

# UNAPPROVED

**The Regular Meeting of the Board of Trustees of the Village of Brockport was held Monday, October 21, 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 Katherine Kristansen, Trustee Ben Reed, Trustee Joanne Bocach, Manager/Clerk Erica Linden, Deputy Clerk/Treasurer Kari Pardun, Assistant Building Inspector /Code Enforcement Officer Carol McNeese, Chief Paul Wheat, Superintendent Dan Verace, Recorder Susan Smith

**ALSO PRESENT:** Lt. Korn, Sgt. Catlin, Ofcr. Adams, Ofcr. Sime, Ofcr. Vadas, Ofcr. Blodgett, Invs. Dawson, Ofcr. Kelly, Michelle Korn, Doug Korn, Erin, Lucas & Maragret Korn, Rick Catlin, Bernadette Catlin, Margie McAllister, Renee Czora, Nicole Catlin, John & Kathy Hyde, Marleen Cain, Don Roberts, David Adams, Mike Adams, Christopher Martin, Jo Matella, Pam Ketchum, Kevin Jenkins, Fred Webster

**VIA ZOOM:** Attorney Daniel J. Mastrella, Esq., Joan Hamlin, Chris Hamlin

**EXCUSED:** Building Inspector /Code Enforcement Officer Chad Fabry

**CALL TO ORDER/PLEDGE:** Mayor Blackman called the meeting to order at 7:00 pm and led the Pledge of Allegiance, with Lucas and Maggie Korn.

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

**CERTIFICATES AND PROCLAMATIONS:** Official swearing in Ceremony for Lt. Korn, Sgt. Catlin, Ofcr. Adams

Chief Paul Wheat expressed gratitude to those attending, especially the off-duty officers who came to support the department. He highlighted the sacrifices made by family members of law enforcement personnel, acknowledging the challenges they face due to their loved ones' demanding job. He thanked them for their understanding of missed holidays, birthdays, and the stressful nature of the profession. The Chief also recognized the inherent dangers and difficulties officers encounter regularly. He concluded by thanking all family members present for their unwavering support.

- Lieutenant Scott Korn – Chief Wheat commented that in March 2018, Scott Korn joined the department after transferring from Binghamton. Scott's potential was quickly recognized, and he was promoted to the rank of sergeant in September 2021. Scott's experience, intelligence, and dedication to law enforcement led to his success in the department. Upon being promoted to Chief, faced with a difficult decision between two qualified candidates, Scott was chosen for the role of lieutenant. Scott has excelled in his responsibilities, such as coordinating reaccreditation and updating general orders, while still handling day-to-day operations.
- Sergeant Geoffrey Catlin – Chief Wheat commented that in 2014, Goeff came to the department, interested in a new hire position and attending the Police Academy. Despite initially coming across as arrogant during the interview, he proved to be mature for his age. Over the past 10 years, it became clear that Goeff is actually an old soul with a strong work ethic and dedication. He has excelled in his role as an officer and in the past 4 months as platoon sergeant, with high expectations for his future career growth.
- Officer Matt Adams – Chief Wheat commented that different individuals take various paths to become a police officer, with some leading to the Brockport Police Department. Matt took the path of service, but always wanted to be a police officer. He worked as a 911 dispatcher for over 10 years with the OEC before becoming a dispatcher at SUNY Brockport in 2018. He then paid his way through the Police Academy. After successfully completing the Academy, he continued to work full-time for the college while working part time for police departments. He achieved his goal in 2020, becoming a full-time police officer at Brockport University Police. In 2024, Matt came to our department with a resume in hand. We quickly offered Matt a conditional offer of employment. A background investigation revealed what most of us already knew, Matt is an excellent officer, a great person, and even better family man. Brockport Police Department is fortunate to have Matt.

→ Trustee/Deputy Mayor Crane moved, Trustee Bocach seconded, at 7:14 pm to take a short break to allow time for the family to take photos and depart the meeting.  
Motion carried 5-0.

**CALL BACK TO ORDER:** Mayor Blackman called the meeting back to order at 7:23 pm.

**PUBLIC HEARING:** Proposed Local Law #8: Residency Requirements

The purpose of the public hearing is to take public comment on Proposed Local Law #8 Residency Requirements, which states that "the Village Clerk, Village Treasurer, Deputy Clerk, Deputy Treasurer, Deputy Clerk Treasurer, Comptroller/Controller and the positions of Police Officer, Code Enforcement Officer and Building Inspector need not be residents of the Village but must be residents of Monroe County or an abutting or adjacent county."

→ Trustee Kristansen moved, Trustee Bocach seconded, to adjourn the regular meeting at 7:26 pm and go into the public hearing.  
Motion carried 5-0.

**PUBLIC HEARING 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.

- Pam Ketchum, 91 Park Ave – Mrs. Ketchum expressed her opinion that she is fine with making this change.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to adjourn the public hearing at 7:28 pm and return to the regular meeting.  
Motion carried 5-0.

**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.

- None

**GUEST SPEAKERS:** None

**CONSENSUS ITEMS:**

- Minutes: 10/07/2024

→ Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to approve the 10/07/2024 minutes, as amended.  
Motion carried 5-0.

- Bills Abstract 10/18/2024
  - A (General Fund) \$ 68,944.53
  - F (Water Fund) \$ 73,378.54
  - G (Sewer Fund) \$ 100.83
  - **TOTAL** **\$142,423.90**

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the Bills Abstract 10/18/2024.  
Motion carried 5-0.

**MANAGER/CLERK REPORT:**

Manager/Clerk – Erica L. Linden

- Tax collection - Village tax collection has received \$3,461,279 in payments. The last day to pay at Village Hall will be October 31<sup>st</sup>. At the next Board meeting, November 4<sup>th</sup>, I will be asking the Board to re-levy the remaining unpaid taxes to Monroe County. Anyone interested in finding out if they are delinquent and they want to pay before additional penalty is added by the county, they can check online or call Village Hall.
- Brockport Local History Museum– the new Village Historian/Museum Director Sweeting has requested that the Board establish a museum petty cash fund of \$150 from their budget. The museum’s petty cash fund would follow the same procedures as the police department’s petty cash fund, including a quarterly audit by the Treasurer.

→ Trustee Kristansen moved, Trustee Reed seconded, approved the establishment of a petty cash fund for the Brockport Local History Museum.  
Motion carried 5-0.

- On the Canals Winter Excursions – the village has been approved for funding from NY Power Authority (NYPA) for On the Canals Free Winter Excursions. Inclusive for all abilities, planning is underway for snowshoeing and birding. Dates will be announced soon and posted on onthecanals.com/western-new-york and Eventbrite. The annual First Day Hike is January 1<sup>st</sup>, meeting at the Welcome Center and hiking west on the canal trail.

- West Avenue Sidewalk grant funding – the Board received a letter in their packet from Monroe County Executive Bellow to inform them that an Intermunicipal Agreement will be forthcoming for Board approval, which is necessary to execute the grant.

## DEPARTMENT REPORTS:

### Clerk Treasurer – Kari Pardun

- Financial reports for September – The Board received September financials. Directing the Board to the last two pages of the report, Treasurer Pardun requested Board approval for budget amendments and transfers.
    - Transfer of \$12,993.00 from the Contingency Fund to the General Fund for insurance premium increase.
    - Amendment of \$332,966.20 for the Taser Grant (State Aid reimbursement), Fire Clean Up at 200 State St (Monroe County will reimburse), Smith Street Bridge Work (reimbursement from TAP Grant), Consolidated Highway Improvement Programs (CHIPS) (reimbursement from NYS), Wee Go Round Playground Equipment – Wee Go Round (reimbursed by donation)
- Trustee Reed moved, Trustee Kristansen seconded, to approve the budget transfer of \$12,993.00 from the Contingency Fund to the General Fund due to an insurance premium increase, as per the Budget Transfer Form.  
Motion carried 5-0.
- Trustee Reed moved, Trustee/Deputy Mayor Crane seconded, to approve the budget amendment of \$332,966.20, as per the Budget Amendment Form.  
Motion carried 5-0.
- Annual Financial Report (AFR) – is now on file with NYS and on village website.
  - Auditors – will be at Village Hall this week to continue the full audit this year. The Board was encouraged to meet them, Wednesday-Friday. The auditors can answer any questions they may have regarding the process.

