

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, March 19, 2018 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Clerk Leslie Ann Morelli, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue, Building Inspector/Code Enforcement Officer David J. Miller, Jr., Attorney Daniel J. Mastrella

EXCUSED: Trustee Katherine J. Kristansen, Trustee John D. LaPierre, Treasurer Daniel P. Hendricks

ALSO PRESENT: Police Lt. Mark T. Cuzzupoli, Kathy Hodgins & Shannon Murphy of GCASA, Jason Millman & James Riley of Stoneyard, Bill Noel, Allison Parey-Guzak, Joan Hamlin, 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

Mayor Blackman said tonight we also remember Congresswoman Louise Slaughter, our representative in Congress who died Friday. Described by colleagues as "a Force of Nature," Louise was a fierce advocate for western NY, and, importantly, a role model for many women seeking, and holding, elected office.

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

BROCKPORT HISTORICAL MOMENT: Trustee/Deputy Mayor Andrews shared the following:

This evening, I will share with you an account of life in the Brockport Collegiate Institute in 1859. This was five years after the school had suffered a disastrous fire and eight years before it morphed into the State Normal School. The account comes from two letters from James Balfour, who had just become an instructor in foreign languages at that time. He was writing to a former colleague with whom he had taught at a school in Marietta, Ohio. He wrote, in part:

As much as I have seen of the establishment I like it very well indeed. Everything is arranged according to time, and the greatest order and quietness is maintained...I have got a nice little room 10 feet high with a closet attached to it. The window is towards the west and about 20 rods from the house is the railroad. Sitting at my writing table I can see the cars passing by 10 times a day five trains east and five west. Especially nights it looks pretty to see them flitting by as if they were wandering stars...Yesterday afternoon I began my first lessons in French and German. The class in the former language in the Institute will only consist of 5 or 6 at first, in the German of 4 to 5...

The order of the house is: At half past six the bell is rung for all to get up, at 7 o'clock the breakfast is ready when all the teachers and the boarders sit together at one table and partake of a well prepared substantial meal. At a quarter before nine the bell is rung for chapel services, ladies and gentlemen meet together. The rolls are called a few verses in the Bible are read and a short prayer said and then school is called, the recitations last from one half hour to three quarters. At a quarter past 12 dinner is ready when we meet in the same way as in the morning. The afternoon recitations are from 1 ½ to 4 ½ o'clock supper at 5. From 7 to 9 are study hours for the students, at 9 o'clock they are called into the Principal's apartments, where after a short prayer and the singing of a hymn social intercourse is held. We have some music, conversation or a little reading, just as it suits everyone.... Yesterday afternoon we had some fine speaking and composition. The former was done by the boys, the latter read by the girls.

They have given me a good deal to do, for besides the German and French, I have several Greek and Latin classes, and also a large composition and declamation class.

Such was academic life in Brockport 160 years ago. Things have changed a bit.

OATH OF OFFICE: (ceremonial) none

CERTIFICATES & PROCLAMATIONS:

- Arbor Day proclamation – Tree Board Chair Melissa Brown was unable to attend, so it was accepted and will be available at tomorrow evening's Tree Board meeting.

**VILLAGE OF BROCKPORT
PROCLAMATION**

WHEREAS, natural areas, trees, and landscapes provide not only community beautification but also economic and environmental benefits; and

WHEREAS, trees provide many benefits to the community, including air purification, windbreaks, noise reduction, shade and energy savings; and

WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and

WHEREAS, our efforts to improve the environment benefit present and future generations; and

WHEREAS, Arbor Day in the Village of Brockport is held each April;

BE IT THEREFORE RESOLVED, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation on March 19, 2018, and do hereby proclaim Friday, April 27, 2018 as Arbor Day in the Village of Brockport and encourage all our citizens to participate in appropriate activities and to take advantage of the benefits of the parks and other natural areas in our community.

IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 19th day of March, in the year 2018.

- CROP Walk proclamation – Bill Noel accepted on behalf of CROP Walk -

**VILLAGE OF BROCKPORT
PROCLAMATION**

WHEREAS, on Sunday afternoon, May 6th many area residents will "Walk with the World" in the 36th Annual CROP WALK in Brockport; and

WHEREAS, this is done to help provide seeds, tools, water resources, vocational and literacy training and other self-help skills needed overseas through Church World Service; and

WHEREAS; women, men and children throughout the world must walk long distances every day to get water, food and shelter in order to survive; and

WHEREAS; twenty-five percent of CROP WALK funds raised will assist hungry people right in our own area through the Brockport Food Shelf; and

WHEREAS; there have been 35 walks between 1983 and 2017, which have raised the total of over \$281,000 of which more than \$70,000 (25%) has stayed in Brockport; and

WHEREAS; there continues to be a growing number of people who need assistance at our local food pantry and a need for education regarding poverty and hunger in the world;

BE IT THEREFORE RESOLVED, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation and do hereby proclaim Sunday, May 6, 2018 as CROP WALK day in the Village of Brockport and encourage all our citizens to "Walk With the World" by walking, sponsoring a walker or making a gift to "CROP".

IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 19th day of March, in the year 2018.

PUBLIC HEARINGS: none

PUBLIC COMMENT: none

GUESTS:

- Jay Nichols – Stoneyard – request closure of Clinton Street for 5/11/18 craft beer festival – part of Low Bridge High Water events – James Riley and Jason Millman attended in place of Jay Nichols. They shared how the last 3 years they have organized a craft beer fest as part of the Low Bridge High Water events. It is held the Friday evening before SUNY College at Brockport's Saturday graduation. It was previously held in the Water Street municipal lot along the canal and behind the Stoneyard's former location at 1 Main Street. The Stoneyard is now at 48 Merchant Street and they propose to hold the event on Clinton Street from Queen Street to Utica Street. It would be fenced off for entry and security as in prior years, but the stage would be at the opposite end of the entrance. They asked for street closure approval to close Clinton Street from Queen Street to Utica Street from 11am Friday, May 11th to 11am Saturday, May 12th. Those 24 hours will encompass set up, event, tear

down.

Chief Varrenti and BI/CEO Miller reminded that they previously recommended NOT authorizing the closure of Clinton Street and instead utilizing Merchant Street and available parking. Mayor Blackman said as Chair of the LBHW Committee, she did relay that recommendation, but the Committee saw merits in holding the craft beer festival on Clinton Street. Chief Varrenti and BI/CEO Miller advised against such from a safety perspective – police, fire, ambulance access. Closing off a portion of a street with a Police station on it and access to this quadrant of the Village is not wise. Add to it that it is the night before college graduation with many parents and family members of students in the community not particularly familiar with the area could be asking for trouble.

J. Riley said the proposed layout is modeled after a similar festival on Gregory Street in Rochester. They thought a long and narrow layout with the ticket entrance at one end and the stage at the other would work well, alleviate crowding and allow fluidity.

Spt. Donahue commented that the proposed location has no municipal power to hook into.

Chief Varrenti asked about security. J. Riley said they plan to contract the same security company used in the past and to utilize wristbands.

Mayor Blackman suggested the Stoneyard give the proposed location serious thought and come up with an alternate plan to present at next Monday's Village Board work session – 7pm 3/26/18. Trustee Andrews suggested the Stoneyard reach out to Duane Beckett, the owner of the roped off parking area on Merchant Street, as to the possible use of the space.

- Kathy Hodgins – Genesee / Orleans Alcohol & Substance Abuse – possible satellite office in Village – Kathy Hodgins and Shannon Murphy of GCASA distributed a brochure and pen to each Board member and Department Head. They are a longtime not for profit licensed outpatient treatment facility for substance use disorders and are interested in opening a satellite in Brockport. They spoke of reducing the stigma of substance abuse and making it easier for those affected to seek treatment close to home. Access to and transportation to treatment is often an issue. They get a lot of referrals from courts due to DWI's and DUI's and the like. Such a satellite would be strictly outpatient, not residential. The latest it would be open is 9pm. Sometimes satellites are in churches. They have begun a dialogue with Oak Orchard Health Center on West Avenue for space.

Clerk Morelli said OOHC is in the Town of Clarkson, not the Village of Brockport. BI/CEO Miller concurred and said if they were to find a location within the Village limits, it would make a difference as to the zoning district (i.e. business district rather than residential). He gave them his card to contact if they should find a potential location within the Village limits.

CONSENSUS ITEMS:

• **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee Crane seconded, 3/0 that the minutes of the 3/5/18 meeting be approved as amended.

• **APPROVAL OF BILLS TO BE PAID**

→ Trustee Crane moved, Trustee Andrews 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>	3/16/18	\$184,466.84
FUND (F): <u>Water</u>	3/16/18	\$2,533.75
FUND (G): <u>Sewer</u>	3/16/18	\$489.56
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$187,490.15 total

CLERK REPORT: Clerk – Leslie Ann Morelli

o Clerk Morelli congratulated Chief Varrenti on his retirement and Lt. Cuzzupoli on his promotion.

o Any sidewalk café permit applications submitted thus far for 2018 season (4/1-10/31) – Clerk Morelli said she sends the restaurants on Main Street, in the historic district, an annual letter each March with application for a sidewalk café permit. She has not received any applications thus far. BI/CEO Miller asked if the potential applicants were made aware of needing to

place tables and chairs on the concrete against the storefront and not on the brick. Clerk Morelli said yes. Trustee Kristansen asked if they were made aware of the need to draw the layout on the application and that their own trash receptacle is needed. Clerk Morelli said yes and that approval letters also indicate the need for their own trash receptacle during café hours.

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)

- Treasurer – Daniel P. Hendricks (excused)
 - Financial reports for period ending 2/28/18 –
 - 6/1/18-5/31/19 proposed budget – call for 7pm 4/2/18 public hearing –

Some Village Board members had some questions about the proposed budget that can be addressed at the 3/26/18 work session.

→ Trustee Crane moved, Trustee Andrews seconded, carried 3/0 to authorize the following notice:

**VILLAGE OF BROCKPORT
NOTICE OF TENTATIVE BUDGET FILING
& PUBLIC HEARING**

Please take notice that on behalf of the Mayor, the Treasurer of the Village of Brockport filed with the Village Clerk the Tentative Budget of said Village for the fiscal year beginning June 1, 2018. It is available from the Village website at www.brockportny.org or for review at Village Hall during normal business hours.

The tentative budget includes:

Projected General Fund revenues & expenditures: \$5,704,828

Compensation proposed to be paid elected officials as follows:

Mayor \$10,400/year & Trustees (4) at \$4,017/year (+ \$287 change from last year)

This is 2nd of 4-year adjustment to restore compensation to 2008-2009 level.

Village Justice (2) at \$15,760/year (+2.5% change from last year)

Proposed tax rate: \$12.20/1,000 of assessed valuation (+1.81% change from last year) (under tax cap)

Projected Water Fund revenues & expenditures: \$1,306,614

Proposed water rates (no change from last year)

Projected Sewer Fund revenues & expenditures: \$142,557

Proposed sewer rates (no change from last year)

The Village Treasurer will present the proposed budget and the Village Board will hear comments at a **public hearing at 7:00pm on Monday, April 2, 2018 at Village Court 49 State Street Brockport, NY 14420**. All interested parties will be given the opportunity to be heard.

Leslie Ann Morelli
Brockport Village Clerk

Dated: 3/19/18

For publication in Suburban News and posting on Village website and at Village Hall.

- Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.

- BI/CEO Miller shared the following:

- Street by Street inspections – BI/CEO Miller said the annual street by street inspection program has now covered all four quadrants of the Village so this year will be back to the southwest quadrant. This will likely take place the last week of April. He will determine the dates, report on such at the 4/16/18 meeting and it will be included on the Village website and in the next Village newsletter.

- Electronics collection – BI/CEO Miller said he is working with Sunnking to arrange for a one-day electronics collection event to coincide with the end of college year move out period. They are collaborating on possible dates and a centralized location in the Village, not on the campus. While this will be particularly useful for college students, it will be open to all Village residents. He will report on such at the 4/16/18 meeting and it will be included on the Village website and in the next Village newsletter, etc.

- Police – Police Chief Daniel P. Varrenti

- Chief Varrenti shared the following:

- Retirement – Chief Varrenti said this is his last Village Board meeting as he is retiring at the end of the month. He said he gives a sincere and heartfelt thank you for

allowing him the privilege and opportunity to serve this community the last 16 years. Keeping 16,000 people safe is a big responsibility and he knows there were some mistakes and sometimes his personality may have made things more challenging. He is confident that he leaves the Brockport Police Department in good hands with Lt. Cuzzupoli being promoted to Chief, with accreditation and general orders in place and with a good team.

Trustee Andrews said Chief Varrenti leaves as his legacy a very highly professional Brockport Police Department which was not the case when he took on the challenge to turn it around.

Mayor Blackman said Chief Varrenti's dedication and love for the community is unquestioned. He is leaving the Brockport Police Department in excellent hands and a team to be proud of.

Trustee Crane thanked Chief Varrenti for his leadership, caring and service to the community.

▪ Lt. Cuzzupoli shared the following:

- On 3-6-18 the Brockport Police Department received awards in several areas from the Monroe County STOP DWI Program.
 - Officer Christopher Clawson received the STOP-DWI Coordinator's Choice Award for his continuous efforts to remove impaired people from our roads before someone is hurt. This prestigious award is earned by one Police Officer in Monroe County.
 - The Brockport Police Department received an Agency Appreciation Award for annual efforts relative to the size and performance of the agency.
 - Chief of Police Daniel Varrenti received the Community Service Award from the Monroe County Traffic Safety Board for demonstrating effort above and beyond the normal course of their job-related responsibilities in preventing traffic-related injuries and fatalities. Lt. Cuzzupoli read the nomination from Cathy Flanagan, President of the Monroe County Traffic Safety Board into the record:

Chief Dan Varrenti has served as the LEC liaison to the Monroe County Traffic Safety Board for the past 14 years. In that capacity, and as a volunteer, he has provided a direct communication link between the efforts of the Board and Law Enforcement in Monroe County. His efforts on the Board were above and beyond expectations, often taking the lead in initiatives and seeing the efforts through. His thoughtful feedback and "get it done" attitude has made the Monroe County Traffic Safety Board one of the most active and effective Boards of its kind in NYS. It is for these efforts that I would like to recognize Dan for this award.

In addition to these efforts, as Chief of Police in Brockport, Dan has created a culture of accountability among his officers. "Chief Varrenti encourages us to think outside the box when it comes to enforcement". He supported and participated in a creative initiative using spotters to "educate" drivers regarding cell phone use, seat belt laws and other distracted/aggressive driving violations.

Chief Varrenti leads by example, creating a culture of aggressive enforcement of traffic laws. Utilizing his command staff, he created a top down emphasis on traffic safety by encouraging strong participation in aggressive driving waves above and beyond what was support through enforcement grant money!

- I participated in a Community Safety Forum hosted by the Brockport Central School District on 3-7-18. I was requested to serve as a panelist for any questions that participants had. There were approximately 150 people in attendance. Questions were raised relative to jurisdiction, use of BPD K-9 Brock and how they could help their children in case of an emergency in school. I received positive feedback from people that attended and the Brockport Central School District. Lt. Cuzzupoli read the BCSD letter into the record:

Dear Lt. Cuzzupoli,

On behalf of the Brockport Central School District, I would like to take this opportunity to thank you for participating as a panelist for our Community Safety Forum that was held on March 7, 2018. We had nearly 150 staff, parents and community members in attendance to learn about our current safety practices and ask questions.

School safety is and has always been a top priority for the district. Reviewing the safety and security measures we have in place and our plans for future improvements demonstrates our dedication to our core belief of providing a healthy, safe and secure environment.

We are grateful for the partnership that we have with all our local law enforcement agencies and look forward to continuing to work together.

Sincerely,
Lesli C. Myers, Ed.D.
Superintendent of Schools

- Scott R. Korn was approved by the Monroe County Civil Service Commission on 3-8-18. He gave his official 2-week notice to the City of Binghamton Police Department and will begin officially working for the Brockport Police Department on 3-24-18.
- The BPD Command Staff is working with the command staff of the College at Brockport University Police, Monroe County Sheriffs' Department Captain Doug Comanzo, Frederick J. Rion, Emergency Manager for the State University of New York College at Brockport and New York State Department of Homeland Security and Emergency Services Region V Coordinator William Correa, to conduct a full-scale active shooter exercise on July 11th, 2018 from 9am - 5pm. Several planning meetings are complete and a table top exercise is scheduled for April 4th from 8:30 am – 12:30 pm.

Mayor Blackman said she just received information on an April 4th tabletop exercise. She said she would forward it to the Board and Department Heads.

Chief Varrenti said these exercises are built for success as everyone learns from the mistakes made. He has long wanted to do this and commends Lt. Cuzzupoli for coordinating this.

BI/CEO Miller said he has attended presentations with Fred Rion and it is important for elected and appointed officials to be involved as there is a chain of command with emergencies.

- Lt. Cuzzupoli said he cannot adequately express what Chief Varrenti has done in his time with Brockport Police Department. He has learned a lot from him, including "if you are not part of the solution, you are part of the problem", "lead, follow or get out of the way", etc. He shared that there will be a retirement reception held 3/29/18 from 2-4pm at Brockport Village Court.
 - Public Works – Superintendent Harry G. Donahue
 - Spt. Donahue congratulated Chief Varrenti on his retirement and Lt.

Cuzzupoli on his promotion.

- Water Main Flushing –

NOTICE TO BROCKPORT RESIDENTS
PLEASE TAKE NOTICE that WATER MAIN FLUSHING in the
Village of Brockport will take place April 16-19, 2018.

As part of our routine maintenance of the water distribution system in the Village, Department of Public Works crews will be flushing water mains on **April 16-19, 2018**. We do this periodically to clean the mains and flush out sediment accumulations that may settle out in the mains. The flushing will ensure that you have a safe and healthy supply of drinking water.

Flushing operations will be conducted between 9:00 A.M. and 1:00 P.M. in the following locations on the date indicated:

Monday, April 16, 2018:

NORTH of the canal.
All hydrants, WEST
of North Main Street (NYS Route 19)

Tuesday, April 17, 2018:

NORTH of the canal.
All hydrants EAST of North Main Street.

Wednesday, April 18, 2018:

SOUTH of the canal
All hydrants EAST of Main Street

Thursday, April 19, 2018:

SOUTH of canal
All hydrants WEST of Main Street.

During flushing you may see some cloudiness or color in the water. Please do not use any unnecessary water during this period. The flushing may cause the water to become "cloudy" or "discolored". While the water will be safe to drink, we suggest that you do not wash clothes if you notice the water is discolored.

ANYONE ON A KIDNEY DIALYSIS MACHINE, PLEASE CALL THE SUPERINTENDENTS OFFICE AT THE NUMBER BELOW!

If you have any questions, please call the Department of Public Works at (585) 637-1060 between

7:00 AM and 3:30 PM.

- Spring Brush Pickup –

Village of Brockport
Spring Brush Pickup Notice

The Department of Public Works will be conducting **BRUSH ONLY** pickups. *Beginning Monday April 23, 2018, the DPW will be picking up **BRUSH ONLY**. This is being provided as a service to Village residents to alleviate the continual placement of brush at curbside. *There will be only 1 pass down each street and a maximum of 1 truck load of brush per residence. **DO NOT PLACE BRUSH AT CURBSIDE UNTIL THE SATURDAY OR SUNDAY BEFORE THE ABOVE NOTED DATE.****

As in past years, we will continue our policy of leaving a small dump truck overnight for those who wish to load their own. Anyone wishing to use this service must call the DPW office to schedule to have a truck dropped off.

For items *other than brush* you should contact your refuse hauler.

Wood chips are available to Village residents for pickup at the 275 East Ave location.

Any questions may be directed to the DPW Office at 637-1060 between the hours of 7:00 a.m. and 3:30 pm, Monday - Friday or the Village Office at 637-5300 between the hours of 8:30am and 4:30pm, Monday- Friday.

- Spt. Donahue shared that he and other DPW and Highway Superintendents attended the annual Advocacy Day in Albany March 6th-7th, but due to severe weather there, the opportunity to meet with their New York State Senate and Assembly representatives was cancelled. The Senate budget proposal includes another \$65 million in CHIPS funding.

- Clerk Morelli commended Spt. Donahue and the DPW members who worked to get the new Village Hall at 127 Main Street up and running. She mentioned the Mayor's desire to have an open house event at the new Village Hall April 11th and said it would be ideal if the flagpole with American flag and Village flag, locked drop box, and drive-up window are installed by then.

- Village Attorney – Daniel J. Mastrella, Esq.

- Village Attorney Mastrella shared the following:
 - Attorney Mastrella congratulated Chief Varrenti on his retirement and Lt. Cuzzupoli on his promotion. He said he has known Dan Varrenti since 1980 when he (Dan Mastrella) started as an A.D.A..
 - Ambulance Service – Attorney Mastrella said the Mayor asked him to review a proposed agreement from Monroe Ambulance. He has done so. An agreement with an agency makes them the primary responder. The proposed agreement is annual, self-renewing each calendar year unless either party cancels in writing by August 20th. The Village Board will be exploring ambulance service options. Therefore, he suggested they not enter the proposed agreement with Monroe Ambulance at this time.

Trustee Andrews said users can engage the services of Monroe Ambulance regardless of having an agreement. Attorney Mastrella said that is correct. However, the Village cannot make Monroe Ambulance live up to every aspect of the agreement. Trustee Crane said the Village Board is not entitled to the performance statistics, but it does not mean a lower quality of service. Attorney Mastrella said that is correct. Mayor Blackman said when a medical emergency call goes to 911 it is dispatched to Monroe Ambulance. Attorney Mastrella said that is correct.

Mayor Blackman said the Village Board wants to take its time on this. She said she was recently contacted by Central Orleans Volunteer Ambulance (COVA) which may be taking over what was Brockport Volunteer Ambulance Corps (BVAC). This will be discussed at the 3/26/18 Village Board work session.

Attorney Mastrella asked Mayor Blackman if she wished him to communicate such to Monroe Ambulance. She said yes.

- Kenyon Street abandonment – Attorney Mastrella shared that a few years ago, the Village Board and Clerk did the necessary process and resolutions regarding abandoning Kenyon Street. Clerk Morelli said it was discovered that the Village Attorney at that time of a transition in attorneys, hadn't followed through with transferring the title to SUNY. Attorney Mastrella

said he recently received the necessary documents from SUNY College at Brockport's John Osowski that are needed for him to move forward with this. He has since talked to Spt. Donahue and determined no easements are necessary. Attorney Mastrella said he will get this accomplished. The Village will then be able to bill SUNY the \$1,500 annually that was part of the MOA.

- **PERSONNEL ITEMS:**

- Historic Preservation Board – accept resignation of Jason Dauenhauer –

→ Mayor Blackman moved, Trustee Andrews seconded, carried 3/0 to accept with regret the resignation of Jason Dauenhauer from the Historic Preservation Board with thanks for his service since July 2015.

- Historic Preservation Board – appoint Michael Chuchla to complete term to 6/30/18 –

→ Mayor Blackman moved, Trustee Andrews seconded, carried 3/0 to appoint Michael Chuchla to complete a term to June 30, 2018.

- E.L.K. Museum Volunteers – 1 drop – Clerk Morelli shared that per Head Volunteer Sue Savard, a volunteer needs to be dropped from the roster as she is moving out of state.

→ Mayor Blackman moved, Trustee Andrews seconded, carried 3/0 to approve the following change to the E.L.K. Museum volunteer roster: drop Ann Frey.

- **OLD or NEW BUSINESS:**

- Cool Kids summer programming in Sagawa Park – Mayor Blackman referred to Deputy Clerk-Treasurer Erica Linden's write up which was included in the packet:

COOL KIDS!

Background: For the last two years, Wegmans has fully supported the Cool Kids! program in Sagawa Park during the summer months. It is usually 8-10 weeks long, held on Friday nights in the Park or at the Brockport Methodist Church in the event of inclement weather. It draws multiple generations from Brockport, Clarkson, Sweden, Hamlin, Bergen, and Holley to the program and to our local historic shopping district. Cool Kids! coordinates different performances each week as well as educational and/or community supported efforts such as Monroe Count Eco Park information, sneaker recycling efforts, and upcycled items to fulfill animal shelter needs.

The village already supports this program by allowing it to schedule use of the village park, we provide the stage and electrical hookups.

Wegmans started a conversation with us and would like the village to be the program host, so that they can seek out other corporate donations to help support the program. Cool Kids! is a vendor providing a service; donors would rather give contributions to a municipality who would then contract with and pay the vendor all at once.

Treasurer Hendricks says this is very doable. It would require its own budget line that would act like a reserve account, so that if more donations were collected in one year than needed, they would roll over for this specific program for the next year.

Our agreement with the vendor would be contingent upon available funds through donations and Wegmans would agree to seek out donations; fundraising would not be a village responsibility.

Board Authorization: Seeking Board approval to formalize our existing support of Cool Kids! in Sagawa Park and newly contract with them as a vendor for summer children's programs. We would then accept donations to fund this programming. Approval would create a new budget line that would hold donations and be a reserve account so that excess funds would roll over to the next fiscal year for this specific use.

Erica L. Linden
Deputy Clerk-Treasurer

→ Trustee Andrews moved, Trustee Crane seconded, carried 3/0 to adopt the following resolution:

RESOLVED, that the Brockport Village Board of Trustees does hereby formalize its existing support of Cool Kids! (use of Sagawa Park and stage and electrical hookups) and to contract with them as a vendor for summer children's programs. Further authorizing the acceptance of donations to fund this

programming. Further authorizing the creation of a new budget line that would hold donations and be a reserve account so that excess funds would roll over to the next fiscal year for this specific use.

Note for the record:

Village Board contact: Mayor Margaret Blackman

Village Office contacts: Treasurer Daniel Hendricks and Deputy Clerk-Treasurer Erica Linden

- o Grants – Amend 2/26/18 resolution re CLG grant amount –

→ Mayor Blackman moved, Trustee Crane seconded, carried 3/0 to adopt the following resolution thereby amending the resolution adopted February 26, 2018:

RESOLVED, that the Brockport Village Board of Trustees does hereby authorize the Brockport Historic Preservation Board via the Village's grant writers, J. O'Connell & Associates, to file an application for funds from the New York State Certified Local Government in an as yet unknown amount (to be determined via consultation with NY SHPO and Bero Architects), but **not to exceed \$20,000**. Matching component would be in-kind services. The funds would be used to hire a consultant to prepare a nomination to the state and national historic registers for an historic district on the west side of the village.

Note for the record:

J. O'Connell & Associates contact is Mary Beth Willis

Village Board contact is Mayor Margaret Blackman

Village Historic Preservation Board contact is Trustee William Andrews or HPB Chair Kevin McCarthy

Village Office contact is Deputy Clerk-Treasurer Erica Linden

- o Grants – Amend 2/5/18 resolution re RACF grant amount –

→ Mayor Blackman moved, Trustee Crane seconded, carried 3/0 to adopt the following resolution thereby amending the resolution adopted February 5, 2018:

RESOLVED, to authorize application for a 2018 RACF grant application in the amount of **\$2,000** to support the return of "Shake on the Lake", a Finger Lakes Shakespeare troupe, to perform a summer Evening on the lawn of the Morgan Manning House. There is no matching component.

Note for the record:

J. O'Connell & Associates contact is Sean Kirby

Village Board contact is Mayor Margaret Blackman

Village Office contact is Deputy Clerk-Treasurer Erica Linden

- o Grants – NYS DEC awarded Village \$5,000 rebate for the clean vehicle purchased for BI/CEO – Mayor Blackman referred to the letter in the packet from NYS DEC that the Village has been awarded a rebate of \$5,000 for the clean vehicle purchase/lease application "DEC01-ZEVCV-2017-00004" through Round 2 of the Municipal Zero-emission Vehicle (ZEV) and ZEV Infrastructure Rebate Program. The letter commended the initiative in helping meet commitments which aim to put 3.3 million ZEVs on the roads of participating states by 2025 and contributing to achieving the state's goal of reducing greenhouse gas emissions 40 percent by 2030 – all efforts to combat climate change.

- o 2018 Farmers Market – re-appoint managers and confirm rules and regulations and vendor contract -

→ Trustee Crane moved, Trustee Andrews seconded, carried 3/0 to reappoint Ruthann Tryka and Charlene Veltz as Farmers Market Managers and to confirm the rules and regulations and vendor application as follows:

Dear Ruthann & Charlene:

At the meeting of the Village of Brockport Board of Trustees held March 19th, you were re-appointed as Co-Farmers Market Managers for the 2018 season. The season runs Sundays 8am to 1pm from the 3rd Sunday in June to the last Sunday in October.

As you know, there will be no sponsor as in some years. Therefore, you are urged to work to fill all vendor slots, charging the fees outlined in the Farmers Market Rules and Regulations. It is our expectation the Market be self-sustaining and not need Village funding through taxpayer dollars or sponsorship from an outside source.

Clerk Leslie Morelli has amended the vendor application and rules and regulations (to indicate 2018 and Village Hall's new address) and they will be posted to the Village website. After April 17th she will prepare the

packets for you to address to potential vendors. After June 1st, the start of the new fiscal year, please submit all vendor payments and copy her on any Farmers Market materials (vendor applications, insurance certificates, etc.). All vendor payments must be turned in to her by the day after the end of the season. Please remember that Village policy requires submitting requests for purchase orders prior to the ordering or purchasing of any goods or services or advertising.

Shortly before the season begins, you'll want to contact DPW Spt. Harry Donahue at 637-1060 or donahue@brockportny.org regarding DPW dropping off barricades on Friday afternoons and picking them up on Monday mornings and on hanging of banners and placement of signage. You'll also want to contact soon-to-be Police Chief Mark Cuzzupoli at 637-1020 or cuzzupoli@brockportpolice.org regarding the setting up of barricades on Sunday mornings.

We look forward to your continued efforts.

Sincerely,
Margaret B. Blackman
Mayor
Village of Brockport

**Village of Brockport Farmers Market
Rules & Regulations
As Amended February 14, 2012
Last confirmed March 19, 2018**

Market Mission

To promote the sale of fresh fruits, vegetables, plants, and other locally harvested goods.
To provide a direct marketing outlet for local agricultural produce and products.
To stimulate activity in Brockport's downtown business district.
To foster social gathering and community involvement.

Market Governance

The Village of Brockport Farmers Market (hereinafter, "the market") is sponsored by the Village of Brockport (hereinafter, "the village"), and governed by the Village of Brockport Board of Trustees (hereinafter, "the board of trustees"), which shall:

- Promote the market
- Hire or appoint a market manager (hereinafter, "the manager")
- Establish rules and regulations, and adopt and amend them as needed
- Establish requirements for vendor participation in the market
- Maintain a general liability insurance policy for the market
- Establish and collect annual membership dues and/or market space fees
- Establish annually or as necessary the market's place and times of operation
- Develop an operational budget

The manager shall be responsible for the orderly and efficient operation of the market and for implementing the rules and regulations. The manager shall represent the sponsor during market days and in community activities. The manager shall assist the sponsor in determining the market budget, establishing market policies, soliciting vendor participation, collecting fees, establishing the operational schedule, and promoting the market. The manager serves at the pleasure of the board of trustees.

Place and Times of Operation

The market shall operate:

- On Market Street in the Village of Brockport
- From 8 a.m.-1 p.m.
- On Sundays
- Every Sunday from the third Sunday in June through the last Sunday in October

Vendors at the Market

Bona-fide growers, craftpersons, and producers of homemade products or other sellers approved by the manager are eligible to become vendors at the market. The manager may grant permission to a vendor to supplement his product line with additional New York state products, as long as such product is otherwise missing from the market. Such permission shall be valid for one season.

Specific Product List

- Fruits and vegetables shall be offered for sale only by their grower; they shall have been grown, harvested and cared for post-harvest so as to insure maximum freshness.
- Cider and fruit juices shall be offered for sale only by the growers of those fruits from which they are made.
- Eggs shall be offered for sale only by the owner of the flock from which they came.
- Honey and honey products shall be offered for sale only by the owner of the hives from which they were derived.
- Maple syrup and maple syrup products shall be offered for sale only by the owner of the sugar bush from which they were derived.
- Cheese and other dairy products shall be offered for sale only by the owner of the herd that produced the milk from which they were processed. All dairy products shall be kept cool.
- Meat and poultry shall be offered for sale only by those that have raised the animals butchered to render it; it shall be kept refrigerated; it shall have passed United States Department of Agriculture or state inspection.
- Bedding plants, nursery products, and cut flowers shall be offered for sale only by their growers.
- Baked goods offered for sale shall have been hand made from scratch by the seller, using a recipe free of commercial mixes, crusts or fillings. Baked goods must have a protective covering or be wrapped.
- Wine may be offered for sale. Any vendor conducting a tasting shall display in his market space during all times of operation a sign that states: "State law requires that consumers be at least 21 years of age, proof required."
- All items offered for sale shall be priced clearly and displayed in a manner that does not confuse or mislead the customer.

Items not specifically listed herein must be pre-approved by the manager.

Guidelines for Selling at the Market

- Each vendor shall display at his market space during all times of operation a sign clearly indicating his name and the location of his farm/place of business.
- Each vendor shall be responsible for all equipment and supplies for the setup of a booth. Displays shall be constructed in such a way that they do not block customer walkways or pose any other hazard to customers.
- Vendors that provide samples and/or products that generate waste material, such as cups, rinds, or corn cobs, shall provide containers for waste disposal.
- Vendors shall keep their market space neat and clear of obstacles, litter and debris.
- Vendors shall clean and remove all refuse from their market spaces at the close of business each Sunday.
- All refuse shall be carried out by the vendor and not put in village trash cans
- All produce displayed for sale shall be at least 12" off the ground, with the exception of heavy or large items such as pumpkins.
- Smoking, alcoholic beverages and firearms are forbidden at the market with the exception of wine tasting and selling.
- Hawking and amplified music by vendors are forbidden at the market.
- All items offered for sale shall be of good quality and condition as determined by the manager, who may at his discretion require that inferior items be removed from displays.
- Vendors are expected to remain at the market for the full period of operation on market day

Products Sold at the Market

Vendors agree to adhere to all applicable regulations while selling at the market.

- Any vendor selling taxable items shall display in his market space during all times of operation a valid New York state certification of authority
- Any vendors selling nursery and greenhouse crops shall display in his market space during all times of operation a valid New York state nursery license.
- Vendors selling processed foods, prepared foods, and other perishable items shall do so in compliance with the requirements of the New York State Department of Health.
- Vendors selling by weight shall have scales approved by the Monroe County Department of Weights and Measures.
- Vendors selling by volume shall use standard size containers, e.g., pint, quart, etc.

- Any vendor selling wine shall display in his market space during all times of operation a valid New York state winery license.
- Produce shall not be advertised as organic unless it has been certified by a recognized, independent, third party certifying agency. Vendors shall display during all times of operation their organic certification certificates.
- All prepackaged items, such as baked goods, must be labeled in accordance with New York state labeling requirements.

Vendors participating in the Farmers Market Nutrition Program (FMNP) shall be certified by New York State Department of Agriculture and Markets and provide crop reports to the manager.

All vendors participating in accepting Women, Infants, Children (WIC) program or Senior Nutrition coupons shall file a crop plan at the beginning of each season. The plan must show all products being grown or produced, quantities produced, and acreage under production of each item.

Vendors consent to inspection of their farms and/or businesses by the manager to verify claims of production. Any such inspection shall be made with the owner or his representative present, unless permission otherwise is given by the owner. The owner shall provide any help necessary to document products and conditions recorded at the inspection. The manager shall deliver to a vendor whose farm of business has been so inspected the results of such inspection and shall make the initial determination of any violations of this contract and their remedies.

Insurance

- As sponsor of the market, the village shall provide insurance coverage for the market place to cover such injuries as slips/falls and damages to property at the market.
- Vendors selling only fruits and/or vegetables shall have in force general liability insurance.
- All other vendors selling food products shall have in force general liability insurance of at least \$1 million. Documentation of such policy, which names the market, shall be provided to manager prior to the market season.
- The market is a member of the New York Farmers Market Federation and members of the market can qualify for liability insurance under their program. It is recommended that all vendors carry liability insurance.
- All vendors shall execute a general indemnification of the village, its instrumentalities, departments, officers, trustees, employees, and agents, against any losses resulting from the vendor's sales and/or activities at the market.

Fees

- An annual market space fee of \$250 shall be due at contract signing or according to terms set forth by the manager. A \$20 daily fee shall be charged to those who do not have a reserved space.
- Vendors shall notify the manager in advance if they will be absent. The manager may allocate an absent vendor's market space to another vendor.
- The board of trustees shall determine market space fees.
- Fees collected shall pay for operating expenses and/or advertising and promotional costs.
- Subletting of market space by vendors is forbidden.

Market Space Assignment

The manager shall assign all market spaces. A vendor shall be limited to one stall and shall contain his display within the designated area. Seasonal vendors may work off their trucks in a designated market space not to exceed said limits. The manager shall assign to each vendor a market space for the duration of the season. At his discretion, the manager may alter vendors' market spaces. Vendors may arrive two hours prior to the market opening as to allow for timely set up without interfering with pedestrian traffic. Any vendor arriving after the opening of market shall not be permitted to enter or setup for that particular market day. Rents are not refundable, either in part or in whole.

Grievance Procedure

Vendors agree to be bound by the terms, conditions, rules and regulations set forth herein. The manager may recommend to the board of trustees the termination of the contract of a vendor found to be in violation of such terms, conditions, rules and regulations. Vendors may appeal in writing to the board of trustees. The board of trustees shall respond in writing to any vendor that so appeals and make a final determination of the disposition of any such appeal.

Village of Brockport Farmers Market

2018 Season Application and Contract (available on Village website)

VILLAGE BOARD REPORTS:

- o Mayor Margaret B. Blackman
 - Mayor Blackman provided the following report:

March 6th—Meeting at Middle School auditorium with Canal Corp. This was a meeting that we requested. It was well attended with entire Sweden Town Board and Brockport Village board present. The Mayors of Holley, Spencerport, and Deputy Mayor of Albion were present, also the town supervisor of Murray. I thought it was a good meeting; people had an opportunity to speak and to have their questions answered. We videotaped the meeting and it is posted on our website. The following day, the court decided in favor of the lawsuit filed by the East Side, calling a halt to further clearing until a complete environmental review (SEQR) could be executed. The Canal Corp does not believe that the lawsuit will impact cleanup and remediation here.

Contract negotiations with the Stetson Club continue.

Solar liberty petition at PSC?

Our proposal to be part of a pilot program for AID to SUNY municipalities did not make it into the Assembly budget, but it did make it into the Senate budget

Plans for the May 10-12 LBHW festival are coming along nicely. We learned that we received an ECNHC \$500 festival grant again this year to help fund the festival. The 4th grade poster contest kicked off today. Our Thursday night lecture at the Morgan Manning this year will feature Tom Grasso, president emeritus of the Canal Society of NY speaking on the construction of the barge canal in Brockport; this was the enlargement that created all the embankments that grew all the trees that are a point of contention and this year is the centennial of the Barge Canal. Thursday afternoon will also feature a ribbon cutting at the long awaited Stoneyard brewery on Clinton Street. The craft beer festival with 30 breweries takes place on Clinton Street on Friday night, and the family centered events at the Welcome Center on Saturday.

- o Trustee/Deputy Mayor William G. Andrews
 - Trustee Andrews provided the following report:

Since the last regular meeting of this Board, I helped prepare an application to the State Historic Preservation Office for an \$18,885 grant from the Certified Local Government program to hire a consultant to prepare a nomination to the State and National Registers of Historic Places for an historic residential district on the west side of the village. Also, I have been in touch with people from the Lois McClure schooner and the Corning Glass Barge to help make arrangements for their visit here in August. On March 6, I attended the public meeting with representatives from the Canal Corp. about their vegetation removal project. I thought that it was a very successful meeting. I have been pleased that Mayor Blackman has taken a cooperative approach on this issue, in contrast to the litigious approach of the east side towns. I think that, in the end, we will emerge with a much better result at less cost to the Village. On March 8, I attended the program by Mary Lynne Turner at the Morgan-Manning House as a member of the Program Committee of the Western Monroe Historical Society. On March 13, I attended a meeting of the Clarkson Town Board as liaison from this Board and a meeting of the Western Monroe Historical Society Board as a member. This afternoon, I attended a meeting of the Friends of the Seymour Library.

- o Trustee Annette M. Crane
 - Trustee Crane provided the following report:

On March 6th, I attended the public meeting about the Canal Embankment held by the Canal Corp and NYPA.

On March 7th, I attended the School Safety Forum at the High School, at which Brockport Police Lieutenant Cuzzupoli was one of the panelists. It was reassuring to realize that the various agencies that protect our public school campus, School Security, Brockport Police Department, Monroe County Sheriff's Office and University Police, do work closely together. And I hope we never experience a major incident.

On March 12th I attended the Planning Board meeting. A lot line change was approved, and Nativity Church presented the initial plans for its Parish Center.

On March 13th I attended the Town Board meeting.

I have read the annual Remedial Progress Report from Arcadis on the environmental cleanup at the former 3M/Dynacolor site, now part the Bonduelle property. Standard operating procedure at this point is to give these reports to me. As with last year, the remediation steps being taken appear to be working, and the site is continuing to slowly improve.

- o Trustee Katherine J. Kristansen (excused)
- o Trustee John D. LaPierre (excused)

EXECUTIVE SESSION: none

ADJOURNMENT:

→ At 8:50pm, Trustee Andrews moved, Trustee Crane seconded, carried 3/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk