

UNAPPROVED

The Regular Meeting of the Board of Trustees of the Village of Brockport was held August 19, 2024 at 7:00 pm. Village Board and members of the public in person at 49 State St, Village Court, and remote location through Zoom.

PRESENT: Mayor Margaret Blackman, Trustee/Deputy Mayor Annette Crane, Trustee Ben Reed, Trustee Joanne Bocach, Manager/Clerk Erica Linden, Deputy Clerk/Treasurer Kari Pardun, Building Inspector /Code Enforcement Officer Chad Fabry, Chief Paul Wheat, Superintendent Dan Verace, Recorder Susan Smith

ALSO PRESENT: DPW Coord & BI/CEO Carol McNeas, Don Pophal, John Kroeckel, Kevin Jenkins, Fred Webster, Pam Ketchum

VIA ZOOM: Attorney Daniel J. Mastrella, Esq., Deputy Clerk/Treasurer Kari Pardun, Joan Hamlin, Chris Hamlin, Steven Brown

EXCUSED: Trustee Katherine Kristansen

CALL TO ORDER/PLEDGE: Mayor Blackman called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

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

CERTIFICATES AND PROCLAMATIONS: none

GUEST SPEAKERS: Seymour Library Board Member & Facilities Committee Chair, Don Pophal – Mr. Pophal discussed the ongoing bathroom reconstruction project at the Seymour Library. The project, which involves remodeling both above and below slab bathrooms, was awarded to the company Whitney East after a bidding process. The costs for the above slab work, which the library will fund, is \$149,461, while the below slab work, shared by three municipalities, is \$37,536. To facilitate the work, portable bathrooms will be provided for two months starting in September. The cost for the portable bathrooms will be split 50/50 between the library and the municipalities \$6,770. The total cost for each municipality is \$13,640.33. Approximate dates for reconstruction are September 16 through November 16, 2024.

→ Mayor Blackman moved, Trustee Reed seconded, to approve the Seymour Library’s bathroom construction project and the municipalities’ share of 1/3 of the costs of the below slab work and portable bathrooms, with the Village share totaling \$13,640.33.
Motion carried 4-0.

PUBLIC COMMENT: Comments/questions Policy for Public Comment: 5 min/per person/ state name and address for record / clearly address the Board. Virtual participants can raise their hands and will be called on to speak. All remarks shall be addressed to the Board as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

- No comments were made.

CONSENSUS ITEMS:

- Minutes: 8/5/2024

→ Trustee Reed moved, Mayor Blackman seconded, to approve the 8/5/2024 minutes.
Discussion: Concerns about the Public Comment Policy were expressed. The Board will be reviewing the Village Board Meeting Procedures at their workshop on 8/26/2024.
Motion carried 4-0.

- Bills Abstract 8/6/2024
 - A (General Fund) \$218,108.85
 - F (Water Fund) \$ 8,387.06
 - G (Sewer Fund) \$ 3,447.93
 - **TOTAL** **\$229,943.84**

→ Trustee/Deputy Mayor Crane moved, Trustee Bocach seconded, to approve the Bills Abstract 8/6/2024.
Motion carried 4-0.

MANAGER/CLERK REPORT:

Manager/Clerk – Erica L. Linden

- Arts Festival, preliminary report – Last weekend was the 28th Brockport Arts Festival with an estimated 30,000 people attending. It was very successful for everyone involved. This is the 3rd year the Village has partnered with BISCO. Manager Linden expressed thanks the committee, the volunteers, the DPW, for setup, breakdown and

trash removal, and of course the police department for keeping everyone safe and keeping eyes on the festival. The committee plans to add 2 new committee volunteers in the future. A community impact report will be presented at an upcoming Village Board Meeting, as information from vendors, local merchants, local community groups, and attendees is analyzed.

- Grants update – A small committee is working on a 2nd application for the New York Forward Grant, with a submission due date in mid-October. This is a very large effort, with planning involving local property owners and business owners, and of course the state. The Mayor and Deputy Mayor regularly work on this application. If any other board members have project suggestions the committee would like to hear them. Additionally, we're also looking for small grants for the Brockport Local History Museum, for art conservation of the Helen Hastings Collection.
- Tax collection update – Late payments have been trickling in bring the village to and expected 3.4 million dollars. The current late penalty is 6% for those making late tax payments.
- Historian/Museum Director – Three strong candidates were interviewed, and the interview committee is looking forward to bringing a recommendation to the Board at the workshop on Monday, August 26th.
- SUNY Public Management Intern – A new intern will begin working at Village Hall. Elizabeth Green is a master's candidate in Public Management.

