

**BROCKPORT VILLAGE BOARD MEETING MINUTES
ANNUAL ORGANIZATIONAL APPOINTMENTS & ADOPTIONS
July 19, 2021**

Location: Village Courthouse, 49 State St. Available via Zoom and recorded and posted to the village website.

Join Zoom Meeting with the login information below or dial 1-(646) 558-8656
<https://us02web.zoom.us/j/82388049726?pwd=MWh4cklOaXJyTmpSZG5lU21BUGF6QT09>

Meeting ID: 823 8804 9726 Passcode: 699724

All in person attendance is subject to mandatory masking if unvaccinated.

PRESENT: Mayor Margaret Blackman, Deputy Mayor John LaPierre, Trustee Katherine Kristansen, Trustee Annette Crane, Trustee Shawn Halquist, Manager/Clerk Erica Linden, Susan Smith, Fred Webster, Mark Kristansen, Via Zoom: Joan Hamlin, Chris Hamlin

CALL TO ORDER: The annual organizational meeting was called to order at 8:20 pm.

- Advance approval of certain claims (utilities and lease payments or preauthorized contracts by VB)
- Mayor Blackman moved, Trustee Crane seconded, to allow for the advance approval of certain claims: such as utilities and lease payments or preauthorized contracts by the Village Board. Motion carried 5-0.
- Mileage allowance – per current IRS regulations, \$0.56/ per mile (down 1.5 cents)
- Mayor Blackman moved, Deputy Mayor LaPierre seconded, to approve mileage reimbursement per current IRS regulations \$0.56/per mile when relevant and necessary for village business. Motion carried 5-0.
- Adopt Village stop signs & traffic signals (124 stop signs, 1 traffic signal)
- Mayor Blackman moved, Trustee Crane seconded, to adopt 1 village traffic signal, at the corners of Adams and Allen Streets. Motion carried 5-0.
- Mayor Blackman moved, Deputy Mayor LaPierre seconded, to adopt 124 village stop signs. Motion carried 5-0.
- Appointments & Reappointments:
 - Village Treasurer – Daniel P. Hendricks – 2-year term to 06/30/23
- Trustee Kristansen moved, Trustee Crane seconded, to reappoint Daniel P. Hendricks as Village Treasurer for a 2-year term to end 06/30/23. Motion carried 5-0.
 - Welcome Center Director – Susan Smith – annual appointment
- Mayor Blackman moved, Deputy Mayor LaPierre seconded, reappoint Susan Smith as Welcome Center Director. Motion carried 5-0.
 - Welcome Center Assistant Director – Tim Eldred – annual appointment
- Trustee Kristansen moved, Trustee Crane seconded, reappoint Tim Eldred as Welcome Center Assistant Director. Motion carried 5-0.
 - Official newspaper – Suburban News
- Mayor Blackman moved, Deputy Mayor LaPierre seconded, to appoint the Official Newspaper of the Village and its publications as the Suburban News. Motion carried 5-0.
 - Official depositories – Canandaigua National Bank, JPMorgan Chase, NYClass
- Mayor Blackman moved, Deputy Mayor LaPierre seconded to appoint the Official Depositories as Canandaigua National Bank, J.P. Morgan Chase Bank, and NYClass. Motion carried 5-0.
 - External Auditor – Insero & Co. CPA's, LLP
- Trustee Kristansen moved, Deputy Mayor LaPierre seconded to appoint the External Auditor as Insero & Co. CPA's, LLP. Motion carried 5-0.
 - Village Attorney – Daniel J. Mastrella, Esq. PC
- Trustee Kristansen moved, Trustee Crane seconded to appoint the Village Attorney as Daniel J. Mastrella, Esq. PC. Motion carried 5-0.
 - Special Counsel – James D. Bell, Esq. re dog cases
- Trustee Kristansen moved, Trustee Halquist seconded to appoint the Special Counsel regarding dog cases as James D. Bell, Esq. Motion carried 5-0.
 - Village Engineer – MRB Group (Chatfield Engineers Team)
- Trustee Kristansen moved, Trustee Crane seconded to appoint the village Engineer as MRB Group (Chatfield Engineers Team). Motion carried 5-0.
- Boards & Committees – appointments & reappointments:
 - Planning Board – 5-year term renewal to 06/30/26 – Brandon St. John
- Trustee Kristansen moved, Trustee Crane seconded to reappoint Brandon St. John to the Planning Board for a 5-year term ending 06/30/26. Motion carried 5-0.

- Zoning Board of Appeals – 5-year term renewal to 6/30/26- Robert J. Duff
- Trustee Kristansen moved, Trustee Crane seconded to reappoint Robert J. Duff to the Zoning Board for a 5-year term ending 06/30/26. Motion carried 5-0.
 - Ethics Board – 4-year term renewal to 6/30/25 – Christine Daniels
 - Ethics Board – 4-year term renewal to 6/30/25 – Erica Linden, Employee Representative
- Trustee Halquist moved, Trustee Crane seconded to reappoint Christine Daniels and Erica Linden to the Ethics Board, each for a 4-year term ending 06/30/25.
 - Trustee Halquist withdrew his motion, as Village Manager, Erica Linden will not serve on the Ethics Board. The Ethics Board Employee Representative appointment is tabled and on the village board agenda for the 07/26/21 workshop.
- Trustee Kristansen moved, Trustee Crane seconded to reappoint Christine Daniels to the Ethics Board for a 4-year term ending 06/30/25. Motion carried 4-0. Mayor Blackman abstained.
 - E.L.K. Museum Board – 3-year term renewal to 6/30/24 – Joshua Stilwell
 - E.L.K. Museum Board – 3-year term renewal to 6/30/24 – Allan R. Berry
- Trustee Kristansen moved, Trustee Crane seconded to reappoint Joshua Stilwell and Allen R. Berry to the E.L.K. Museum Board for a 3-year term ending 06/30/24. Motion carried 5-0.
 - Tree Board – 4-year term renewal to 6/30/25 – Merrill J. Melnick
 - Tree Board – 4-year term renewal to 6/30/25 – Cathy Appleby
 - Tree Board – 4-year term renewal to 6/30/25 – Nicholas Pitas
 - Tree Board – 4-year term renewal to 6/30/25 – Daniel Verace (DPW rep)
- Trustee Kristansen moved, Trustee Crane seconded to reappoint Merrill J. Melnick, Cathy Appleby, Nicholas Pitas and Daniel Verace (DPW rep) to the Tree Board for a 4-year term ending 06/30/25. Motion carried 5-0.
 - Parks Committee – 4-year term renewal to 6/30/25 – Jennifer Haytock
- Trustee Halquist moved, Trustee Crane seconded to reappoint Jennifer Haytock to the Parks Committee for a 4-year term ending 06/30/25. Motion carried 5-0.
 - Historic Preservation Board – 3-year term renewal to 06/30/24 – Lynda A. Vandenberg
 - Historic Preservation Board – 3-year term renewal to 06/30/24 – Kathy Goetz
 - Historic Preservation Board – 3-year term renewal to 06/30/24 – Adam J. Rich
 - Historic Preservation Board – 3-year term renewal to 06/30/24 – Patti Thayer
 - Historic Preservation Board – 3-year term renewal to 06/30/24 – Joshua Stilwell
- Trustee Kristansen moved, Trustee Crane seconded to reappoint Lynda A. Vandenberg, Kathy Goetz, Adam J. Rich, Patti Thayer, and Joshua Stilwell the Historic Preservation Board for a 3-year term ending 06/30/24. Motion carried 5-0.

Several Board/Committee vacancies remain – position interest forms are still being accepted

- Appointment of Upstate New York Municipal Workers' Compensation Program (UNYMWCP) Reps:
 - Trustee Kristansen moved, Trustee Crane seconded to appoint Treasurer Hendricks and Manager/Clerk Linden as representatives for the Upstate New York Municipal Workers' Compensation Program (UNYMWCP). Motion carried 5-0.
 - Adopt meeting schedule (attached)
 - Trustee Crane moved, Trustee Halquist seconded to adopt the 2021-2022 Meeting Schedule with the elimination of the 10/11/21 Planning Board Meeting, as it is a NYS Holiday. Motion carried 5-0.
 - Adopt budget preparation schedule (attached)
 - Trustee Kristansen moved, Trustee Crane seconded to adopt the 2021-2022 Budget Preparation Schedule. Motion carried 5-0.
 - Amend Village Board Liaisons to departments / areas / boards / committees
 - Appoint Deputy Mayor
 - Mayor Blackman moved, Trustee Kristansen seconded to retain Village Board Liaison assignments as unchanged. Motion carried 5-0.
 - Mayor Blackman appointed Trustee Crane to the position of Deputy Mayor.
 - Amend fee schedule (attached)
 - Trustee Kristansen moved, Trustee Crane seconded to amend the Fee Schedule Effective August 1, 2021. Motion carried 5-0.
 - Confirm or amend various policies
 - Village Board Meeting Procedures Policy – amend

Trustee Kristansen discussed that Village Board members should have the opportunity to voice important information to be put in the minutes and be shared with village residents. Mayor Blackman stated that her position is that the Village Board Meetings are more efficient without including lengthy reports and recommends instead to have Village Board Announcements.

- Trustee Kristansen moved, Trustee Crane seconded to amend the Village Board Meeting Procedures Policy to

increase transparency and accessibility meetings will also be accessible in real time online via Zoom and that Village Board Reports be replaced with Village Board Member Announcements. Motion carried 5-0.

- Social Media Policy & Facebook Standard – no amendment

→ Trustee Crane moved, Trustee Kristansen seconded to confirm the Social Media Policy & Facebook Standard. Motion carried 5-0.

- Selection Process of Members to Boards & Committees – amend

→ Trustee Kristansen moved, Trustee Crane seconded to amend the Selection Process of Members to Boards & Committees. Motion carried 5-0.

- General Fund Balance Policy – no amendment

→ Trustee Halquist moved, Trustee Kristansen seconded to confirm the General Fund Balance Policy. Motion carried 5-0.

- Financial Management/Investment Policy – amend

→ Trustee Kristansen moved, Trustee Halquist seconded to amend the Financial Management/Investment Policy to remove Five Star Bank and M&T Bank and to add Canandaigua National Bank (CNB) and New York Cooperative Liquid Assets Securities System (NYCLASS). Motion carried 5-0.

- Budget Transfer Policy – no amendment

→ Deputy Mayor LaPierre moved, Trustee Kristansen seconded to confirm the Budget Transfer Policy. Motion carried 5-0.

- Purchasing/Procurement Policy – no amendment

→ Trustee Kristansen moved, Trustee Crane seconded to confirm the Selection Process of Members to Boards & Committees. Motion carried 5-0.

- Village Identity Theft Prevention Program – no amendment

→ Trustee Kristansen moved, Trustee Halquist seconded to confirm the Village Identity Theft Prevention Program. Motion carried 5-0.

- FOIL policy – no amendment

→ Trustee Crane moved, Trustee Kristansen seconded to confirm the FOIL Policy. Motion carried 5-0.

- Welcome Center Management Policy – amend

→ Trustee Kristansen moved, Trustee Crane seconded to amend the Welcome Center Management Policy eliminating the Advisory Board. Organizational chart has been updated to have the Welcome Center Director report to the Village Manager and Village Board Liaison. Motion carried 5-0.

- E.L.K. Museum Policy – amend

→ Trustee Halquist moved, Trustee Crane seconded to amend the E.L.K. Museum Policy to remove the requirement that museum board member be village residents. Motion carried 5-0.

- Emergency Operating Plan – amend

→ Trustee Kristansen moved, Trustee Halquist seconded to amend the Emergency Operating Plan, replacing Village Clerk with Village Manager to the list of Emergency Office Coordinators and designate the Deputy Clerk as the Incident Commander's scribe. Motion carried 5-0.

- Employee Handbook – no amendment

→ Trustee Kristansen moved, Trustee Crane seconded to confirm the Employee Handbook. Motion carried 5-0.

- Public Employer Health Emergency Plan - amend

→ Trustee Kristansen moved, Trustee Halquist seconded to amend the Public Employer Health Emergency Plan with current staff names and titles. Motion carried 5-0.

ADJOURNMENT:

→ Trustee Kristansen moved, Trustee Crane seconded, to adjourn the organizational meeting at 8:54 pm. Motion carried 5-0.

Erica Linden, Village Manager