

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, January 6, 2014 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre, Clerk Leslie Ann Morelli

ALSO PRESENT: Pam Ketchum, Linda Ketchum, Fred Webster

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

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

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

Brockport Historical Moment: Trustee/Deputy Mayor Andrews shared the following excerpt from a 1/26/1831 article:

"It gives us pleasure to announce that the N.Y. State Baptist Convention through their Committee for determining the location of a College, which met at Middlebury on Wednesday last, have decided on locating it in this village. Two places for its location had been contemplated; Brockport, and the village of Wyoming, Genesee county. The locality was placed upon the basis that the village which should subscribe t he most liberally, should take it. This village, it seems, not only fairly won the prize, but entirely distanced its rival. The liberality and public spirit exemplified by most of our citizens on this occasion is highly commendable, and well worth the laudable cause towards which they were directed. One of our villagers (Mr. H. Brockway) subscribed 3,000 dollars; and several other donations equally liberal were made...."

PUBLIC HEARING: None

PUBLIC COMMENT: None

OATH OF OFFICE: None

CERTIFICATES & PROCLAMATIONS: None

GUESTS:

- o Family Energy – 6 month peddling application (re-scheduled from prior no-shows)

No show, again. Although weather conditions were poor, Mayor Blackman said this is the 3rd time the applicant has failed to show when scheduled. It is a waste of time and paper including it on the Village Board agenda and in the packet.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to deny the permit due to failure to follow through and appear at the Village Board meeting as required.

Applicant is encouraged not to reapply, but if they must, to please wait at least 6 months.

Clerk Morelli will communicate this in writing to the applicant.

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 that the minutes of the 12/16/13 meeting be approved as amended.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Ciciotti moved, Trustee Hannan seconded, carried 5/0 that the bills be paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	01/06/14	\$71,959.81
FUND (F): <u>Water</u>	01/06/14	\$585.95
FUND (G): <u>Sewer</u>	01/06/14	\$313.39
FUND (H): <u>Capital</u>	01/06/14	\$100.00
FUND (T): <u>Trust & Agency</u>	-	-
		\$72,959.15 grand total

CLERK REPORT: Clerk – Leslie Ann Morelli

- 2014 Events Schedule – need information by 3/7 – Clerk Morelli referred to her annual memo to officials and community organizations encouraging the submission of information by 3/7 so she can compile the events schedule.

- LGRMIF – Inactive Records Project – to draft vacancy notice for person(s) to be paid by grant – Clerk Morelli reminded the Board of the grant award to hire a Temporary Records Clerk to work February through June. Since the position is grant funded, she thinks the position gets paid off voucher through accounts payable instead of off timesheet through payroll, but she needs to check. Board concurred that their approval is not necessary and that her sharing the notice worked up will be sufficient.

- Sweden/Brockport Comprehensive Plan Update – Clerk Morelli referred to Sweden’s Pat Connors having provided her with a set of proposed updates to the Sweden/Brockport Comprehensive Plan. This was the result of the committee’s work over the last couple of years in which representatives from the Town and Village participated. They are too large to e-mail, so she copied and distributed them to the Village Board and mailed them to the Planning Board. There was no formal letter of transmittal or instructions, but she garnered that feedback is solicited from the Village Board and Planning Board and should be provided to P. Connors on 1/28 after the Village’s Board’s 1/27 work session. Clerk Morelli said P. Connors indicated to her that at some point in the not too distant future a joint public hearing will be scheduled and held and resolutions of adoption considered.

PERSONNEL ITEMS: None

OLD or NEW BUSINESS: None

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman
 - CGI Videos – Mayor Blackman played the videos created by CGI with hers and Trustee Andrews assistance.

 - Point of Dispensing (POD) Meeting – Mayor Blackman shared that she attended a meeting recently regarding Brockport Middle School being the pre-designated Point of Dispensing (POD) site. That resulted in a letter being generated and signatures being gathered from the following on a letter: Mayor Blackman, the Town of Sweden Supervisor, Town of Clarkson Supervisor, Police Chief, Fire Chief and POD Sector Planning Team Leader:

Dear Dr. Kennedy (Monroe County Department of Public Health):

“Please accept this letter as our acceptance and approval of the pre-designated Point of Dispensing (POD) site plan for Brockport Middle School.

This plan is operationally acceptable to be used during a large-scale public health emergency / state of emergency based upon federal, state and county medical countermeasure guidelines. As part of the overall collaborative Civil Preparedness Initiative (CPI) plan, this POD Plan will be incorporated into the Town of Clarkson, Town of Sweden and the Village of Brockport’s Comprehensive Emergency Management Plan (CEMP) (as applicable).

This plan will be reviewed on an annual basis by the Town of Clarkson, Town of Sweden and the Village of Brockport’s POD Sector Planning Team. The review and any updates will confirm the accuracy of this plan and all the information contained in it. Any changes to this plan will be made available to the Monroe County department of Public Health, Office of Public Health Preparedness.

We commend the efforts of all involved in this planning process and offer the support of the Town of Clarkson, Town of Sweden and the Village of Brockport in assisting with the maintenance and exercising of this plan, along with the actual operation of the POD site during a large-scale public health emergency/state of emergency, if every necessary.”

- Emergency Operations Plan - Mayor Blackman reminded the Board that after budget work sessions are done, she will invite EOP appointees Larry Vaughan (Emergency Coordinator) and Kent Blair (Public Information Officer) to a work session to discuss emergency preparedness and arrange for a future table top exercise.

- Sweden Town Board Swearing In - Mayor Blackman reported having attended January 2nd.

that the search committee met 1/2 and 1/6 and narrowed the field from 23 applicants to 5 finalists. Clerk Morelli has referred the applications of the 5 finalists to the Village's Civil Service liaison for review. The 5 finalists will be interviewed and the top 3 will be brought back for a second interview.

○ Trustee/Deputy Mayor William G. Andrews

▪ Association of Monroe County Villages – Trustee Andrews reported that he attended the bi-monthly dinner meeting of the Mayors Association 12/19 on the Mayor's behalf. Topics discussed included dealing with New York State, Governor Cuomo having been identified as "anti-Villages" with his push for consolidating local governments, and Senator Maziarz having been identified as "anti-NYCOM". The NYCOM winter legislative session in Albany is 2/9-2/10 and several of the Monroe County Village Mayors indicated their plans to attend. Mayor Blackman said she may be one of them.

▪ Sweden Town Board Swearing In – Trustee Andrews reported having attended January 2nd and having the honors of administering the oath of office to Supervisor Rob Carges, Clerk Karen Sweeting and Highway Spt. Brian Ingraham who replaced Fred Perrine who recently retired. Trustee Andrews said as liaison to intergovernmental relations with Mayor Blackman they are working to promote more collaboration and cordiality between the Village of Brockport and the Town of Sweden.

▪ Sweden/Brockport Comprehensive Plan Update - Trustee Andrews shared that he has been a member on this committee as a representative of the Town of Sweden Landmarks Advisory Committee. He commended Chair Pat Connors for the open and efficient way she conducted the meetings. He believes there will be very little in the proposed update that require correction or improvement.

○ Trustee Valerie A. Ciciotti

▪ Building Inspector / Code Enforcement Officer Search – Trustee Ciciotti shared that as part of the search committee, she reviewed all of the requirements and applications, has twice met with the committee, and provided suggested interview questions. Interviews will be conducted this month for an end of January / beginning of February hiring recommendation.

○ Trustee Carol L. Hannan

▪ Draft – formalize structure of Emily L. Knapp Museum & Library of Local History Committee - Trustee Hannan referred to her proposal included in the packet. Mayor Blackman had already made a couple of tweaks. Board discussed the importance of the voting part of the committee being an odd number, being a number adequate enough to have a quorum and conduct business, and being limited to Village residents. Non-voting members need not be Village residents. The Historian is currently the Museum Director, but that has not always been the case. Having a faculty member from the College at Brockport's Program in Museum Studies/Public History, to be selected by that program's faculty is important, but may not live in the Village. In this case, that member could be considered "ex officio".

→ Trustee Hannan moved, Mayor Blackman seconded, carried 5/0 to accept the proposal as amended:

MISSION STATEMENT: The Emily L. Knapp Museum is an educational institution dedicated to collecting, preserving, and providing access to the heritage and history of Brockport.

PURPOSE: The purpose of this motion is to formally establish, by Village of Brockport, Board of Trustees (Village Board) action, a committee to oversee the operation of the Emily L. Knapp Museum.

COMPOSITION OF THE EXECUTIVE COMMITTEE:

The committee shall be comprised of 9 voting members, including the Museum Director, Village Historian and 7 members approved by a vote of the Board, who must be legal residents of the Village of Brockport. In Addition, the Executive Committee will have one faculty member from the College at Brockport's Program in Museum Studies/Public History, to be selected by that program's faculty. Committee members will serve for a term of three years, with initial appointments of one, two and three years. Thereafter, committee members will be appointed or reappointed for terms of three years. The Board of Trustee liaison will be an ex-officio member of the museum's executive board, without voting rights.

COMPOSITION OF COMMITTEE VOLUNTEERS:

Additional committee member volunteers may be appointed by the Village Board who are not required to be village residents. They will not have voting rights of executive committee members. Emily L. Knapp Museum volunteers may serve indefinite terms, or until they notify the executive committee of

their decision to resign.

THE MUSEUM DIRECTOR:

The Emily L. Knapp Museum Director will be nominated by a member of, and approved by a majority of
MINUTES OF VILLAGE BOARD MEETING HELD January 6, 2014 continued.....page 4

the Village Board. The Director will serve for a term of three years and thereafter, until reappointment/approval or resignation, for additional three year terms. The Director will be a legal resident of the Village of Brockport and may serve as Village Historian/ Director at the discretion of the Village Board. Duties of the Director include:

- serving as registrar, curator, conservator, and public educator of the museum's collections
- calling official meetings as necessary.
- chairing all meetings.
- reporting to the board of trustees at least yearly on the state of the museum: accomplishment(s) and/or goal(s) of the committee.

The Museum Executive Committee will:

- give public notice of official meetings or a schedule of for the village clerk to post.
- work with and inform the Board liaison of requested actions.
- direct meeting records to be kept and a copy given to the village clerk.
- submit requests for expenditures.
- review volunteer applications and submit them for board approval.
- set museum hours and staffing schedules.
- write yearly or short term goals and objectives for the museum.
- review goals and objectives, as appropriate.

COMMITTEE VOLUNTEERS will:

- assist in the staffing of the museum.
- provide input to the Director and Executive Committee.
- assist in the completion of goals and objectives.
- serve for an indefinite term, until their resignation to the board is provided or requested.

Clerk Morelli reminded the Board that they will want to take a look at the current Committee roster to differentiate voting from volunteer and assign staggered terms to the voting members.

- Cost Saving Measures – Trustee Hannan said she is working on some potential cost saving measures and will have more information forthcoming at future meetings.

- Trustee John D. La Pierre

- Police Department – Trustee La Pierre reported that police overtime anticipated for January 2014 is down significantly from that expended January 2013. January 2014 anticipates 40 hours to be filled whereas January 2013 had 148 hours to fill. It will continue to be tracked.

ADJOURNMENT:

→ At 7:45pm, Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk