

**VILLAGE BOARD - MEETING MINUTES**

**Monday, October 18, 2021 7:00pm**

**Location: Village Courthouse, 49 State St., available via Zoom 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/89091870233?pwd=RndXdTlqUTBDNitscFdsTDdDSDRoQT09>

Meeting ID: 890 9187 0233 Passcode: 696368

**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.**

**PRESENT:** Mayor Margaret Blackman, Trustee/Deputy Mayor Annette Crane, Trustee Katherine Kristansen, Trustee John LaPierre, Trustee Shawn Halquist, Manager/Clerk Erica Linden, Building Inspector /Code Enforcement Officer Chad Fabry, Chief Mark Cuzzupoli, Recorder Susan Smith

**ALSO PRESENT:** Bernie LoBracco, Fred Webster, Kari Pardun, Indigo Pardun

**VIA ZOOM:** Joan Hamlin, Chris Hamlin, Treasurer Dan Hendricks, Attorney Dan Mastrella

**EXCUSED:** Superintendent Dan Verace

**CALL TO ORDER:** The meeting was called to order at 7:00 pm.

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

**PUBLIC COMMENT:** Comments/questions will be accepted during the meeting at this time. Virtual participants can raise their hands and will be called on to speak. Policy for Public Comment: 5 min/per person – state name and address for the record, clearly address the Board, submit copy of remarks to Clerk the following day for the record.

**LIBRARY REPORT:** Bernie LoBracco, Seymour Library Board President

- At the September 22 library board meeting, members voted to unanimously approve the Lease and Joint Operating Agreement. Mr. LoBracco, along with the municipal officials, will sign the agreement at a date not yet set.
- The Seymour Library's 25<sup>th</sup> Anniversary is being celebrated on Dec 8<sup>th</sup>, with events scheduled all day. A time capsule will be assembled to be opened in 25 years, which is the year 2046.
- Insero & Co. made their audit report presentation at the 9/22 board meeting. The municipal liaisons received copies of the report. Treasurer Hendricks reviewed the report and had no concerns.

**CONSENSUS ITEMS:**

- Minutes: 10/04/21

→ Trustee LaPierre moved, Trustee Halquist seconded, to approve the 10/04/21 minutes.  
Motion carried 5-0.

- Bills: **Abstract 10/07/2021**
  - A (General Fund) \$181,728.62
  - F (Water Fund) \$71,084.05
  - G (Sewer Fund) \$2,004.62
  - **TOTAL \$254,817.29**

→ Trustee Halquist moved, Trustee/Deputy Mayor Crane seconded, to approve the Bills Abstract 10/07/2021.  
Motion carried 5-0.

**MANAGER/CLERK REPORT:**

Manager/Clerk – Erica L. Linden

- Tax collection – The tax collection is almost done. Oct 29<sup>th</sup> for payments to be received or postmarked before they are turned over to the county for re-levy. At the Nov 1<sup>st</sup> village board meeting, Manager Linden will ask the board permission to re-levy about 72 unpaid properties to the Monroe County.
- Technology fee on water bills, which was approved by the village board on 4/5/21, will begin January 2022. The \$1 per billing cycle has been implemented with the use of new software and cloud costs, which provide additional efficiency to the water billing process.
- Staff assignments, update – Carol McNees will be working at DPW full days on Mon, Tues, Weds, and mornings on Thurs, Fri and at Village Hall afternoons on Thurs, Fri. Manager Linden is grateful that Clerk McNees is willing and interested in taking on the additional responsibility and work that is needed at DPW and for her continued work at Village Hall.

- Welcome Center – Following the canal navigation season, the Welcome Center office closed at the end of the day on Weds, Oct 13<sup>th</sup>. Manager Linden expressed thanks to Welcome Center Director Susan Smith for her management this past season.

**DEPARTMENT REPORTS:**

Treasurer – Daniel P. Hendricks

- September Financials – American Rescue Plan Act funds are not reflected on the financial report. These funds are not listed as a revenue until they are allocated. The auditors are in process and will have the annual report for the board in approximately 4-6 weeks.

