

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, December 13, 2011 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee Margaret B. Blackman, Trustee Kent R. Blair Trustee Carol L. Hannan, Trustee Scott W. Hunsinger, Manager/Treasurer Michael A. Giardino, Clerk Leslie A. Morelli

ALSO PRESENT: James Wissler, Brian Winant, Anna Rose, Bill Andrews, Joan Hamlin, Kristina Gabalski, Norm Giancursio, John Bush, Mary Jo Nayman, Valerie Ciciotti, Kevin McCarthy, Jim Hamlin

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

MOMENT OF SILENCE: to honor those that 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."

PUBLIC COMMENT:

- Brian Winant, Stetson Club President – thanked Trustee Blair for proposing the holiday lights spectacular parade and for his help as well as Rachael Blair, Joy Levandowski and the Stetson Club. He said Rachael had the toughest job organizing all the parade entries. He also thanked the sponsors, the emcees, the participants, and the spectators. It was a great turnout and has had a lot of positive feedback. They are willing to do it again and propose Sunday, December 2nd at 5pm. A Friday or Saturday evening was considered, but Sunday evening seems less intrusive for the downtown business and churches and gives participants more time to prepare. B. Winant wished all Happy Holidays.

Mayor Castañeda thanked all involved and said she looks forward to the next one. She likes that it coincides with the Village's Christmas tree lighting.

Trustee Blair concurred and said they have a list of things to be improved upon.

→ Trustee Blair moved, Trustee Hunsinger seconded, carried 5/0 to authorize a parade permit for the 2nd annual Holiday Lights Spectacular Parade to be held at 5pm Sunday, December 2, 2012.

- James Wissler, Lakeside Health System CEO – shared concern that Unity Health System desires to establish an 18,000 square foot facility in the Wegman's plaza. It would include radiology, physical therapy and primary care physicians. He said data shows the area doesn't need more primary care physicians. He said much of this would be a duplication of services. He said Unity's stated goal is to drive Lakeside out of business. He reminded the Board of the presentation he made last May showing how LHS is a valuable asset. The emergency department averages 17,500 visits. It costs about a million dollars to build a hospital bed these days. It is one of the highest quality hospitals in the region in several areas. It is a high quality, lower cost provider. He said Unity needs to file a certificate of need with New York State Department of Health. They can be stopped if the community writes letters. He urged the community to write letters to the New York State Department of Health. This happened elsewhere where the community came together to support its local hospital. He said the Unity facility would drive up medical costs and eventually decrease access to healthcare in the community. It would make it more difficult for people in the region.

GUESTS:

- Kenyata Davis, Code Enforcement Intern – unable to attend due to a family emergency
- Anna Rose, Economic Development Intern – shared that her main focus this semester was to work towards closing the gap between SUNY students and the Village commercial district. She laid the groundwork by working with departments and organizations on campus and putting together a manual for businesses about reaching out to students through advertising, easy money and such. She distributed a copy of the manual. She also updated a survey given in 2005 and administered it to many students – focusing on freshmen through juniors. The information will be passed on to the next intern so they can analyze the survey results, work with businesses to market themselves to get more students into the Village, develop a video, and generally improve economic development.

Trustee Blackman commented that both Interns did a great job this semester. It was a wonderful inaugural experience. She and Trustee Hannan met regularly with them and provided evaluations. She presented a letter of reference signed by Trustees Blackman and Hannan.

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o Bill Andrews, Historic Preservation Board Chair – upper loft feasibility study – authorize Village Attorney to draft contract with consultant to include specific provisions – shared that 4 submittals were received to the RFP (request for proposals) previously authorized. The Historic Preservation Board reviewed all and chose that of Clark Patterson Lee. The consultant has agreed to the terms. It is now time to put this into a formal contract. The funding comes from the CLG grant.

