

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Court Conference Room 49 State Street Brockport, New York, August 20, 2018 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor John D. LaPierre, Trustee Annette M. Crane, Trustee Shawn Halquist, Trustee Katherine J. Kristansen, Clerk Leslie Ann Morelli, Treasurer Daniel P. Hendricks, DPW Superintendent Harry G. Donahue, Police Lieutenant Stephen J. Mesiti, Building Inspector/Code Enforcement Officer Chad H. Fabry, Jr., Attorney Daniel J. Mastrella

EXCUSED: Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Police Chief Mark T. Cuzzupoli

ALSO PRESENT: Joan Hamlin, Chris Hamlin, Lyle Stirk, Fred Webster

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

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

MISSION STATEMENT: "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

OATH OF OFFICE: (ceremonial) none
CERTIFICATES & PROCLAMATIONS: none
PUBLIC HEARINGS: none
PUBLIC COMMENT: none
GUESTS: none

CONSENSUS ITEMS:

• **APPROVAL OF MINUTES:**

→ Mayor Blackman moved, Trustee Halquist seconded, 3/0 that the minutes of the 7/16/18 meeting be approved as written.

→ Mayor Blackman moved, Trustee Halquist seconded, 3/0 that the minutes of the 7/23/18 meeting be approved as written.

Mayor Blackman asked that Clerk Morelli place approval of the 8/6 minutes on the 8/27 work session agenda as she has a couple of substantive clarifications.

• **APPROVAL OF BILLS TO BE PAID**

→ Trustee LaPierre moved, Trustee Halquist seconded, carried 3/0 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>	8/7/18	\$166,469.78	
	8/10/18	\$36,509.44	
FUND (F): <u>Water</u>	8/7/18	\$6,786.22	
	8/10/18	\$58,110.98	
FUND (G): <u>Sewer</u>	8/7/18	\$1,036.28	
FUND (H): <u>Capital</u>	-	-	
FUND (T): <u>Trust & Agency</u>	-	-	
		\$174,292.28	8/7/18 total
		\$94,620.42	8/10/18 total

CLERK REPORT: Clerk – Leslie Ann Morelli

o Tax collection update – Clerk Morelli shared that as of today, 96% of the tax warrant has been collected and 1,578 of the 1,678 tax bills are paid in full. The PILOT bills (Belmont Management's Park Place Apartments and Village Centre Apartments) are also paid. A delinquent notice will go out after Labor Day to those remaining unpaid at that time. Collection runs through 10/31.

o Employee & Retiree benefits update – new plan year begins 9/1/18 – Clerk Morelli shared that notices went out to employees and retirees 7/26, an informational / open enrollment meeting was held 8/9 and enrollment forms were due 8/15. She is still chasing some retirees for the necessary dental. All forms received thus far are being submitted to the broker tomorrow for processing with the carriers. As the remaining retirees come in, they'll be submitted to the broker for processing. Those that fail to respond will not have dental coverage come 9/1.

**VILLAGE OF BROCKPORT
BOARD / COMMITTEE / TASK FORCE
VOLUNTEER OPPORTUNITIES**

Volunteer vacancies for Village residents:

- Zoning Board of Appeals – meets 1st Thursday 7pm at Village Court (only upon application)
Note: a minimum of 4 hours of training is required each fiscal year (6/1-5/31)
 - 1 vacancy to complete a term to 6/30/20
 - 1 vacancy to complete a term to 6/30/22
 - 1 vacancy for a term to 6/30/23

- Historic Preservation Board – meets 3rd Thursday 6:30pm at Village Court
 - 1 vacancy to complete a term to 6/30/19
 - 1 vacancy to complete a term to 6/30/20

- Emily L. Knapp Museum Board - meets 4th Wednesday at 6:30pm at Village Hall
 - 1 vacancy to complete a term to 6/30/19
 - 1 vacancy to complete a term to 6/30/20

- Tree Board – meets 3rd Tuesday 7pm (October – May) at Village Hall
 - 1 vacancy to complete a term to 6/30/20
 - 1 vacancy to complete a term to 6/30/21

- Code Review Committee – meets 4th Monday at 5:30pm at Village Hall
 - 1 vacancy to complete a term to 6/30/19

- Housing Task Force – meets 4th Monday at 5pm at Village Hall
 - 2 vacancies to complete a term to 6/30/20

All Boards/Committees/Task Forces - if meeting schedule falls on a holiday, there is no meeting.

Applicant must be a Village resident & able to use email & internet.

Submit a position interest form via the Village website: www.brockportny.org

Updated: 8/8/18

Deadline: until vacancies filled

Mayor Blackman said the highest priority is filling the ZBA vacancies. She anticipates position interest forms being submitted this week from a couple of people who have been contacted as to their willingness to serve in this capacity. Mayor Blackman asked that Clerk Morelli place this on the 8/27 work session agenda.

- Create "in-house title" for Katie Brown as Building/Codes Department Coordinator (Civil Service title is Secretary to Planning and Zoning Boards) – Mayor Blackman explained the history of the current title and its exempt status (not having to hire off a competitive certification of eligibles list), and while that Civil Service title can remain, an "in-house" title can better describe the position.

→ Mayor Blackman moved, Trustee LaPierre seconded, carried 3/0 to approve creating an "in-house" title that better covers the position – Building/Codes Department Coordinator.

- **OLD or NEW BUSINESS:**

- Authorize Mayor to sign M.O.A. with CSEA – Treasurer Hendricks referred to the document in the packet and shared that a couple of concessions were necessary to get the CSEA Union (DPW) to agree to the 9/1/18 benefits changes. The sections changed related to callback guarantee, comp time, and domestic partnership. Now both Unions are eligible for domestic partnership (putting DP on health, dental, vision benefits). He imagines the Village Board will want to consider amending the employee handbook in the future to offer such to non-union as well.

→ Trustee LaPierre moved, Trustee Halquist seconded, carried 3/0 to authorize the Mayor to sign the M.O.A. with CSEA.

Review fee schedule & recommended changes for amendment at next meeting – Board briefly referred to document in the packet and that BI/CEO Fabry's recommendations are reasonable and justifiable, based on costs incurred by applicants and not a burden on all taxpayers. Mayor Blackman asked that Clerk Morelli place this on the 8/27 work session agenda when the entire Board is in attendance.

On July 18th I returned to Brockport having been out of town for a few weeks. This was designed to have the opportunity to attend the demonstration of the Corning Glass Barge at the canal.

- o Trustee Annette M. Crane (excused)
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- o Trustee Shawn Halquist
 - Trustee Halquist provided the following report:

Dinner meeting of MCA of Villages Thursday the 16th in Pittsford at Label 7 in Schoen Place. Typical meeting things - roll, minutes, etc. Village reports I found very interesting. Told them of Brockport's second stab at solar and the search for CEO. Others discussed projects such as paving, street lights, sidewalks and tree removal, several are re-writing their codes and zoning laws-incentive in both Spencerport and Pittsford. One timely aspect: Fairport and Pittsford both talked about committees and the search for members and how they've combined zoning and planning boards to help in that regard. The meetings happen in a two-part format to accomplish work. Rotation of members also discussed. Good people, conversation and food! Thanks, Mayor, for asking me in your stead.

- o Trustee Katherine J. Kristansen (excused)
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EXECUTIVE SESSION:

→ At 7:44pm, Mayor Blackman moved, Trustee Halquist seconded, carried 3/0 that the Board of Trustees of the Village of Brockport enter executive session to discuss a potential litigation matter.

BI/CEO Fabry and Village Attorney Mastrella were invited to sit in.

→ At 8:24pm, Trustee LaPierre moved, Trustee Halquist seconded, carried 3/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 8:24pm, Trustee Halquist moved, Trustee LaPierre seconded, carried 3/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk