

Work Session of the Village Board of the Village of Brockport was held at the Village Court conference room 49 State Street Brockport, New York, June 25, 2018 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre

ALSO PRESENT: Joan Hamlin, Chris Hamlin, Susan Smith, Shawn Lessord, Doug Weishaur

This was a work session, not a regular meeting. No public comment.

- **CALL TO ORDER:**
- **ACTION ITEMS** (time sensitive):
 - **APPROVAL OF MINUTES:**

→ Trustee Crane moved, Trustee Kristansen seconded, carried 5/0 that the minutes of the 6/4/18 meeting be approved as amended.

→ Trustee Kristansen moved, Trustee Andrews seconded, Mayor Blackman and Trustee Crane abstained due to absence, carried 3/0 that the minutes of the 6/15/18 meeting be approved as written.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the bills be allowed and paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	6/8/18	\$214,750.13
	6/18/18	\$1,210.00
FUND (F): <u>Water</u>	6/8/18	\$1,503.07
FUND (G): <u>Sewer</u>	6/8/18	\$233.22
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$216,486.42 total 6/8/18
		\$1,210.00 total 6/18/18

- Authorize Havenwood Meadows Sub Section 3 Phase 3 letter of credit release per statement #1 – Per documentation in the packet from the Village Engineer.

→ Trustee Kristansen moved, Trustee Andrews seconded, carried 5/0 to authorize a release to the Developer from the Letter of Credit in the amount of \$175,626.00 for the work completed to date.

Treasurer Hendricks letter to Genesee Regional Bank:

The undersigned hereby certifies to The Genesee Regional Bank as issuer of Irrevocable Letter of Credit No. 17000520, in the maximum Stated Amount of \$563,224.00, for the account of Chromium Development LLC in favor of the Village of Brockport:

1. I am a duly authorized official of the Village of Brockport.
2. Upon receipt of this certificate, Genesee Regional Bank is hereby authorized to reduce the amount available under Letter of Credit No. 17000520 by \$175,626.00 to a new outstanding balance of \$387,598.00.

This reduction certificate was prepared pursuant to Statement of Construction of Completed No. 1 dated May 31, 2018 and executed pursuant to resolution of the Village Board at the meeting Held June 25, 2018.

- Authorize TAP grant application jointly with Town of Sweden for Owens Road sidewalk project –

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to authorize 2018 Transportation Alternatives Grant application for sidewalk project jointly with Town of Sweden

WHEREAS, the Village of Brockport is committed to installing sidewalks on State Street and Owens Road to South Avenue where none exist; and

WHEREAS, the Town of Sweden has expressed an interest in continuing the sidewalk on Owens Road and on Brockport-Spencerport Road to Lake Road to complete a continuous circuit; and

WHEREAS, the Sweden Town Board is committed to pursuing a 2018 Transportation Alternatives Grant application jointly with the Village of Brockport to help fund the project; and

WHEREAS, the Brockport Village Board has sought public support for the sidewalk project and has received numerous letters of support from residents and other public officials; and

WHEREAS, the Brockport Village Board and the Sweden Town Board have engaged a grant consultant and an engineer to assist with the 2018 Transportation Alternatives Grant application; and

WHEREAS, the Village has available the funds needed for its match share of the joint project and the willingness to commit said funds.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Brockport Village Board does hereby authorize a 2018 Transportation Alternatives Grant application for the purpose of installing sidewalks on State Street and Owens Road.

Sec. 2. That the Village of Brockport acknowledges that the application will be a joint application with the Town of Sweden for the purposes of continuing the sidewalk on Owens Road and onto Brockport-Spencerport Road to Lake Road.

Sec. 3. That the Sweden Town Board commits the funds necessary for its match of the project, approximately \$160,000. That \$60,000 is held in 2018 current appropriations and that \$100,000 is held in fund balance unreserved. That additional funds are available if needed for the successful completion of the project. Village of Brockport to commit \$120,000 over 3 years of the project, currently available in unallocated fund balance, to be budgeted for each project year.