→ Trustee Blackman moved, Trustee Hannan seconded, Trustee Hunsinger abstained due to possible conflict of interest, carried 4/0/1 to authorize the Village Attorney to draft the contract with consultant Clark Patterson Lee and the Village to include the following provisions:

- Village reserves the right to decide which architect on staff will be consultant
- The architect selected will perform these tasks
 - o Inspect all buildings referred to the architect by the Village to determine its suitability for the conversion proposed
 - o Prepare sample floor plans for all buildings deemed suitable to show how the conversion might be made
 - o Provide cost estimates for all such proposed conversions
- The architect will be expected to spend no more than 7 hours on each building deemed suitable
- The Village will pay for all work performed by firm at no more than the hourly rate listed in the proposal for the architect selected
- No work performed for Village by other members of firm staff at the request of the architect will be billed to Village
- All work under the contract must be completed within 90 days of signing the contract
- Maximum of \$2,930 to spend on the architectural consultant

CONSENSUS ITEMS:

• **APPROVAL OF MINUTES:**

→ Trustee Hunsinger moved, Trustee Blackman seconded, carried 5/0 that the minutes of the 11/22 meeting be approved as amended.

→ Trustee Hunsinger moved, Trustee Blackman seconded, carried 5/0 that the minutes of the 12/6 work session be approved as written.

• **APPROVAL OF BILLS TO BE PAID**

→ Trustee Blair moved, Trustee Hunsinger 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>	12/01/11	\$30,718.88
	12/13/11	\$110,684.61
FUND (F): <u>Water</u>	12/01/11	\$23,493.21
	12/13/11	\$45,096.74
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>(Trust & Agency)</u>	-	-
		\$209,993.44 grand total

MANAGER/TREASURER & CLERK REPORTS:

- o Manager/Treasurer – Michael A. Giardino
 - o Update – VM/T Giardino read the following into the record:

Good Evening Board –

We have closed the books on FY11 and the accounts have been turned over to our auditor. The auditor is preparing our NYS Annual Update Document, or AUD, which we will then sign and file with the State Comptroller’s Office. I will post the AUD on the Village website as soon as it is filed with the Comptroller.

I can report to you that the Village ended fiscal year 2011 (June 2010-May 2011) in good condition, and, given no unseen misfortune, that we have sufficient revenues for the remainder of this year, FY12.

So, we are in good shape at the moment to address the challenges of FY 13 where we face the 2% tax cap, potential increases in health care costs and a certain cost increases in the two NYS retirement systems.

I will publish a FY 13 Budget calendar prior to January 1st. The board and department heads can expect a schedule similar to last year which still resides on the Village Website under the Finance link. With regard to building the FY13 budget, I will meet with department heads in early January and begin by asking them to compile the same data they provided last year. Before I meet with department heads I will provide to them and the Board the final revenues and expenditures report from FY11 and any other historical they request; a revenues and expenditures report from June through December 31st of this year; and a cash flow analysis report for the remainder of this year, FY12.

It was brought to my attention that the Village Website needs to be updated to reflect my duties as Village Manager as spelled out in the Village Code. I will get that done as soon as possible.

With respect to those duties, I have had a chance to meet most of the Village staff and work closely with our department heads and a few staff members to address key issues mainly dealing with day to day purchasing, operations and the current year budget. I have attended some but not all of our other board meetings and have met a majority of those board members. I have handled a handful of 311 issues that came to me by phone, website or in person. I encourage all Village residents to use our 311 system and I am looking forward to improving it.

Long term I owe the Mayor an update to our Emergency Operations Plan, I am looking to upgrade our Information Technology services, which includes a new website, and I have asked the Superintendent of Public Works to provide me an estimate on upgrades to the audio visual system in this conference room so we can better display presentations to the board and the public. My goal is to have this done by April 2012 in time for the final budget presentation.