DEPARTMENT REPORTS:

Clerk Treasurer Kari Pardun – excused

- Financial reports – Manager Linden provided an overview of the financial report. Bulk purchases and reimbursements affect budget percentages, leading to a discussion that some lines that may appear over budget are actually not over budget. Also mentioned were issues with the state court system and the delay in receiving court revenue.
- Olivia David, Dickenson College Intern – Olivia has completed her summer internship with the village. She excelled in data analysis and created visually appealing budget templates for the upcoming season. Olivia also collaborated with Aurora Pardon on GIS mapping for the DPW, leading to cost savings by eliminating unnecessary software costs. Additionally, Olivia gathered public feedback at the Arts Festival for the New York Forward Grant, providing valuable insights for Brockport's future development. These young women's skills have greatly benefited the village, showcasing their expertise and dedication.

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

- 60 Clinton St. update – Unfortunately, after vulnerable parts of the building were removed, the entire building had to be demolished. The remaining debris was sent to a holding yard in Ontario, New York.
 - State Street fire update – An outside contractor removed debris and secured the affected portion of the building. The building, which is still in limbo for ownership, is being monitored to ensure it doesn't become a safety hazard. Monroe County is expected to cover the expenses incurred during the cleanup and efforts are being made to secure the site.
 - Full Village Code and proposed amendment to the Fee Schedule – The revised Village Code went into effect on July 29th and the State acknowledged they have received a copy of it, making it officially in force. The revised code created a law that classifies any property not occupied by the primary owner as rental property, including vacant properties and those bought for a child's college education. This led to an issue with the revised code, as it charges a \$500 initial registration fee for these properties. To remedy this, BI/CEO Fabry proposed a change to the Fee Schedule. Additionally, BI/CEO Fabry clarified that short-term rentals, such as Airbnb, are subject to rental registration fees.
- Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to amend the Fee Schedule, approved 7/15/2024, page 5, under Residential Rental Registration, that the Initial Residential Registration Fee is applicable to new rentals and to any rental with an expired rental registration or Certificate of Occupancy of 45 days or more. Structures with a bona fide building permit for changes that affect habitability are exempt from the fee for a period not to exceed one year.

Discussion: A Public Hearing is not required to make amendments to the Fee Schedule, as it is not part of the Village Code. The proposed change to the Fee Schedule addresses unforeseen situations arising from the new code. This adjustment aims to prevent discouraging individuals from renovating abandoned properties due to the high upfront cost. The \$500 fee for properties not yet rented will only apply once the property is rented out. This change incentivizes property owners to maintain their properties and reduce the number of vacant properties in the village. Existing rental properties with new owners will only need to pay a \$100 inspection fee within a certain timeframe after the sale.

Motion carried 4-0.

Police – Chief Paul Wheat

- Update on Potential new hire – Cody Thomas has accepted the conditional Offer of Appointment at Step 3. The background check and medical exam are underway. The BPD anticipates having him working in mid to late October.
- Upcoming Reaccreditation in October – Only 25% of the police departments in NYS are accredited and benefits an agency with better insurance rates. BPD has been accredited since 2004 and is renewed every five years. The reaccreditation process is a very intensive assessment, which will take place October 15th – 17th.

Manager Linden commented that accreditation is much more than just saving funds and our insurance money. The BPD is accredited because they work to a much higher standard than the majority of NYS and many other states in this nation. We're very proud of the Brockport Police Department and this is an important, distinguished accomplishment.

- Status of Official Swearing In Ceremonies – Chief Wheat intends to have two separate dates for the ceremonies in September and October at a Village Board Meeting or Workshop. Dates are to be determined.

Public Works – Superintendent Dan Verace

- Auction Items (full list is in the Agenda Packet)

→ Trustee/Deputy Mayor Crane moved, Trustee Bocach seconded, to approve the Auctions International items list that was included in the Agenda Packet 8-19-24.

Motion carried 4-0.

- Electrical Training for John Winkler, DPW Laborer – Supt. Verace commented that Mr. Winkler has been a laborer for the Village for 10 yrs. Classes will be January 17-May 15, 2025, Mondays and Wednesdays, 5:30-8:30 at the MCC Economic and Workforce Development Center. Once the course is completed, the Village would reimburse Mr. Winkler for the program cost of \$1,000, which was budgeted.

→ Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to approve MCC Economic and Workforce Development Center Electrical Training for John Winkler, for the Spring 2025 semester, at the cost of \$1,000, to be reimbursed upon completion of training.

Motion carried 4-0.

- GIS Update – Supt. Verace acknowledged Aurora Pardun's exceptional work as an intern, which included creating a stormwater update and importing data from 120 Water into the Esri GIS mapping dashboard. As he presented a snapshot of the software data, he also expressed the intention to switch from 120 Water to the Esri dashboard for lead and copper compliance, and to organize data from PlanIt Geo, urban forestry software. By combining all this data in one program, Miss Pardun's work is saving the village costs in future software and data input. A request was made to retroactively pay Miss Pardun for her work, as she had been approved as summer help but not paid. Additionally, she will continue working until she begins her fall semester at SUNY Brockport.

→ Trustee/Deputy Mayor Crane moved, Trustee Bocach seconded, to retroactively appoint Aurora Pardun as Summer Laborer for the work she has done above and beyond her internship at a total of 26 hours, and will continue until mid-September 2024, at a rate of \$16.50/hour.

Motion carried 4-0.

- UNYMWCP (Upstate New York Municipal Workers' Comp Program)
 - Board & RFP Administrator Update – Supt. Verace reported that he is now on the board for the UNYMWCP and is the Safety Representative. A new administrator was selected, Haylor, Freyer, & Coon. They have a comprehensive safety plan that meets OSHA and PESH standards, a detailed safety calendar, and a list of goals to ensure all municipalities in the program are compliant.
- Roadwork update – In the last month, DPW has installed 2,853 feet of concrete curb. They are now finishing the final restoration work. Water Street parking lot will be paved soon, followed by Keable Court and Hillcrest Pkwy. Future tasks include playground mulch, park maintenance, and sidewalk repairs village wide.

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

OLD or NEW BUSINESS:

- Monroe County Tax Distribution – Mayor Blackman
 - Quarterly Sales Tax – Mayor Blackman announced the village has received the Second Quarter 2024 sales tax receipts for \$480,592.89. This is down slightly from the same quarter in 2023.
 - The Village is still waiting for information on the Cannabis Dispensary excise tax that will be distributed by the county. The 4% excise tax is divided with the county retaining 1% and sending 3% to the municipality. The Village is unsure when to expect their portion of excise tax payment and whether it will be paid annually or quarterly. As information becomes available, it will be shared at an upcoming Village Board meeting.
 - Approval of eCode360 quote – Mayor Blackman reported that the Village Code, revised and adopted on June 3, 2024, is ready for codification and updating of the Village of Brockport's on the online platform eCode360. The proposal from General Code included in the Agenda Packet outlines their services, including 5 custom printed code books, with an option for additional printed volumes, at a total cost of \$6,500. The codification process will take approximately 230 days to complete their review process, editing, and proper form, and upload to eCode360. Attorney Mastrella commented that General Code publishers are based in Rochester. They are the largest code publishers in the northeast, using their platform eCode360, which has hundreds of municipal codes, virtually all of NYS and surrounding states. Manager Linden stated that this expense was included in the budget.
- Trustee/Deputy Mayor Crane moved, Trustee Bocach seconded, to approve the proposal from General Code to finalize the codification of the Village of Brockport Code, revised and adopted June 3, 2024, and update the online platform eCode360.
Discussion: The board noted an error on the proposal, page 2, where it says "town" it should say "village".
Motion carried 4-0.
- Bridge updates:
 - Main Street – Mayor Blackman has a meeting scheduled for Friday, August 23rd with the DOT Engineer in Charge to discuss updates, deadlines, and reopening. She plans to give an update at the Village Board Workshop on August 26th.
 - Pedestrian Bridge – Mayor Blackman reported that representatives from the village, the university, Canal Corp, and NY Power Authority attended a structural steel signing ceremony on August 14th. The Pedestrian Bridge structure should be completed by December 2024, with finishing landscaping completed in the spring. Plans for a ribbon cutting in mid-May 2025, which will hopefully coincide with the opening of the canal for the 2025 Navigation Season.
 - Seneca Chief – Mayor Blackman remarked on that in 1825 the Seneca Chief was the original boat that Governor Dewitt Clinton took down the canal to New York harbor for the "Wedding of the Waters" to celebrate the opening of the Erie Canal. A replica of the Seneca Chief, built at the Buffalo Maritime Center (BCM), was undergoing sea trials this past week. They went as far east as Rochester, also docking in Lockport, Medina, and Brockport. At each stop there were tours, demonstrations, and BCM members talked about their journey replicating the Seneca Chief. They plan to go all the way to New York harbor in 2025 to commemorate the 200th anniversary of the Erie Canal.

VILLAGE BOARD ANNOUNCEMENTS:

- The board discussed revisiting items from the July 15, 2024 Organizational Meeting at upcoming workshops.

EXECUTIVE SESSION: To discuss the medical, financial, credit, or employment history of a particular person or corporation; and/or to discuss a proposed, pending or current litigation. Manager Linden and Chief Wheat were included.

- Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to adjourn the regular meeting at 8:08 pm and go into executive session.
Motion carried 4-0.
- Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to adjourn the executive session at 8:18 pm and return to the regular meeting.
Motion carried 4-0.

ADJOURNMENT

- Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to adjourn the regular meeting at 8:18 pm.

Motion carried 4-0.

Upcoming Meetings: Workshop August 26, Sept 16, Sept 23