Sec. 4. That the Brockport Village Board authorizes the Mayor to sign any and all documents necessary for the completion of the 2018 Transportation Alternatives Grant application.

Sec. 5. That this resolution shall take effect immediately.

Note for the record:

J. O'Connell & Associates contact is Jean O'Connell
Village Board contact is Mayor Margaret Blackman
Village Office contact is Deputy Clerk-Treasurer Erica Linden

- o Street closure requests re Brockport Merchants Association – re portion of Market St. 7/13 & 7/14 –

→ Trustee LaPierre moved, Trustee Andrews seconded, carried 5/0 to approve the following:

At its June 25th meeting the Village Board approved Brockport Merchants Association's June 7th request to hold some of its events in conjunction with the Brockport Sidewalk Sale on Friday, July 13th and Saturday, July 14th on Market Street and authorized the following street closure:

- Market Street from Main Street to the Brockport Fire Department parking lot
 - o Friday, July 13, 2018 4pm to 9pm
 - o Saturday, July 14, 2018 9am to 5pm

Please be advised that anytime use of Village property is approved for a special use, the user is asked to provide a certificate of insurance that names the Village of Brockport as additional insured. The language to relay to your insurance agent is as follows:

"shall provide a certificate of insurance for Commercial General Liability with limits of not less than \$1,000,000 combined single limit per Occurrence and \$1,000,000 Aggregate. An endorsement naming the Village of Brockport as additional insureds must be attached to the certificate."

Please provide such to Village Clerk Leslie Morelli at morelli@brockportny.org.

Prior to the event, Village Clerk Leslie Morelli will send out a courtesy notice of street closure to the property owners on the affected section of the street being closed. By July 2nd, please email her a flier regarding the Sidewalk Sale and events to go with it.

BMA Officers should work with Code Enforcement at 637-5300 X114 regarding any codes issues or inspection needs

related to the event set up, DPW Superintendent Harry Donahue at 637-1060 regarding any barricades or such needed and Police Chief Mark Cuzzupoli at 637-1020 regarding public safety planning.

Best wishes for a successful event!

- o Parade request re Oak Orchard Community Health Center – re a few streets off West Ave. 8/13 –

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to approve the following:

At its June 25th meeting the Village Board reviewed Oak Orchard Community Health Center's June 8th request and Monroe County D.O.T.'s parade permit (as it relates to use of West Avenue), to hold a parade on Monday, August 13th from 6:30pm to 7:30pm and granted a parade permit and authorized the following Village streets closed during that time:

- from 300 West Avenue
 - o South on Graves Street
 - o West on Clark Street
 - o East on Beverly Drive
 - o North on Idlewood Drive
- back to 300 West Avenue

Please be advised that anytime use of Village property is approved for a special use, the user is asked to provide a certificate of insurance that names the Village of Brockport as additional insured. The language to relay to your insurance agent is as follows:

"shall provide a certificate of insurance for Commercial General Liability with limits of not less than \$1,000,000 combined single limit per Occurrence and \$1,000,000 Aggregate. An endorsement naming the Village of Brockport as additional insureds must be attached to the certificate."

Please provide such to Village Clerk Leslie Morelli at lmorelli@brockportny.org.

Prior to the event, Village Clerk Leslie Morelli will send out a courtesy notice of street closure to the property owners on the affected section of the street being closed. By July 30th, please email her a flier regarding the parade to go with it.

OCHC Officers should work with Code Enforcement at 637-5300 X114 regarding any codes issues or inspection needs related to the event set up, DPW Superintendent Harry Donahue at 637-1060 regarding any barricades or such needed and Police Chief Mark Cuzzupoli at 637-1020 regarding public safety planning.

Best wishes for a successful event!

- o Parade request re Brockport High School Student Council – re a few streets near BCSD 9/28 –

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to approve the following:

At its June 25th meeting the Village Board reviewed Brockport High School Student Council's June 14th request to hold a parade on Friday, September 28th from 5:30pm to 6:30pm and granted a parade permit and authorized the following Village streets closed during that time:

- from Adams Street near Allen Street to the BCSD campus

Please be advised that anytime use of Village property is approved for a special use, the user is asked to provide a certificate of insurance that names the Village of Brockport as additional insured. The language to relay to BCSD for their insurance agent is as follows:

"shall provide a certificate of insurance for Commercial General Liability with limits of not less than \$1,000,000 combined single limit per Occurrence and \$1,000,000 Aggregate. An endorsement naming the Village of Brockport as additional insureds must be attached to the certificate."

Please provide such to Village Clerk Leslie Morelli at lmorelli@brockportny.org.

Prior to the event, Village Clerk Leslie Morelli will send out a courtesy notice of street closure to the property owners on the affected section of the street being closed. By August September 12th, please email her a flier regarding the parade to go with it.

Brockport High School Student Council Officers should work with Code Enforcement at 637-5300 X114 regarding any codes issues or inspection needs related to the event set up, DPW Superintendent Harry Donahue at 637-1060 regarding any barricades or such needed and Police Chief Mark Cuzzupoli at 637-1020 regarding public safety planning.

Best wishes for a successful event!

- o Court – hire to fill part time Clerk vacancy – no hiring recommendation received yet.
- o Building/Codes – hire to fill part time vacancy (in place of proposed IMA w/ Town of Clarkson) –

→ Trustee Kristansen moved, Trustee Andrews seconded, carried 5/0 to hire Chad Fabry as Part Time Building Inspector/Code Enforcement Officer at \$30 per hour with no benefits.

The Civil Service title is Building Inspector – Part Time (non-competitive). This title allows half of full time, therefore, 20 hours per week, not to exceed 40 hours within a two-week pay period. He will be eligible for the same percentage increase June 1st each year of all other non-union employees. He will share use of the Village vehicle for that department. If it is unavailable, he can keep a mileage log to receive reimbursement (per the IRS mileage rate) for use of his own vehicle during work hours.

- o Welcome Center –
 - appoint Greeter Susan Smith to Welcome Center Management Committee –

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to appoint Greeter Susan Smith to fill the vacancy on the Welcome Center Management Committee.

- appoint Vander Hart as Greeter -

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to appoint Vander Hart as a Welcome Center Greeter.

- o 6/19/18 Village election results for inclusion in minutes –

The Monroe County Board of Canvassers having canvassed the whole number of votes cast at the Brockport Village Election held in this state on the 19th day of June, 2018, do hereby certify that the following votes were received:

BROCKPORT VILLAGE JUSTICE – 4-YEAR TERM

REVITALIZE BROCKPORT	Christopher R. Martin	92 Votes
REVITALIZE BROCKPORT	William G. Andrews, Jr.	81 Votes
Scattering		5 Votes
Blank		38 Votes
Void		0 votes
Whole number of votes		216 Votes

Christopher R. Martin and William G. Andrews, Jr. by the greater number of votes, are hereby elected to the office of Brockport Village Justice – 4 Year Term.

In witness whereof, we have hereunto set our hands and seal of this office this 21st day of June, 2018.

Thomas F. Ferrarese

Monroe County Board of Canvassers

Douglas E. French

GUESTS - ITEMS FOR DISCUSSION / REVIEW:

- o Brockport Volunteer Ambulance update – Lucas VanDervort
- o Solar Energy Project – Green Spark

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to partner with Green Spark on the solar energy project.

EXECUTIVE SESSION:

→ At 8:02pm, Trustee Crane moved, Trustee Kristansen seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter executive session to review Full Time Building Inspector / Code Enforcement Officer vacancy options and to review position interest forms submitted for various Boards/Committees/Task Forces.

→ At 8:32pm, Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 8:32pm, Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the meeting

be adjourned.

Leslie Ann Morelli, Village Clerk
from notes of Margaret B. Blackman, Mayor