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

- Fire and Rental Inspections are a regular part of weekly tasks.
- McCormick Place – reviewing plans for the dedication of roadways in the subdivision.
- Code Complaints have increased recently, with many concerns about ash trees. Orders to Correct written 90 days ago have come due. Landlords on Kenyon and Utica Streets has been asked to work with their tenants to be compliant with the Village Codes.
- Sunflower Landing/East Ave – builder has renewed permits to complete the house.
- Strong West has submitted plans for renovations at the former Lakeside Hospital, 156 West Ave. Any additional costs related to the review specialized medical facility plans will be paid for by Strong West.

Police – Chief Mark T. Cuzzupoli – no report

Public Works – Superintendent Daniel Verace – excused

Mayor Blackman reported on the following DPW items:

- Roof quotes for the flat roof over the courthouse is in progress, with 2 of 3 having been received. Superintendent Verace will report on this next month.
- Snowplow request for (Pickup) Truck 14 – Trustee LaPierre commented that this is a time sensitive issue and recommended that this snowplow ordered as soon as possible.

→ Trustee Kristansen moved, Trustee LaPierre seconded, to authorize a snowplow for Pickup Truck 14. Motion carried 5-0.

- GPS Rover quote for Geographic Information System (GIS) Mapping was provided to the board for consideration at an upcoming village board meeting. The GIS Mapping will work with equipment the DPW currently has for meter reading and will be used for multiple additional purposes. It would be useful for the new NYS requirements to report on lead and copper used in water services. It is possible that the GIS Mapping could be funded with American Rescue Plan Act funds.

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

**OLD or NEW BUSINESS:**

- Recommendation to appoint Kari Pardun full-time to vacant clerk/treasurer position  
Kari Pardun was employed in mid-August as a temporary clerical staff assistant at Village Hall. Quickly acclimating to assisting office staff and the public at Village Hall, she has demonstrated her ability to understand complex information, is self-motivated, and enthusiastic to carry out challenges. After training and working with Treasurer Hendricks and being interviewed by Trustee/Deputy Mayor Crane and Trustee LaPierre, Kari Pardun was highly recommended for the clerk/treasurer position.

→ Mayor Blackman moved, Trustee LaPierre seconded, to appoint Kari Pardun as full-time clerk/treasurer. Motion carried 5-0.

- Recommendation to appoint Danielle Duthoy, part-time to vacant court clerk position, 16-20 hour/week

→ Trustee Halquist moved, Trustee Kristansen seconded, to appoint Danielle Duthoy as part-time court clerk. Motion carried 5-0.

- Resolution to allow NYS to adjust elevations of water valves and sewer covers relevant to the Main St. Bridge
- Resolution Granting the State of New York Authority to Perform the Adjustment for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let Contract

## RESOLUTION

WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of NY-19 over Erie Canal, Village of Brockport, Monroe County, P.I.N. 4940.X5.321, and

WHEREAS, the State will include as part of the improvements of the above mentioned project at no cost to the village to adjust elevations of approximately three (3) sanitary sewer manhole covers and approximately five (5) water valve covers, and relocate approximately two (2) lamp posts, so as to not be in conflict with the proposed construction. The work will be performed in accordance with the requirements of the owner, under Section 10, Subdivision 24, of the State Highway Law, as shown in the contract proposal relating to the project, and

WHEREAS, the service life of the adjusted and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the performance of the above mentioned work, as shown in the contract proposal relating to the above mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the Village of Brockport, on behalf of the Village of Brockport Department of Public Works, approves the adjustment of their sanitary sewer manhole cover and water valve cover elevations for the above mentioned work performed on the project, as described in the project proposal relating to the project and that the Village of Brockport, on behalf of the Village of Brockport Department of Public Works, will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that the Mayor or the Superintendent of Public Works has the authority to sign any and all documentation that may become necessary as a result of this project as it relates to the Village of Brockport, and

BE IT FURTHER RESOLVED: That the secretary to the Village of Brockport is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

Moved By: Trustee/Deputy Mayor Crane

Seconded By: Trustee Kristansen

Vote: 5-0, motion carried

- Resolution to authorize a Genesee Valley Council on the Arts Grant on behalf of the Brockport Symphony Orchestra for \$5,000 at no cost to the village
- Trustee Kristansen moved, Trustee Halquist seconded, to authorize a Genesee Valley Council on the Arts Grant on behalf of the Brockport Symphony Orchestra for \$5,000 at no cost to the Village of Brockport.  
Motion carried 5-0.
- Resolution of Finding that remediating the hazardous conditions of dead trees on a 30ft stretch of unowned land between 52/46 Brookdale Road is a benefit to the general public
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the request to remediate the hazardous conditions on a 30ft stretch of unowned land between 52/46 Brookdale Road as a benefit to the general public by keeping the sewer easement clear and any benefit to private landowners is coincidental.  
Motion carried 5-0.
- Precision Safe Sidewalks started a village-wide “audit” of sidewalk conditions on 10/14/21 – Trustee LaPierre commented that Precision Safe Sidewalks will report their recommendations at no cost to the village. The quotes they submit are to be separated into village quadrant. The board will then be able to prioritize the repair work.
  - Public Hearing on Nov 1<sup>st</sup> re: cannabis – will take public comment in advance at [mblackman@brockportny.org](mailto:mblackman@brockportny.org)  
Mayor Blackman stated that she will accept public comment via email in advance of the hearing for those that

may not be able to attend in person or would prefer to comment anonymously. This does not preclude taking public comment at the Nov 1<sup>st</sup> hearing. There has been a change of venue for this hearing, which had been scheduled at Village Court, 49 State St. It will now be held at Oliver Middle School, 40 Allen Street, Brockport at 7 pm in the Large Group Instruction (LGI) room. This space will allow for more members of the public to attend and safe distancing for an indoor meeting. Following the public hearing, the village board will also have their regular meeting at the same location.

- Code re-write project – Trustee Kristiansen reported the project she has been working on with Code Enforcement Officer Fabry and Building & Design Consultant Matt Ingalls. The village has been divided into 4 districts: Neighborhood, Mixed Neighborhood, Main Street, and Industrial. The outline is complete, and they are now going through the components. The codes will be accessible and understandable to people that are not familiar with reading codes.
- Bridging the Closure Committee (BCC) – Trustee Kristiansen remarked that the BCC met on Sat, Oct 16<sup>th</sup> and finalized their mission statement. “To guide local businesses in the Brockport community through the Main Street bridge closure with effective communication and innovative solutions.” Four sub-committees have been created: Special Events/Fundraising; Vehicular Traffic/Signage Communication; Marketing; Active Transportation/ Recreation. The BCC has also created a liaison position to work directly with the business community to better support them, as they will be impacted the most during the bridge closure. Each sub-committee will consist of BCC members and community members. If you, as a community member, are interested in serving on one of these sub-committees, please contact the co-chairs Mayor Blackman ([mblackman@brockportny.org](mailto:mblackman@brockportny.org)) or Trustee Kristiansen ([kkristansen@brockportny.org](mailto:kkristansen@brockportny.org)) The next BCC meeting will be on Nov 13<sup>th</sup> to complete job descriptions and task lists for each of the sub-committees and job descriptions for SUNY interns that will be placed on the BCC through committee members connected to the college. The NYSDOT has been responsive to questions sent by the BCC and have been providing answers that the BCC can work with.
- Paddle Pedal Excursions on the Canal – Mayor Blackman commented that the excursions, funded by New York Power Authority (NYPA), ended on Oct 10<sup>th</sup>. The excursions were highly successful, and the surveys received from participants were positive. NYPA offered to extend the excursions through the end of October. However, the committee declined, stating that the guides and volunteers were exhausted. Hopefully, NYPA will offer to fund excursions next year. The first week in November, the committee will meet for a Wrap-Up meeting.

#### **VILLAGE BOARD ANNOUNCEMENTS:**

- Timing for de-watering the Canal – Mayor Blackman announced that the canal will be de-watered in mid-December. The dock/launch at the Welcome Center will need to be removed before the canal water is lowered for the winter months. The village will give advance notice to the community, as many kayakers are still enjoying the dock/launch this late into the season.
- BMA Halloween Happenings – Trustee Kristiansen announced the children’s parade will be Fri, Oct 29<sup>th</sup> at 6 pm beginning at the corners of Market and Main Streets. At least 3 of the Village Trustees will be leading the parade. Masks are strongly suggested, as staying socially distant may be difficult. The Stetson Club will be participating, and the Brockport Police Department will again be safely escorting the parade at street crossings.

#### **ADJOURNMENT**

- Trustee Kristiansen moved, Trustee/Deputy Mayor Crane seconded, to adjourn the regular meeting at 7:55 pm. Motion carried 5-0.