### Building / Planning / Zoning / Code Enforcement – BI/CEO Chad H. Fabry excused / Asst. BI/CEO Carol McNees Reporting

- Planning and zoning application for three open market two-family townhouses at the east end of Sunflower Landing (not part of the HOA or condo assoc.). These are 3 separate lots that may or may sell as individual lots and may not be owner occupied.
- Red tags update – Except for one property, all the Red Tag properties are in remediation process. Many were simple fixes, or they needed to have their inspection. There is still a lot of work to complete this course of action. The one property that is still tagged will be sold and it will be addressed with the new owner.
- Vacant properties without active permits or C/O to be tagged – There are vacant properties that may be red tagged in the next phase of the process. Vacant properties are defined by local laws or codes and must be registered, regardless of whether they are second homes or rental properties. Simply having a second home where you occasionally stay does not classify it as vacant if it is maintained and not left empty. We are encountering resistance from some property owners who are reluctant to register their vacant properties, leading us to consider issuing citations to enforce compliance. Ideally, we aim to achieve compliance without resorting to this measure, but it is necessary to ensure that all vacant properties are properly identified and accounted for.
- Balance of Sunflower Landing undeveloped land sold – Sunflower Landing undeveloped property has reportedly been sold, although confirmation from county records is pending. Notably, the condo status permission is said to be transferred with the property. The planning and zoning board is expected to review the development plans, addressing concerns about variances due to lot setback requirements. The meeting date is anticipated to be the second Monday of November.

### Police – Chief Paul Wheat

- Reaccreditation recommendation to NYS – The accreditation assessors were at BPD October 14<sup>th</sup> – 17<sup>th</sup>. The accreditation managers, Lt. Korn and Ofcr. Cave did an excellent job, as did the whole department. The assessors remarked that they would be recommending reaccreditation, with the vote occurring in December. Reaccreditation will take place in 5 years.
- Justice Assistance Grant (JAG) grant application – The BPD has submitted a grant application for 3 new vehicles. If just one vehicle is awarded, it would ease the burden of this cost for this necessary equipment.
- Holiday of Lights Parade – Sunday, December 8<sup>th</sup> – to join the parade fill out the entry application on the website.

Public Works – Superintendent Dan Verace

- Lead and copper inventory update – On October 16<sup>th</sup>, the inventory for lead and copper service lines were submitted to the EPA and Department of Health. The service line definition is from the water main to the shut off is the village side, and then from the shut off to the homeowner side is the homeowner side. The village is responsible for inventorying both the homeowner and the village sides. To date, no lead lines have been found and there are just over 100 galvanized lines that need to be replaced. Homeowners with unknown or galvanized lines will be notified by mail by November 15<sup>th</sup> to notify residents. The notifications will continue annually, until all lines have been verified and remediated. The 60 lead and copper water samples previously submitted for testing were well under the 10% threshold. However, sampling is required for a different scope based on unknown and galvanized locations again in January, and every 6 months, until all of the unknown service lines have been verified.
  - Truck #23 – Approval to send to Auctions International for auction
- Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to approve Truck#23 1990 Ford Dump Truck send to Auctions Internation for auction.  
Motion carried 5-0.
- DPW Updates – Holley Street, in preparation for the Holley Street road project next year, the old gutters were dug out that were under the road, put in stone and binder. Hydrant Flushing went well with no problems found. The next step will be leak detection. Brush and Leaf Pick Up has started, along with catch basin inspections and cleaning. Next week DPW will be working for the county in Irondequoit paving.
  - Boat house bid recommendation – approval of lowest bidder, DL Construction Supply, dba Parco, \$173,480
    - The Board discussed several questions about the contractors that submitted bids and concerns that the public may want more information regarding the boathouse. On June 24, 2024, the Village Board workshop topic was the boathouse project, where a PowerPoint presentation and questions from the public were submitted in advance and addressed. That workshop video and minutes are available on the Village website. The Board agreed that instead of a full presentation on October 28<sup>th</sup>, the workshop agenda would include an informational handout, followed by a Public Comments session.

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

**OLD or NEW BUSINESS:**

- Permanent appointment of Dan Verace as Superintendent of Public Works – Mayor Blackman reported that Supt. Verace was appointed on July 26, 2021 as Provisional Superintendent of Public Works and has been doing an amazing job. Until this year, the Civil Service had not offered the required test for permanent appointment.
- Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to appoint Dan Verace as Permanent Superintendent of Public Works.  
Motion carried 5-0.
- Resolution to approve Local Law #7: Edits to Chapters 2, 14.4, 23, 25 – Mayor Blackman commented that the Public Hearing regarding these edits was held on October 7, 2024.
- Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to approve Local Law #7: Edits to Chapters 2, 14.4, 23, 25.  
Motion carried 5-0.
- Notification to Municipality from the Office of Cannabis Management (OCM) Re. Exotic Farms LLC/ 203 Main St – Mayor Blackman stated that the Village has been notified that Exotic Farms, LLC has submitted a dispensary application. The Mayor and Manager Linden have a meeting scheduled next week to meet with the applicant. The Village Board has the ability to send a letter to in support of or against this particular business to OCM.
  - Call for public hearing for November 4 on Proposed Local Law #9
- Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to call for public hearing for November 4, 2024 on Proposed Local Law #9: To amend Chapter 35, Water Use, 35.1 Rules and Regulations – to strike the phrase “Board of Water Commissioners” and replace with “Village of Brockport Board of Trustees”.  
Motion carried 5-0.

## **VILLAGE BOARD ANNOUNCEMENTS and/or LIAISON REPORTS:**

- NY Forward application submitted 10/18/24 – Mayor Blackman announced this submission was the second attempt for this grant. It is an impressive document with terrific efforts by Manager Linden, Treasurer Pardun, Grant Writer Kirby. Additional contributions were made by Mayor Blackman, Trustee/Deputy Mayor Crane and Graduate Student Intern Green. It has been much improved over the application from 2023, which got the Village to the finalists for consideration, and there is optimism that this could be the winning application.
- Seymour Library update – Trustee Reed reported that the bathroom renovation project is about a week behind due to materials delay. Despite the renovations, circulation is up 20%. A new Story Trail is located in Sweden Town Park. A .5-mile grassy path with 16 signs to guide visitors in creating a fall story book. It is free and available during Park hours until Friday, November 1<sup>st</sup>.
- Halloween Parade/Midnight Madness – Trustee Bocach reported the event will take place on Friday, October 25<sup>th</sup> on Main Street. A token of candy has been purchased and distributed to merchants on Main St and Market St. The Village Board traditionally leads the Halloween Parade, while the Brockport Police Department keeps participant safe and block traffic on the streets.

## **ADJOURNMENT**

→ Trustee Reed moved, Trustee Kristansen seconded, to adjourn the regular meeting at 8:48 pm.  
Motion carried 5-0.

**Upcoming Meetings:** October 28 Workshop, November 4 Public Hearing/Regular Meeting, November 18 Dept. Heads Meeting

## **SAVE THE DATE:**

November 30 – Small Business Saturday  
December 6-7 – MMH Candlelight Christmas  
December 7 – Village Winter Market and tree lighting  
December 8 – Stetson Club Holiday of Lights Parade