

VILLAGE BOARD - MEETING MINUTES - UNAPPROVED

Monday, December 20, 2021 7:00pm

Location: Village Board and members of the public fully remote, on Zoom due to Covid-19 infection rates and State of Emergency in Monroe County and pursuant to Part E Chapter 417 of the (NYS) Laws of 2021 allowing for public bodies to conduct remote meetings.

Join Zoom Meeting with the login information below or dial 1-(646) 558-8656

<https://us02web.zoom.us/j/87513774436?pwd=eVJSZVBVL0hqUVgwZEFEMS9iOFFPZz09>

Meeting ID: 875 1377 4436

Passcode: 216457

Present: Deputy Mayor/Trustee Annette Crane, Trustee Katherine Kristansen, Trustee John LaPierre, Trustee Shawn Halquist, Manager/Clerk Erica Linden, Treasurer Daniel Hendricks, Superintendent of Public Works Dan Verace, Building Inspector/Code Enforcement Officer Chad Fabry, Seymour Library Board President Bernie LoBracco, Joan Hamlin, Chris Hamlin, Kevin Jenkins

Excused: Mayor Margay Blackman, Chief Mark Cuzzupoli

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

- Kevin Jenkins, 153 West Ave., spoke about his desire for the village to stop going after luxury grants. He requested if the village does continue to go after grants that the village document what the cost of the grant is, what the funds will be used for, and what the problem is the grant is trying to solve.

GUEST SPEAKERS: none

LIBRARY REPORT: Bernie LoBracco, Seymour Library Board President, thanked the public for helping the library to celebrate it's 25th anniversary in their current location. Over \$5,000 in donations were raised. Sweden representative Patty Hayles wants to craft a survey for 2022 for the community regarding library services. At this point the full aim or goal of the survey is unclear, she will be working with the library's Marketing Committee. Lastly, all the library board officers will remain the same this year and the Library Director, Jennifer Caccavale was appointed from probationary to permanent status.

CONSENSUS ITEMS:

- Minutes: 12/06/2021 and back logged 1/25/2021

Trustee LaPierre moved, Trustee Halquist seconded, to approve the 12/06/2021 and back logged 1/25/2021 minutes. Motion carried 4-0.

- Bills Abstract 12/6/2021
 - A (General Fund) \$677,463.58
 - F (Water Fund) \$28,704.21
 - **TOTAL \$706,167.79**
- Bills Abstract 12/17/2021
 - A (General Fund) \$35,520.14
 - F (Water Fund) \$62,583.09
 - G (Sewer Fund) \$7,313.52
 - **TOTAL \$105,416.75**

Trustee Halquist moved, Trustee Kristansen seconded, to approve the Bills Abstracts from 12/6/2021 and 12/17/2021. Motion carried 4-0.

MANAGER/CLERK REPORT:

Manager/Clerk – Erica L. Linden

- State Mask Mandate – Last Monday, on December 13, the state issued a mask mandate or a vaccine mandate for public places. A public place is anywhere other than a private residence. The mandate is in effect until January 15, 2022 at which time the state will re-evaluate. This mask requirements is not a mix-and-match policy. Either everyone in a place of business, employees and those visiting the business, are required to provide proof of vaccination, or everyone must mask at all times (except when actively eating or drinking). Monroe County Executive Bello hosted a press conference today with the Greater Rochester Chamber of Commerce where they announced a “Vax. Boost .Mask.” Campaign aimed at keeping county businesses – and schools – open.
- We are reviewing our pandemic plan, put in place last year, updating with new personnel information.
 - We are also confirming partnerships with other villages for DPW assistance in an emergency.
 - BPD can request assistance from MCSO or NYSP if necessary, preexisting agreements in place.
- The Village is eligible for another round of Clean Energy Community funds for our sustainability efforts, and we are poised to receive more than one grant award if we can get the paperwork submitted. These grants are a first come first serve and limited in number to municipalities in either the small or large (by population) category. We may even be able to use an award for sidewalk improvement. We are preparing these documents with our grant writer to secure funds.
- I recommend a subscription to a GoGov app for an alert system for Brockport residents/students/visitors. This is a downloadable app that anyone can use, it is a free notification system. The management from our side will be fairly easy and will sync with our other online platforms; it will push notifications to users for emergency road closures, water breaks, etc as well as positive events or festivals and updates regarding the bridge closure. End users can select what type of notifications they want to receive, it is a simple process. Cost is \$329 a month with the first two months free as a promotional offer for the end of the year. I compared multiple notification systems and like this one the best for its ability to push more than just emergency notifications and that anyone with an interest in Brockport can download it to keep up with the community news and changes.

Trustee Kristansen moved, Trustee Crane seconded to approve the GoGov app subscription. Motion carried 4-0.

DEPARTMENT REPORTS:

Treasurer – Daniel P. Hendricks

- November Financials in the agenda packet – no questions

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

- As the office has been closed for a few weeks, there is little to report. The Storm Water audit went well, we are now playing catch up in the office, thankfully it is a quiet time of year and this will be easily done.

Police – Chief Mark T. Cuzzupoli – Manager Erica Linden reported

- Thank you to the Stetson Club for a successful and well attended Holiday of Lights Parade, and to all of the Club's members donating time to assist with the parade after a long and busy day of work in the village. The winning parade entry was a Brockport DPW float.
- We will be working on the creation of the Law Enforcement -Community Partnership, a recommendation out of the Ex. Order 203 report, will advertise application for membership in the new year.

Public Works – Superintendent Dan Verace

- Storm/debris clean up has been conducted this week, crews were out over the weekend helping clear fallen trees.
- Tree removal on village right of way areas will be taking place, removing dead or diseased trees.
- Stump grinding – several flagged locations in the village indicate where grinding will take place shortly and full remediation will happen in the spring.
- We just finished cleaning out all the catch basins in the village. Leaf pickup is complete, that truck is now being prepared for the plow season.
- DPW will be starting to flush the entire sanitary sewer system soon, the goal is to do this twice a year.

Village Attorney – Daniel J. Mastrella, Esq.

OLD or NEW BUSINESS:

- Grant Awards: Both CFA applications were awarded and an Erie Canalway Impact Grant
 - **Corbett Park Improvement:** The Village of Brockport will make renovations to Corbett Park located near the Erie Canal. The renovations will make improvements to trails, upgrade basketball and tennis courts, restore the park's pond and install accessible recreation options and parking for a family-friendly outdoor space. Grant Award: \$248,915

- **Empire State Trail Access Path:** The Village of Brockport will develop a public access stone dust path up the Erie Canal embankment to the Empire State Trail. The path will be ADA-compliant with handrails on each side at the west end of McCormick Lane and the end points of Meadow Lane and Cloverwood Drive. Grant Award: \$47,626
 - **Erie Canalway Impact Grant:** Design and install a pair of outdoor interpretive signs that celebrate the history, design, and operation of the Village's iconic lift bridges. This project is in collaboration with the Brockport Community Museum. Award: \$5,000
- The Board has reviewed and acknowledged the Emergency Water Response Plan prepared by DPW per County/State requirements.

VILLAGE BOARD ANNOUNCEMENTS:

- Town / Gown Committee Update – SUNY Covid return to school procedures -- Deputy Mayor Crane reported.

Mayor Blackman and I both attended the Town/Gown Zoom meeting on the 16th of this month.

College President Macpherson provided an update on the Covid situation. All students must have a negative test before returning to the college for spring semester. Everyone will also be tested upon their return to campus. The college has had a mask mandate since the beginning of the fall semester. Residential students have a much lower positivity rate than off campus students.

Dr. Michael Mendoza stated recently that college campuses right now are the safest place to be.

As far as boosters are concerned they will follow the SUNY system's lead, but SUNY is currently debating the definition of fully vaccinated. The trustees have-not yet made a decision.

The Committee on drugs and alcohol reported that cannabis use is lower than last year, according to self-reporting surveys.

- Mayor's (Dec.) Meeting Update -- Deputy Mayor Crane reported.

Mayor Blackman attended the Monroe County Mayors Zoom meeting and reports that Gary Penders, Mayor of Spencerport has been in touch with someone in the cannabis dispensary business and was told that Spencerport is too small and will likely never get a dispensary.

- Bridge Closure Committee Update -- Trustee Kristansen reported.

January 15th is the next committee meeting. The Alumni House at SUNY Brockport will be the new meeting location for the meetings taking place in the spring. The contract for the bridge was awarded this week to Chan Hogan Structural Systems, they seem to have extensive experience with bridge work but do not appear to have been the contractors for the Spencerport or Fairport lift bridge projects.

ADJOURNMENT

Trustee Kristansen moved, Trustee Halquist seconded, to adjourn the regular meeting at 7:27 pm. Motion carried 4-0.

Next Meeting: Monday, January 3, 2022.

VILLAGE BOARD - MEETING Minutes - Unapproved

Monday, May 18, 2020 7:00pm

Location: Zoom teleconferencing, per New York State Executive Order 202.1 the open meeting law has been suspended until June 1, 2020. Members of the public may listen to the meeting via telephone. To do so, dial +1 (646) 558-8656. Meeting ID: 826 4855 6718 Password: 786241 Questions and comments will be taken via email: mblackman@brockportny.org

Present: Mayor Margay Blackman, Deputy Mayor/Trustee John LaPierre, Trustee Kathy Kristansen, Trustee Annie Crane, Trustee Shawn Halquist, Manager/Clerk Erica Linden, Treasurer Daniel Hendricks, Chief Mark Cuzzupoli, Superintendent of Public Works Harry Donahue, BI/CEO Chad Fabry, Attorney Daniel Mastrella, Susan Smith, Joan Hamlin, Chris Hamlin.

CALL TO ORDER Mayor Blackman called the meeting to order at 7pm.

MOMENT OF SILENCE: to honor those who serve our Country, enforce our laws, & respond to emergencies, especially those on front lines of the corona pandemic

PUBLIC COMMENT: Comments and questions will be accepted via email and can be sent during the board meeting to mblackman@brockportny.org - No comment.

CONSENSUS ITEMS:

- Approval of minutes – 4/6/20

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

- Approval of bills to be paid: Bills Abstract 5/12/2020

A (General Fund)	\$45,060.69
F (Water Fund)	\$59,856.14
G (Sewer Fund)	\$6.31
TOTAL	\$104,923.14

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

CLERK/MANAGER REPORT:

Clerk/Manager – Erica L. Linden

- Plans for opening village government
Employees of village hall have been working remotely while taking turns rotating days in the office. They will return to full staff in the office June 1, 2020. The public will continue to use the drop box, the postal service and the drive-up window for transactions. On June 8, 2020, we will open village hall to walk-in traffic from the public. Masking requirements and social distancing will be in place, masks required in all public spaces and anytime an employee is up from their workstation or less than 6 ft from another individual. All members of the public will be required to mask to enter. Any member of the public preferring other methods of interaction, such as the drive-up window, are encouraged to do so. Tax bills, to be mailed at the end of the month, are asked to be mailed, dropped off in the locked drop box, or paid at the drive-up window to minimize in person contact during this busy season.

Our essential workers – police and DPW have continued to operate and will be subject to the same masking and distancing requirements going forward.

SEYMOUR LIBRARY REPORT:

Seymour Library Board Member – Bernie LoBracco

Village Taxpayers: How much do we pay for the Sweden Community Center and the Library?

Community Center

Leisa Strabel, Town of Sweden Director of Finance indicated that all taxpayers in the Town of Sweden inside the village or outside pay \$0.43/\$1000 toward the Community Center.

The Sweden Town Tax Levy for village residents is \$614,379 based on \$2.59/\$1000. If \$0.43 of that \$2.59 goes toward the Community Center we can calculate how much from village taxpayers supports the Community Center: $(\$0.43/\$2.59) * \$614,379 = \$102,002$.

Since the total tax levy for the Community Center is \$433,084 and Clarkson pays one third, the breakdown given by Leisa is: Town of Sweden: \$288,738 Clarkson: \$144,346

Since village residents in Sweden contribute \$102,002 that leaves \$186,736 for Sweden residents outside the village. Summary:

Brockport \$102,002 (23.6%) **Sweden** (outside village) \$186,736 (43.1%) **Clarkson** \$144,346 (33.3%)

Library

The Library support from the municipalities is based on population. For 2020 the amounts are:

Brockport \$201,115 (39.2%) **Sweden** (outside village) \$141,336 (27.6%) **Clarkson** \$141,336 (33.2%)

The following table shows the total amounts paid by each municipality toward the library and the community center:

	Sweden (outside village)	Clarkson	Brockport
Community Center	186,736	144,346	102,002
Library	141,336	170,359	201,115
Total	328,072 (34.7%)	314,705 (33.3%)	303,117 (32%)

DEPARTMENT REPORTS:

Treasurer – Daniel P. Hendricks

- April financial statements are in the agenda packet, available to answer any questions. There are standard end of year budget transfers included, made each year into three reserve accounts: Smith Street bridge maintenance, DPW equipment and Water. We are wrapping up the end of the FY year, as it closes May 31.
- AIM aid – we received these funds last week, New York State notified us in February they were moving the payment release date to May. Our standard allocation of \$110,171 was received.

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

- Sidewalk Café Permit language – we’ve discussed with Attorney Mastrella about changing the parameters to help our restaurants operate during covid by expanding outside dining options. We cannot permit tents as has been suggested due to fire code. However, we would like to be as flexible as possible to help businesses continue to operate and keep people outside.

Attorney Mastrella mentioned that instead of amending the code, which would take a local law, the village board could choose to temporarily suspend the current sidewalk café permit requirements in the code for the season.

Discussion of safety, of keeping outdoor seating out of walkways, and having business continue to provide proof of insurance to the village.

→ Mayor Blackman moved and Trustee Kristansen seconded the following motion:

The sidewalk café section of the code, including permit fees, is temporarily suspended for the 2020 season. Sidewalk café/ merchant areas will be allowed as long as they do not unreasonably interfere with pedestrian traffic or with persons exiting their vehicles and will occupy and use no more than 50% of the public sidewalk and provide a trash receptacle. Proof of insurance must be provided to the Village.

The motion carried, 5-0.

Police – Chief Mark T. Cuzzupoli

- Criminal Investigator MOU

The Stetson Club has submitted an MOU for approval to appoint an officer as a Criminal Investigator (attached). A formal selection process will take place with an appointment of the chosen officer to take place on or about May 10th.

- Trustee Kristansen moved, Deputy Mayor/Trustee LaPierre seconded to authorize the Mayor to sign the MOU with the Stetson Club approving the Criminal Investigator position. Motion carried 5-0.

Public Works – Harry G. Donahue

- Bobcat annual replacement

The Bobcat annual replacement is a program the DPW participates in each year to trade in our Bobcat for a new model. The cost is \$6,376.40.

- Deputy Mayor/Trustee LaPierre moved, Trustee Crane seconded to authorize the Bobcat annual replacement, motion carried 5/0.

Village Attorney – Daniel J. Mastrella, Esq.

PERSONNEL ITEMS: Working Foreman recommendation for appointment

Superintendent Donahue spoke to this appointment. On March 16, 2020, the Village Board authorized the Dept. of Public Works to open the Working Foreman position to applications. Applications were taken internally, and an interview committee comprised of myself, Manager Linden, and Deputy Mayor LaPierre met to interview three excellent candidates. The committee's recommendation to the Board is to appoint Laborer Keith Marshall as Working Forman.

- Deputy Mayor/Trustee LaPierre moved, Trustee Kristansen seconded, to appoint Keith Marshall as Working Forman. Motion carried 5/0.

OLD or NEW BUSINESS:

- COVID-19 updates, mayor videos. We produced the second video in what is becoming a running series on COVID 19 and NYS's reopening. Posted on FB and under COVID 19 Section under the news tab on our homepage. A few highlights: remote meetings will continue thru June 6th and probably beyond because board meetings have the potential to be large gatherings. An addition to the testing is any individual who would return to the workplace in Phase 1. Phase 2 should, if all goes well, begin May 29, and happily that includes hair salons and barbers. Each phase has minimum of 2 weeks (incubation period). Churches—will be phase 4 but they are looking at other ways of doing church services. Dr. Mendoza (today) encouraged like businesses to pull together, pool their questions, and he would be happy to meet with them. Also emphasized the importance of continuing to maintain social distancing and mask wearing.
- Mask distribution—9th and 13th of May we distributed over 28,000 masks at Oliver Middle School to Brockport residents, and to those who serve migrant workers, to Lifetime Assistance, BCSD to be given out with school lunches, and to the BMA to distribute to all Brockport businesses in advance of opening up. Some will also be going to the library. Thanks to BCSD security and facilities crew, to VB members, Codes Dept and village hall staff, community members, and BPD for their help in packaging and handing out masks.
- Café permits and the need for flexibility has been brought to our attention. Jo Matela's sent me an email regarding the limited capacity opening for restaurants and how unsustainable that limited capacity is for such businesses. Restaurants are slated for 25% capacity opening in Phase 3, tentatively June 12. Jo's request is for the village to assist local merchants in bringing their dining outside. I agreed to include her email in the minutes (see attached). Not all of her suggestions were possible for us to implement but hopefully our earlier decision on café permits will be helpful.

- Canal opening -- We received an update on Friday on the canal opening. The full document will be posted on the Welcome Center FB page, village FB page and website. Western section of the canal from lock 33 in Henrietta to Lockport is currently being filled for irrigation purposes which means no lift bridge operation currently. By July 4th, from Oneida Lake in Central NY to Lockport the canal will open for navigation. Mohawk Region sometime between July 4 and August 10, Capital Region and Lockport to Tonawanda TBD. So through navigation the entire length of the canal is questionable this season.

VILLAGE BOARD ANNOUNCEMENTS:

Trustee Kristansen:

- GBDC is pondering possibilities for 2020 Summer Serenades. I told them I'd email the board, gather suggestions and report back to GBDC on what may or may not be possible.
- No word yet on the 2020 Brockport Arts Festival, a decision will be made by June 1st.
- Tree surrounds have been cleaned up from winter. Myrtle is blooming and filling in. I will be filling in where the myrtle is lacking in the next couple of weeks.
- Hanging Baskets...waterers needed!! Please contact kkristansen@brockportny.org, training provided!
- BMA is up and running during Phase 1 re-opening. BMA leadership is doing a great job of connecting with patrons via social networking while advertising and supporting businesses with their re-opening plans and strategies.

ADJOURNMENT

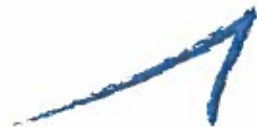
Trustee Halquist moved, Trustee Crane seconded, to adjourn the meeting at 8:35pm. Motion carried, 5-0.

**VILLAGE OF BROCKPORT
JUSTICE COURTS**

Brockport, New York

INDEPENDENT AUDITORS' REPORT

**For the Year Ended
May 31, 2021**



insero&co

Certified Public Accountants | Business Advisors

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Village of Brockport
Brockport, New York

We have audited the books and records of the Village of Brockport Justice Courts (the Courts) for the period beginning June 1, 2020 and ended May 31, 2021. We conducted this performance audit in compliance with *Generally Accepted Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

New York State (NYS) Village Law §4-410 states that the Village Justice is responsible for recording and reporting the Courts' activities. The Uniform Justice Court Act §2019-A states that the books and records of the Courts are the Village's property and the Village is responsible for causing them to be audited.

The Village of Brockport Justice Courts utilize the cash basis for financial reporting purposes. Unremitted fines are due to the Comptroller of New York State during the month following collection of such fines. Bail is retained by the Village Justice until each particular case is settled. Fines and forfeited bail are paid to the Comptroller of New York State. Unclaimed exonerated bail held for six years becomes property of the Village of Brockport.

Our audit was made for the purpose of determining whether the Village of Brockport Justice Courts of Justice William Andrews, Jr. and Justice Christopher R. Martin were properly collecting and recording bail, fines, and other charges, as well as reporting and remitting funds to New York State in an accurate and timely manner.

In planning and performing our audit, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of procedures and whether they have been placed in operation. We assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the Village of Brockport Justice Courts' collection and recording of bail, fines, and other charges, as well as reporting and remitting funds to New York State in an accurate and timely manner, and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

The results of our tests indicate, for transactions tested, the Village of Brockport Justice Courts complied, in all material respects, with the terms and conditions of the requirements described above.

This report is intended solely for the information and use of the Village Board, Justice Courts, and New York State and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink that reads "Insero & Co. CPAs, LLP". The signature is written in a cursive, slightly slanted style.

Insero & Co. CPAs, LLP
Certified Public Accountants

Rochester, New York
November 12, 2021