

**VILLAGE OF BROCKPORT – VILLAGE BOARD MEETING –
ANNUAL ORGANIZATIONAL PART OF MEETING - APPOINTMENTS & ADOPTIONS
July 17, 2023**

- Advance approval of certain claims: to authorize payment in advance of audit of claims for non-discretionary costs such as insurances, public utility services, postage, freight and express charges.
- Mileage allowance – per current IRS regulations – 65.5 cents per mile with prior approval from department head to request reimbursement
- Adopt Village stop signs & traffic signals – 124 Stop Signs and 1 Traffic Signal and 2 temporary traffic signals at Smith St. Bridge
- Thanks for service – term concluded – not wish to be reappointed:
 - Edmund Starowicz, ZBA
 - Robert LeSuer, ZBA
- Appointments & Reappointments:
 - Mayor to announce Trustee Crane will serve as Deputy Mayor
 - Deputy Clerk Treasurer Barbara Krizen to be reappointed to 2025
 - Treasurer Daniel Hendricks to be appointed to Village Accountant, as a part-time consultant to the Village Treasurer at 10 hours a week – annual appointment
 - Clerk Treasurer Kari Pardun to be appointed as Village Treasurer to 2025
 - Board Recorder –Susan Smith, annual renewal
 - Welcome Center Director – Susan Smith, annual renewal
 - Village Historian & Museum Director – Fiona Stockwell, annual renewal
 - Official newspaper – Suburban News
 - Official depositories – Chase, Canandaigua National Bank, NY First Class
 - External Auditor – Mengle, Metzger, & Bar

- Village Attorney – Daniel J. Mastrella, Esq. PC
- Special Counsel – James D. Bell, Esq. re dog cases
- Village Engineer – MRB Group
- Boards & Committees – appointments & reappointments:
 - Priya Banerjee, Tree Board, 4 year term to 6/30/2027
 - Norman Knapp, Museum Board, 3 year term to 6/30/2026
 - Bruce Leslie, Museum Board, 3 year term to 6/30/2026
 - Mark Ketchum, Ethics Board, 4 year term to 6/30/2027
 - Sandi Henschel, Parks Committee, 4 year term to 6/30/2027

The Planning Board and Zoning Board of Appeals will be combined into one board once the new Municipal Code is adopted. Appointments to the new board will take place once the Municipal Code is approved, all renewals /new appointments tabled until August.

- Several Board/Committee vacancies remain – position interest forms still accepted for:
 - Tree Board (1 position)
 - Museum Board (1 position)
 - Parks Committee (1 position)
 - Historic Preservation Board (2 positions)
 - Welcome Center Ambassadors (several)
- Emergency Coordinator – to be fulfilled by the BI/CEO/Fire Marshal, Chad Fabry
- Public Information Officer – re EOP Manager Erica Linden
- Appointment of Upstate New York Municipal Workers' Compensation Program (UNYMWCP) Reps – Kari Pardun and Carol McNees
- Adopt meeting schedule (see attached)
- Adopt budget preparation schedule (see attached)
- Amend Village Board Liaisons to departments / areas / boards / committees – Slight change from last year – (See attached)
- Amended fee schedule – (see attached)

- Confirm or amend various policies (no change unless indicated)
 - Village Board Meeting Procedures Policy
 - Social Media Policy & Facebook Standard
 - Selection Process of Members to Boards & Committees
 - General Fund Balance Policy
 - Financial Management/Investment Policy
 - Budget Transfer Policy
 - Purchasing/Procurement Policy
 - Village Identity Theft Prevention Program
 - FOIL Policy
 - E.L.K. Museum Policy
 - Emergency Operating Plan
 - Employee Handbook
 - Village Comprehensive Plan, adopted 2019
 - Water Billing Policy

