabis and/or places of consumption. To do so, they must adopt a local law subject to a permissive referendum on or before December 31, 2021, otherwise they will be automatically opted in. If they opt out they can later opt in. At the federal level, cannabis is still a schedule one drug, and all universities and colleges receiving federal funds are subject to the Drug Free Schools and Communities Act. At SUNY Brockport it is a federal offense to possess or use cannabis. The Village can prohibit cannabis use on municipal property. This topic will be discussed at the Town/Gown meeting on April 29th.

VILLAGE BOARD ANNOUNCEMENTS:

- Bridging the Closure Committee still taking position interest forms, members will be approved May 3rd This is concerning the Main St Bridge closing coming in 2022 for eighteen months. The ad-hoc committee will be working on plans to keep our downtown a destination.

- Canal Clean Sweep

A small group will meet Sat, April 24th at 10 pm at Corbett Park to clean the canal trail from Smith St to the guard gate on the south side. DPW is providing the garbage bags.

- Community Gardens at First Presbyterian Church on State St

There are 15 raised vegetable garden beds that a group from the BCSD high school has taken on as a project to advocate for food insecurity alleviation. Trustee Kristansen is the gardening consultant for this project.

- Brockport Merchants Association

This organization has been active throughout COVID and has worked hard to make sure that downtown businesses have the support that they need. They have decided to have their Sidewalk Sale, Fri – Sat, July 8, 9,10. It will be just the merchants – no outside vendors. The hanging flower baskets are changing to the self-watering baskets the village purchased. The BMA pays to have the baskets filled and they are asking for \$30/basket sponsorships. Information for sponsorship is on their website.

- Brockport Arts Festival

They have not made a final decision. They are hoping to be able to schedule it in the fall.

- Brockport Farmers Market

They will be open again this year on Sundays beginning on Father's Day, June 20th through October 31st. It will shift back and forth on Market St depending on the work that is being done for the Market St renovations.

- Village Election in June

Margay Blackman announced she will be running for re-election as Mayor. Annie Crane announced she will be running for re-election as trustee. Kathy Kristansen announced she will be running for re-election as trustee.

ADJOURNMENT:

→ Mayor Blackman moved, Deputy Mayor LaPierre seconded, to adjourn the regular meeting at 8:21pm. Motion carried 5-0.

Erica Linden, Village Manager