Other than that: I sit right out front, my door is always open, I check 311 every morning, if there is anything I am not doing to your satisfaction I kindly ask that you let me know so I can correct that promptly. I know we have over a week to go but I would like to wish the Board and our Village residents a Merry Christmas and a happy New Year. I will spend Christmas in Key West with my wife and two sons but plan to return to work on Wednesday the 28th to start work on the budget process.

And before I close, in light of the hard work that I have observed these past few months by all of my co-workers who give of themselves, sometimes off the clock, I would like to kindly request that you allow me to close the Village Hall at 1PM on Friday December 23rd in recognition of a small group of individuals who have helped in keeping our Village office running smoothly through some challenging times, not the least of which is taking me on as the new guy.

→ Trustee Blackman moved, Trustee Hannan seconded, carried 5/0 to allow the Mayor and VM/T, at Department Heads discretion) the non-union employees scheduled to work Friday, December 23rd to shut down and leave at 1pm.

- Monroe County Association of Villages – Mayor Castañeda thanked VM/T Giardino for agreeing to serve as 2012 Secretary of the Association. The Mayors hold Executive Committee meetings every other month on a Thursday evening.

- Clerk
 - Official Results – Special Election re Fire District -

11/29/11 SPECIAL ELECTION RESULTS

SHALL THE RESOLUTION BE APPROVED AUTHORIZING THE BOARD OF TRUSTEES OF THE VILLAGE OF BROCKPORT, THE TOWN BOARD OF THE TOWN OF SWEDEN, AND THE TOWN BOARD OF THE TOWN OF CLARKSON, MONROE COUNTY, NEW YORK, TO ESTABLISH A JOINT FIRE DISTRICT TO BE KNOWN AS THE BROCKPORT FIRE DISTRICT, WHICH FIRE DISTRICT WILL ENCOMPASS THE VILLAGE OF BROCKPORT, THE TOWN OF SWEDEN AND PORTIONS OF THE TOWN OF CLARKSON, SUBJECT TO THE TERMS AND CONDITIONS AS SET FORTH IN THE PROPOSAL DATED JULY 28, 2011 AS AMENDED AUGUST 9, 2011?

	<u>Election Day Ballots</u>		<u>Absentee Ballots</u>		<u>Affidavit Ballots</u>	
	Yes	No	Yes	No	Yes	No
<u>Village of Brockport</u>	506	153	23	2	9	0
			1 not counted			

= 693 votes (538 yes & 155 no)

Per Monroe County Board of Elections as of 11/1: 2,553 registered voters

<u>Town of Sweden</u>	455	106	17	0	7	0
					3 not counted	

= 585 votes (479 yes & 106 no)

Town of Clarkson 441 72 13 4 3 2

= 535 votes (457 yes & 78 no)

Per Monroe County Board of Elections: 3,791 registered voters

Tri-Municipal grand total = 1,813 votes (1,474 yes & 339 no)

○ 11/30 UNYMWCP Board of Directors meeting - Clerk Morelli referred to having attended the quarterly meeting. She has been attending and representing the Village since former VM/T Coyle departed 3 ½ years ago. The other current voting members are VM/T Giardino and Trustee Hannan. At least 1 representative has to attend each meeting. She referenced the draft minutes of that meeting. Highlights include volunteer workers, update on claim closures, marketing, safety committee, claims review, renewal of TPA contract, pharmacy benefit manager, and refund of surplus premiums. We have received a check for \$22,505. This has been deposited to the General Fund and VM/T Giardino should place this in the Workers Compensation Reserve created not long ago. The 2012 slate of officers and schedule of meetings were set.

● **PERSONNEL ITEMS:**

○ Appointments:

○ Fire/Ambulance – membership drops/adds

→ Trustee Blair moved, Trustee Hunsinger seconded, carried 5/0 to accept the following membership drops: Stephen Davis, Chris Graves; adds: Jared Hicks to fire only.

○ Walk Bike Brockport Action Group -

→ Trustee Blackman moved, Trustee Hannan seconded, to accept the following membership adds to the Walk Bike Brockport Action Group: Greg and Christina Lesniak.

○ Ad-Hoc Housing Committee -

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 to appoint the following to the Ad Hoc Committee on Housing: Karen Logsdon and Michele Reed of SUNY, Pam Ketchum, Mark Kristansen, Dan Donovan.

Trustee Hannan leads this Committee. Code Enforcement Officer Zarnstorff is involved as well.

○ Ethics Board – to complete a 4-year term to 6/30/12 -

→ Mayor Castañeda moved, Trustee Blackman seconded, to appoint Rhett King to the vacancy on the Ethics Board to complete a term to 6/30/12.

Discussion:

Trustee Blackman said she does not know R. King personally, but has heard him speak at a number of public hearings. He is usually provocative, argumentative, and fast with the facts. He hasn't heeded when he has been told he is over the comment time limit. She said she is reluctant to support this applicant for the position.

Trustee Hannan said she associates R. King with a group of rental housing landlords committed to dissolving the Village. This could pose a potential conflict of interest for a member of the Ethics Board.

Mayor Castañeda reminded the Board that this is the only applicant for one of two vacancies on the 4 member Ethics Board. It is sometimes difficult to get volunteers on some Boards and Committees.

Call to Question:

Trustee Blackman	no
Trustee Blair	no
Trustee Hannan	no
Trustee Hunsinger	no
Mayor Castañeda	yes

Result: motion defeated 4/1.

OLD BUSINESS:

- State University Construction Fund – new academic building – SEQR Negative Declaration / Notice of Determination of Nonsignificance – Mayor Castañeda said the Board previously cited no SEQR concerns and concurrence with SUCF being designated as lead agency. She shared that the Village is in receipt of Notice of SEQR Negative Declaration and Determination of Nonsignificance regarding the new academic building project.

- Village Vehicle Usage Policy – Trustee Hunsinger is drafting proposed revisions – Trustee Hunsinger distributed proposed revisions for the Board’s future consideration.

Clerk Morelli indicated having heard on this evening’s news that the Town of Pittsford has added a stipulation to their town vehicle usage policy of prohibition of use of electronic devices. Distracted driving may have played a role in a citizen fatality last year. We may want to consider same – at least requiring hands free.

Trustee Blackman said she heard the National Traffic Safety Board may be issuing policy on same.

Mayor Castañeda said conversation of complying with current policy took place at recent Department Heads meeting.

- Narrowbanding – Trustee Blair is conducting a comprehensive radio survey –

NEW BUSINESS:

- Resolution closing Smith Street Bridge in winter – Mayor Castañeda said as previously recommended by NYS DOT and as discussed at recent work session, now that the State has completed the rehabilitation of the Smith Street Bridge and turned over its ownership and future maintenance to the Village, closing it in the winter months could prolong its useful life. Dates as early as November 1st, November 15th and December 1st were discussed with Department Heads. They recommended annual closure December 1st to March 31st. Mayor Castañeda said she would also like the VM/T to add a line for Smith Street Bridge maintenance to the next budget.

Clerk Morelli said she believes that line was already added last year or the year before. Now the Board needs to fund it.

→ Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 via roll call to close the Smith Street Bridge each year from December 1st to March 31st as recommended by Department of Transportation officials to prolong its useful life (less salt damage). This year’s closure will begin Tuesday, December 27th.

DPW Superintendent Donahue is to have appropriate signage and barricades placed on December 27th.

- Award bid College Street Water Main materials – Mayor Castañeda referred to the bid tabulation provided by Chatfield Engineers. Four bids were received. The low bidder was Blair Supply, Inc. Their base bid amount was \$31,439.98. Note that their bid contained a \$7.00 math error. Chatfield indicated being familiar with the qualifications of Blair Supply, Inc. and have discussed their bid with them. They feel the bid was balanced and is a true representation of the materials costs for this project. They recommend acceptance. Mayor Castañeda reminded all that this is a CDBG project.

→ Mayor Castañeda moved, Trustee Blackman seconded, carried 5/0 via roll call to accept the low bid received from Blair Supply, Inc. for the total base bid amount of \$31,439.98, award the contract to them, and authorize the Mayor to execute the contract.

- Resolution per MCDOT – traffic control device ordinances re West Avenue from Redman Road to Lake Road – The Village received correspondence from Monroe County Department of Transportation. It is updating its traffic sign records. West Avenue from Redman Road to Lake Road (Route 19) was transferred from New York State jurisdiction to Monroe County jurisdiction in November 2007. Therefore, the Monroe County Department of Transportation, pursuant to authority granted by Sections 1651 and 1652-a of the New York State Vehicle and Traffic Law, does hereby request the establishment of particular traffic controls pertaining to this section of roadway.

→ Trustee Blair moved, Trustee Hunsinger seconded, to adopt the following resolution:

RESOLUTION

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WHEREAS, the roadway designated as West Avenue, from Redman Road to Lake Road (Route 19), located within the Village of Brockport, has been transferred from the jurisdiction of New York State to the jurisdiction of Monroe County, and

WHEREAS, the Monroe County Department of Transportation, pursuant to authority granted under Vehicle and Traffic Law Sections 1651 and 1652-a, has requested the establishment of certain traffic control devices with respect to said designated roadway, and

WHEREAS, the Brockport Village Board of Trustees has determined that the establishment of said requested traffic control devices is a Type II action under the State Environmental Quality Review Act (SEQRA), pursuant to 6 NYCRR § 617.5, for which no further action is required under SEQRA,

NOW THEREFORE BE IT RESOLVED THAT,

The Board of Trustees of the Village of Brockport hereby establishes the following traffic control devices:

<u>Traffic Regulations</u>	<u>Location</u>
1. NB Stop Sign	Briar Rose Lane @ West Avenue
2. NB Stop Sign	Willowbrooke Drive @ West Avenue
3. NB Stop Sign	Idlewood Drive @ West Avenue
4. NB Stop Sign	Kimberlin Drive @ West Avenue
5. NB Stop Sign	Carolin Drive @ West Avenue
6. NB Stop Sign	Smith Street @ West Avenue
7. NB Stop Sign	Graves Street @ West Avenue

On the resolution:

VILLAGE OF BROCKPORT

Maria Connie Castaneda
Margaret B. Blackman
Kent R. Blair
Scott W. Hunsinger
Carol L. Hannan

Voting yes
Voting yes
Voting yes
Voting yes
Voting yes

Carried 5/0

Dated: December 13, 2011

VILLAGE BOARD REPORTS:

o Mayor M. Connie Castañeda

▪ Pending Village Code Revisions – Mayor Castañeda shared that Village Attorney Leni is reviewing the proposed Village Code revisions to Chapter 34 (Parking), Chapter 36 (Minimum Housing and Buildings Code), Chapter 43 (Signs and Billboards), and Chapter 46 (Trees and Vegetation). He promised to provide a report to the Board at the January 24th meeting with recommendations and next steps.

▪ Kenyon Street - Mayor Castañeda shared that following the October 25th Village Board meeting and November 1st work session, Village Attorney Leni contacted SUNY in-house counsel

Ruggeri to advise that the Village was requesting consideration for acquisition of the designated portion of Kenyon Street by SUNY. They are discussing an annual payment of \$1,500. In the meantime, Attorney Leni recommends doing an interim easement agreement so SUNY can have physical access to proceed with its utilities project. He will keep the Board updated.

▪ Ambulance Contract - Mayor Castañeda shared that Village Attorney Leni has been provided with a revised contract for review which he sent to the Board for review. The proposed month to month rental until the building (38 Market Street) gets turned over to the Fire District remains an issue.

▪ 2% Tax Cap - Mayor Castañeda commented that if the Board is planning to override the cap they need to pass local law to do so. She suggested they refer to page 7 of the NYS OSC document issued in August. It is a three step process. The public hearing for the override should not be the same as the preliminary budget. She suggested they see page 9 question 4 of that same document. Given preliminary financial information by VM/T Giardino, which appears to be good, she

said she is hopeful that the Board may not need to override the cap. It is important to be sure that the reserves are funded, particularly the fire reserves. She said it is also important to review the fire budget and compare it to the annual budget so that all of the expenditures are included. The Village needs to

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be sure the retirement liability for April and May have been accounted for. The Village needs to compare both revenues and expenditures to the budgeted numbers to look for any discrepancies. Additional revenues received may be under budgeting ambulance revenues, the money received from workers compensation refund, and settlement of cases outstanding. She asked VM/T Giardino, as soon as possible, for a printout of the detail of both revenues and expenditures for all funds, the balance sheet for all funds so the Board can review it.

- Fire District Commissioners - Mayor Castañeda shared that one of the three representatives from the Village for the 5 member Board of Fire Commissioners has withdrawn. She and Trustee Blackman will be meeting with Town officials in the next couple of weeks to interview applicants for that position.
- Village Officials Save the Date – Mayor Castañeda reminded Village Officials to get on their calendars the annual dinner banquet of the Monroe County Association of Villages. It will be Saturday, January 21, 2012 at Midvale Country Club. The guest speaker will be Peter A. Baynes, NYCOM Executive Director. Mayor Castañeda shared that she will be serving as 2012 President, so Brockport will be hosting the banquet. Each Village gets 20 dinners paid for by the association.
- Happy Holidays - Mayor Castañeda wished Happy Holidays and said let us honor and remember those who have sacrificed their lives so that others can live in peace and freedom. Remember to support your local merchants and charities.
- Trustee Margaret B. Blackman
 - Interns – Trustee Blackman shared that SUNY interns for the Spring 2012 semester include Jennifer Packard for Historic Preservation website and Tonya Raycroft for Town/Village Court study. She said the Intern regarding Court will focus on the following areas of investigation: Justice / Efficiency / Revenue / Origin of cases and categories. She said as a social scientist, she needs data. Due diligence must be done. She said it is no different than the Towns asking the Village how their fire protection monies are used.
 - Grocery Store - Trustee Blackman said she continues to make contacts and gather information to encourage a small grocery store to go into the space on North Main Street formerly occupied by Ryan's Big M. She has gathered some information from Spencerport's Mayor regarding their recent successful efforts, from Assemblyman Reilich, and from Bob Ryan. She said she learned that the Save A Lot chain is going into Holley. She plans to meet with SUNY's Small Business Center next week.
 - Tree Board and Walk Bike Brockport Action Group - Trustee Blackman said these 2 groups used to have their monies held and accounted for by the Village, but they moved it to GBDC as the Village was not carrying monies over from year to year. They are looking to return to being accounted for under the Village as GBDC wants to charge them for the service. It would need to be accounted for in Trust accounts. VM/T Giardino agreed this was certainly doable. He mentioned having success as he recently found \$250,000 from 2006 from a local developer in letter of credit monies that had not been properly accounted for over the years.
- Trustee Kent R. Blair
 - Proposed purchase of a new Fire Chief's vehicle – Trustee Blair referred to having discussed a proposed new Fire Chief's vehicle at the recent work session. Since then, he solicited Village Attorney feedback and has learned some of the information on the estimate is outdated. This is on hold.
 - Fire Department Ladder Truck - Trustee Blair shared that this Saturday at 8:30am, Fairport is bringing out its ladder truck for viewing. The ladder truck committee is looking at specifications and what best fits Brockport's needs. Village Board is welcome to attend the viewing.
 - Holiday Lights Spectacular Parade - Trustee Blair shared that the response both in sponsorship, participation and spectatorship exceeded his expectations. Good things like that need to continue. He said he and Trustee Hunsinger are considering organizing an Easter Egg Hunt in one of the Village Parks. A dedication / ribbon cutting of the recently rehabbed Barry Street Park may be worthwhile as well. Trustee Blair mentioned that Barry Street Park will be the scene of the last Friday

in
April 2012 Arbor Day planting. She concurred that highlighting the various Village Parks and their amenities is a great idea.

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- Trustee Carol L. Hannan
 - BISCO Brockport Arts Festival 2012 – Trustee Hannan shared that BISCO requests that the Village’s Farmers Market be relocated from Market Street on the Sunday of the August 2012 Arts Festival. Trustee Blackman said the Managers are not thrilled with the idea. Trustee Blair said it is just one Sunday. Trustee Blackman concurred and said regardless of location the Farmers Market will benefit from the increased foot traffic of the Festival. Trustee Hannan said BISCO is willing to include the Farmers Market in its advertising. She asked that this be placed on the next work session agenda for discussion.
 - 60 Clinton Street - Trustee Hannan shared that GBDC has contacted an environmental engineer (LaBella Associates) and would be interested in an opportunity to meet with the Village Board to see if there is any possibility of collaborating on getting the property cleaned up and back on the tax rolls. Trustee Hannan said she realizes the Village has to be cautious about its role. She asked that this request to partner in remediation efforts be placed on the next work session agenda for discussion.
 - Ad Hoc Committee on Housing - Trustee Hannan shared that she has begun taking photos of houses in the quadrant of the Village west of Main Street near the Canal. These will be useful in future Historic designation and grant efforts.
 - Stephen’s Loft - Trustee Hannan shared that the new 2nd floor restaurant on Main Street is open and doing well. They’ve received a nice review in the D&C. She and Trustee Blackman are taking the 2 Interns there for an end of the semester lunch.
 - Upper Lofts Feasibility - Trustee Hannan shared that Brockport was featured in City Newspaper and the D&C regarding its historic downtown upper lofts feasibility.
 - Happy Holidays
 - Trustee Scott W. Hunsinger
 - Emily L. Knapp Museum & Library of Local History – Trustee Hunsinger shared that he met with SUNY’s Dr. Neal Keating and discussed moving forward with developing a vision and a strategic plan for advancing the mission of the museum as adopted by the Board October 25th. The legal identity needs to be determined. Existing documents need to be researched. Once the legal identity is determined, it becomes possible to establish a governing body as there needs to be a clear mechanism in place for making decisions. Ideally it should be more than an advisory committee. It should be charged with some degree of decision-making power from the Village to be better able to carry out the work which will be substantial during transformation. Restructuring is needed as well as providing greater public access to the heritage and history of the collections. Issues affecting the mission goals which need to be opened up for discussion include whether there is a need for a new facility, whether the current facility can be retro-fitted and rehabilitated, interim storage facilities. Any discussion of change should be done through an open public dialogue with the Board, the Museum Committee, members of SUNY and the public. Summarizing next steps: 1) determine legal identity of the Museum 2) begin working towards creating a better structure of governance for advancing the Museum’s mission 3) initiate public dialogue aimed at developing the vision for the future of the Museum starting with a public meeting in February.
- Trustee Hunsinger mentioned that a couple of the SUNY students helping in the Museum have discovered a potential mold issue and hole in a wall.
- Happy Holidays

EXECUTIVE SESSION:

→ At 8:08pm, Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss a Seymour Library personnel matter. Village Clerk Morelli and Village Manager/Treasurer Giardino were invited to sit in.

→ At 8:30pm, Trustee Hunsinger moved, Trustee Blair seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

ADJOURNMENT:

→ At 8:31pm, Trustee Hunsinger moved, Trustee Hannan seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk