

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, August 18, 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, Treasurer Daniel P. Hendricks, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue, Building Inspector/Code Enforcement Officer David J. Miller, Jr., Attorney Daniel J. Mastrella, Esq.

ALSO PRESENT: Irene Manitsas, Sue Savard, John Bush, 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

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:

August being the centennial of the outbreak of World War I, it seems appropriate to take a look at how Brockporters reacted to that world-shaking event.

Wars figured very prominently in the columns of the Brockport Republic during that month. It continued its long series of lengthy feature articles commemorating the fiftieth anniversary of the American Civil War and ran a major feature article on the centennial of the Battle of Plattsburgh in the War of 1812. So, this year we commemorate the bicentennial of the War of 1812, the sesquicentennial of the Civil War, the centennial of World War I, and the 75th anniversary of the outbreak of World War II.

The Republic ran two long feature articles discussing European ethnic conflicts as background for the outbreak of the war. Those two items as well as the ones on the War of 1812 and the Civil War seem to have been syndicated features, though without attribution.

The Republic also lamented that the price of paper was rising because of the war. The only accounts of the fighting that appeared in its columns were a short item on Austria declaring war and an article reporting that "Servia fears domination" as the Main Reason for Stolid Defense Against Stronger Austria".

The Republic ran several long articles on local connections to the war in Europe. The daughter of a physician was studying in Paris and a Normal School professor and a prominent lawyer, their wives, and the daughter of a Brockport banker were traveling in Europe. A Brockport man was in Bremen and the daughter of a Brockport building contractor was in England. Much anxiety for their safety was expressed by their families and friends, according to the Republic, until they received cables reporting that all were safe, but probably would have to abort their travel and study plans. On September 10, the Republic reported that all Brockporters had returned safely home and published a long interview with the woman who had been in England on the situation there.

So, although the war was far away and the U.S. was not yet involved, it was very much on the minds of Brockporters.

OATH OF OFFICE: none

CERTIFICATES & PROCLAMATIONS:

- Sue Savard & Deborah Foss-Talley – revitalization of Emily L. Knapp Museum & Library of Local History – Mayor Blackman presented the following to Sue Savard who accepted hers and will get Deb's to her when she returns from out of town.

*VILLAGE OF BROCKPORT
PROCLAMATION*

WHEREAS, Sue Savard and Deborah Foss-Talley provided crucial leadership in the revitalization of the Emily L. Knapp Museum and Library of Local History; and

WHEREAS, they collaborated and served with the museum committee and its chair; and

WHEREAS, they spent many long hours organizing and labeling the extensive holdings of the museum; and

WHEREAS, they recruited many hard-working and able volunteers to assist them; and

WHEREAS, they helped to organize and participated in a grand re-opening celebration of the revitalized museum with over one hundred visitors; and

WHEREAS, they largely completed one phase of that task of revitalization; and

WHEREAS, they are taking this moment of success and recognition to step down from their service, and turn their creative energies elsewhere; now

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 resolved that their efforts and valuable contributions to this community's cultural resource are gratefully recognized.

IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 18th day of August, in the year 2014.

PUBLIC HEARINGS:

- Proposed Local Law of 2014 – cable television franchise agreement with Time Warner Cable –

→ At 7:08pm Trustee Hannan moved, Trustee Ciciotti seconded, carried 5/0 to close the regular meeting and open the public hearing.

Clerk Morelli read the following notice that was published in Suburban News, posted on the Village website and at Village Hall.

VILLAGE OF BROCKPORT
Notice of Public Hearing

Please take notice that the Board of Trustees of the Village of Brockport will hold a **public hearing beginning at 7:00 pm on Monday, August 18, 2014**, in the Village Hall conference room 49 State Street, Brockport, NY 14420 regarding renewal of the cable television franchise agreement by and between the Village of Brockport and Time Warner Cable.

A copy of the agreement is available for public inspection during normal business hours at the Village Clerk's office and on the Village website. At such public hearing, all persons will be given an opportunity to be heard. Written and oral statements will be taken at that time. Time limitations may be imposed for each oral statement, if necessary.

By Order of the Brockport Village Board
Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: 7/7/14

Mayor Blackman said renewal of the agreement is done every so many years and allows Time Warner Cable to provide services in the Village of Brockport and outlines various items such as use of existing poles, permission to trim trees if interfering with cable service, holding TWC responsible for any road damage during installation of cable and the like. They provide franchise fees totaling 5% of their gross revenues. In 2014, this equated to \$74,748.

Mayor Blackman opened the floor to public comment.

Public comment:

- John Bush of Barry Street – questioned if the Village Board can do anything about Time Warner Cable rates.

Attorney Mastrella said no. The New York State Public Service Commission is the regulatory agency for such.

Attorney Mastrella suggested the Board not take action tonight. He would like to look into the

possibility of conducting an audit to see that the Village received what it previously agreed to.

Mayor Blackman and Trustee La Pierre that it is worthwhile to look into.

→ At 7:13pm Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to close the public hearing and re-open the regular meeting.

- Proposed Local Law of 2014 – Village Code revitalization project completed – codification via local law -

→ At 7:13pm Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to close the regular meeting and open the public hearing.

Clerk Morelli read the following notice that was published in Suburban News, posted on the Village website and at Village Hall.

VILLAGE OF BROCKPORT
Notice of Public Hearing

The Village of Brockport is pleased to share that the code revitalization project (including digital codification with multi view technology) that was previously approved and funded has been completed and the Village Code is now available from the Village website at www.brockportny.org from the home page and also from PCs, Macs, laptops, notebooks, tablets and smart phones via www.GeneralCode.com under electronic codes on line eCode 360 library or www.ecode360.com/BR0227 to get you right to the Village of Brockport Code. It is now time for the Local Law process regarding such.

Please take notice that the Board of Trustees of the Village of Brockport will hold a **public hearing beginning at 7:00 pm on Monday, August 18, 2014**, in the Village Hall conference room at 49 State Street, Brockport, NY 14420 to consider enactment of the proposed local law of 2014 to provide for the codification of the local laws, ordinances and certain resolutions of the Village of Brockport into a municipal code to be designated the “Code of the Village of Brockport”.

Summarizing text of the proposed local law will be posted to the Village website at www.brockportny.org and may be examined at Village Hall during regular business hours. All interested parties will be given the opportunity to be heard.

By Order of the Brockport Village Board
Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: 7/7/14

Mayor Blackman said now that the Village is with eCode 360, we have to pass a local law adopting substantive and non-substantive changes. This is basically a reaffirmation of the provisions of our Village Code. The substantive changes are the repeal of 9 chapters dating from the 1969 code. The non-substantive changes include grammatical corrections, clarification of unclear statements and the like.

Mayor Blackman opened the floor to public comment.

Public comment:

- John Bush of Barry Street – questioned what specifically has been repealed.

Clerk Morelli read the list that was referenced in the public hearing notice and was forwarded to him as a ZBA and CRC member. She reminded J. Bush that he was involved as the ZBA member on the Code Review Committee. J. Bush then recalled, commenting that it came to CRC some time ago.

→ At 7:18pm Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to close the public hearing and re-open the regular meeting.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to adopt the following resolutions:

VILLAGE OF BROCKPORT
RESOLUTION TO ENACT LOCAL LAW NO. 3-2014

WHEREAS a public hearing was held the 18th day of August, 2014 by the Board of Trustees of the Village of Brockport, notice of which was given as required by the Municipal Home Rule Law, the Open Meetings Law and the Village Law of the State of New York;

WHEREAS at said public hearing the Board of Trustees considered the enactment of proposed Local Law No. 3-2014, entitled A LOCAL LAW TO PROVIDE FOR THE CODIFICATION OF THE LOCAL LAWS, ORDINANCES AND CERTAIN RESOLUTIONS OF THE VILLAGE OF BROCKPORT INTO A MUNICIPAL CODE TO BE DESIGNATED THE "CODE OF THE VILLAGE OF BROCKPORT"; and

WHEREAS all interested persons were given an opportunity to be heard with respect to the enactment of said local law;

WHEREAS, pursuant to part 617 of the implementing regulations pertaining to Article 8 of the State Environmental Quality Review Act (SEQRA) it has been determined by the Board of Trustees of said Village of Brockport that adoption of said proposed Local Law would not have a significant effect upon the environment and could be processed by other applicable governmental agencies without further regard to SEQRA, and

NOW, THEREFORE, BE IT RESOLVED, that Local Law No. 3-2014 be enacted.

VILLAGE OF BROCKPORT
NOTICE OF ENACTMENT OF LOCAL LAW

WHEREAS notice of public hearing was duly given and said hearing duly held on the 18th day of August, 2014 to consider the enactment of the local law described below;

NOW, THEREFORE, PLEASE TAKE NOTICE that, after due consideration and deliberation, the Board of Trustees of the Village of Brockport duly enacted said local law on the 18th day of August, 2014, and said local law and the Code adopted thereby shall be in full force and effect as provided by law upon the filing of a copy of this local law with the Secretary of State. The local law enacted is entitled and described as follows: LOCAL LAW NO. 3-2014

A LOCAL LAW TO PROVIDE FOR THE CODIFICATION OF THE LOCAL LAWS, ORDINANCES AND CERTAIN RESOLUTIONS OF THE VILLAGE OF BROCKPORT INTO A MUNICIPAL CODE TO BE DESIGNATED THE "CODE OF THE VILLAGE OF BROCKPORT"

This local law:

- (1) States the legislative intent of the Board of Trustees in adopting the Code.
- (2) Provides for the designation of the local laws, ordinances and certain resolutions of the Village of Brockport as the "Code of the Village of Brockport."
- (3) Repeals local laws and ordinances of a general and permanent nature not included in the Code, except as provided.
- (4) Saves from repeal certain local laws and ordinances and designates certain matters not affected by repeal.
- (5) Retains the meaning and intent of previously adopted legislation.
- (6) Provides for the filing of a copy of the Code in the Village Clerk's office.
- (7) Provides for certain changes in or additions to the Code.
- (8) Prescribes the manner in which amendments and new legislation are to be incorporated into the Code.
- (9) Requires that Code books be kept up-to-date.
- (10) Provides for the sale of Code books by the village and the supplementation thereof.
- (11) Prohibits tampering with Code books, with offenses punishable by a fine of not more than \$250 or by imprisonment for not more than 15 days, or both.
- (12) Establishes severability provisions with respect to the Code generally.

(13) Provides that the local law will be included in the Code as Chapter 1, Article I.

BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF BROCKPORT

LESLIE ANN MORELLI
VILLAGE CLERK

PUBLIC COMMENT: (see also end of meeting)

- Irene Manitsas of Holley Street – said she has lived here for 68 years and was shocked to learn of the recent increase in the fees for a residential rental registration and a certificate of occupancy.

GUESTS:

- Rural Health Social Work – Angela Allen – re rural medical unit/VA – no show

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee La Pierre seconded, Mayor Blackman and Trustee Hannan abstained due to absence, carried 3/0/2 that the minutes of the 8/4/14 meeting be approved as written.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Ciciotti moved, Trustee Hannan 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>	8/15/14	\$53,805.63	
FUND (F): <u>Water</u>	8/15/14	\$38,877.20	
FUND (G): <u>Sewer</u>	8/15/14	\$686.81	
FUND (H): <u>Capital</u>	-	-	
FUND (T): <u>Trust & Agency</u>	-	-	
			\$93,369.64 grand

total

CLERK REPORT: Clerk – Leslie Ann Morelli

o Tax collection update - Clerk Morelli reported tax collection at 952% to date. Delinquent notices get sent in September.

o Employee/retiree benefits notices - Clerk Morelli reported having recently prepared and distributed the annual employee/retiree benefits notices. The new health plan for those under age 65 goes into effect September 1st. An informational session regarding the health plan and HRA is being held August 27th at 1:30pm.

o 2014-2015 LGRMIF grant – historic/museum records – Clerk Morelli reported having received notice that the Village’s application for a Local Government Records Management Improvement Fund (LGRMIF) grant in the amount of \$15,741 has been approved. This relates to the historical records in the Emily L. Knapp Museum and Library of Local History. In the fall, she and Deputy Clerk-Treasurer Linden will plan the strategy of planning for personnel and supplies to implement the project to be completed by June 2015.

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

- o Treasurer – Daniel P. Hendricks
 - Financial reports for period ending 7/31/14 – Treasurer Hendricks referred

to the reports included in the packet. As it is early in the fiscal year, there is nothing of concern at this point.

Trustee La Pierre questioned the negative receipts for property taxes. Treasurer Hendricks said he would look into it and advise. (This was due to a refund issued for a duplicate payment of \$1,102.93.)

- Budget Transfers & Budget Amendments –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to authorize the following budget amendments and transfers:

Amendments

Account #	Description	Amount	
	Purpose		
A3120.4165	Police – Traffic Safety Grant	\$4,200.00	(1)
A3120.4175	Police – Monroe County “Crackdown” Grant	\$7,800.00	(2)
A3120.4176	Police – Impact Tools Grant	\$31,200.00	(3)
A7460.4050	Historic Preservation Project Grant	\$4,100.00	(4)
(1)	Expenditures associated with Police Department – Traffic Safety Grant		
(2)	Expenditures associated with Police Department – Monroe County Crackdown Grant		
(3)	Expenditures associated with Police Department – Impact Tools Grant		
(4)	Expenditures associated with Historic Preservation Project Grant		

Transfers

Account #	From Explanation	Account #	To	Amount	of
A1010.4000	Trustees-Cont	A1010.4031	Trustees - Publications	\$1,000.00	(1)
A1990.4000	Contingency	A3120.2020	Police – Firearms	\$2,000.00	(2)
(1)	Establish account for charging cost associated with Village Newsletter				
(2)	Establish account for charging insurance related to Police Department				
(3)	Funds requested for additional guns and ammunition due to retirements & new cars				

Trustee Andrews questioned the Historic Preservation Project Grant. Clerk Morelli said she thinks Treasurer Hendricks meant to put LGRMIF Records Grant.

- County Sales Tax - Treasurer Hendricks reported on having received today the Monroe County sales tax distribution for 2nd quarter 2014. The Village’s share was \$389,916.26. This compares to \$381,561.66 distributed for the same quarter in 2013.
- Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
 - Update – BI/CEO Miller reported on recent exterior property maintenance inspections resulting in 214 violations and 79 violation letters.
 - Residential Rental Registrations – BI/CEO Miller reported that letters & RRR application forms went out before 8/15 and are due back by 9/15. Some (130) of them included a letter regarding an expired C of O and need for inspection by 9/15. Otherwise, the properties will be red-tagged and deemed uninhabitable.
 - Rental Certificates of Occupancy – BI/CEO Miller requested the Village Board consider a grace period in implementing the recently adopted C of O fees. He said many were surprised by the fee increase and allowing the old fee through 9/15 would encourage rental property owners who have an expired C of O to get up to date.

→ Trustee Andrews moved, Trustee Hannan seconded to allow a grace period of the recently adopted C of O fees through 9/15/14.

Discussion:

Trustee La Pierre asked how rental property owners would be notified of such. BI/CEO Miller said they would be told when they call for the inspection. Trustee La Pierre asked if he knows why there were so many (130) expired C of O’s. BI/CEO Miller said he cannot answer that, but it would seem the former BI/CEO wasn’t keeping up with it and many other things which are likely why the Village Board moved in the direction it did with staffing and resources and such to make code enforcement a priority.

Call to Question:

Trustee La Pierre no
Trustee Andrews yes

Mayor Blackman	yes
Trustee Ciciotti	no
Trustee Hannan	yes

Carried 3/2 to allow a grace period of the recently adopted C of O fees through 9/15/14.

Therefore, the new C of O fees go into effect 9/16/14.

- Part Time BI/CEO's – BI/CEO Miller reported that the 2 new Part Time BI/CEO's started 7/28 and are working diligently.

- Village Hall accommodations for Village Court – BI/CEO Miller shared that he and DPW Spt. Donahue have been meeting with architects who plan to respond to the RFP for architectural services in modifying Village Hall to accommodate Village Court.

- Police – Police Chief Daniel P. Varrenti

- Selection of 3 Police Officers – Chief Varrenti shared that the process has narrowed selection down to 3 who have passed the physical agility and next need to pass the medical and psychological. One of the three would be a lateral transfer as he is a Police Officer with another department. His FTO would be approximately 4 weeks. The other two would have to enter the Police Academy that begins 9/10/14. Chief Varrenti thanked Trustee Hannan and Trustee La Pierre for participating on the search committee. He said they were a tremendous asset.

- Overtime Report - Chief Varrenti distributed and reviewed the overtime report of pay periods from 6/15/14 to 8/9/14. He said overtime will continue to decline as the department gets to full staffing. It reflects being short staffed due to 2 retirements and 1 maternity leave. The employees are numbered 1-14. He is #12 so his shows no overtime. The reason codes are numbered 1-36 with grant and backfilling hours in yellow and then subtracted. He noted a high number of investigation hours related to ALPCO burglary arrests. The related 27.5 hours will be charged back to the Impact Tools grant. He noted 25.5 hours regarding the Arts Festival. Chief Varrenti thanked Trustee La Pierre for doing in his first year as Trustee what he couldn't get done in 13 years – a thoroughly researched, data-driven report on staffing and creation and tracking tool for overtime.

- Part Time Clerk – Chief Varrenti shared that recent hire Lisa Malerk will soon conclude her training period and will cover the following hours: Monday and Thursday Noon-8pm and Saturday 9am-1pm. She will be tracking the number of calls/visits. Her hours will be adjusted if needed.

- Public Works – Superintendent Harry G. Donahue

- Salt – DPW Spt. Donahue said the NYS OGS listing of salt prices shows an increase from \$38/ton to \$46/ton. That means we'll be \$6,700 short in the budget line. He'll see how it goes as the new controls reduce salt usage reducing 775 tons to 600 tons.

- Sidewalks – DPW Spt. Donahue mentioned a citizen trip and fall due to a heaved sidewalk on Maxon Street. The Village must receive prior written notice of defect and had not. He walked the sidewalk with a representative from Precision Concrete Cutting to grind down tripping hazards on Maxon Street in 2 days for \$2,200 as well as a large curb cut at Residence Drive and Utica Street that garnered complaints from a wheelchair bound citizen. This company can do a free analysis of the Village a quadrant at a time. It would be money well spent.

- Village Hall accommodations for Village Court – DPW Spt. Donahue shared that he and BI/CEO Miller have been meeting with architects who plan to respond to the RFP for architectural services in modifying Village Hall to accommodate Village Court.

- **PERSONNEL ITEMS:**

- Part Time School Traffic Guard – hiring recommendation – Chief Varrenti said the recommended hire is Laura Benoit of Holley.

→ Trustee La Pierre moved, Trustee Ciciotti seconded, carried 5/0 to accept the recommendation of Police Chief Varrenti and search committee and hire Laura L. Benoit as Crossing Guard under the direction of the Police Department. The Civil Service title is Part Time School Traffic Guard (part time non-competitive). This is a part time position, Monday through

Friday during the school year (September through June) 2:00pm to 4:00pm. The pay rate is \$10.51 per hour. No benefits.

- Part Time Clerks to Village Justices –
 - Extend residency requirement to encompass Monroe County and authorize vacancy notice –

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to extend the residency requirement of Village Court Clerks to encompass Monroe County.

Discussion:

Trustee La Pierre said many of the Village's employees are Orleans County residents and some have been Genesee County residents. Clerk Morelli concurred. Trustee La Pierre questioned whether the residency requirement extends to adjoining counties.

Attorney Mastrella said the statute that requires Court Clerks to live within the municipality allows only for expanding within the County, not adjoining counties.

Call to question:

Trustee La Pierre	yes
Trustee Andrews	yes
Trustee Ciciotti	yes
Trustee Hannan	yes
Mayor Blackman	yes

Carried 5/0

→ Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 to authorize the following vacancy notice:

**PART-TIME CLERKS TO THE VILLAGE JUSTICES
VILLAGE OF BROCKPORT**

The Village of Brockport seeks two individuals to serve part time as Clerks to the two part time Village Justices in a variety of clerical, customer service and record keeping functions. These are appointed secretarial and bookkeeping positions serving the Village Justices. The work involves receiving and depositing monies, keeping books, keeping records, preparing correspondence, reports and dockets, customer service and court attendance.

Successful candidates will be required to attend New York State Association of Magistrates Court Clerks training in Albany September 28-October 1, 2014. Set up of the Court and Offices will take place November/December 2014 for anticipated January 2015 opening.

Education and Experience: paralegal, secretarial, bookkeeping or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs will be utilized. Knowledge of SEI software is a plus.

Part time 20 hours per week, days and hours to be determined. Likely one evening per week. \$12.00 to \$15.00 per hour depending on experience. No benefits. New York State Retirement System. MUST be a Monroe County resident.

Download employment application from www.brockportny.org. Send cover letter and résumé with completed employment application by e-mail to: lmorelli@brockportny.org or by mail to: Attention: Brockport Village Clerk 49 State Street Brockport, NY 14420.

Application deadline: Noon, Friday, August 29, 2014

Leslie Ann Morelli
Brockport Village Clerk

Dated: 8/18/14

- Accept resignation of Pam Ketchum –

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to un-table this item from the 8/4/14 meeting.

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to accept, with regret, the resignation of Pam Ketchum from the Historic Preservation Board, Parks Committee and as Volunteer Videographer of Village Board meetings.

→ Mayor Blackman moved, Trustee La Pierre seconded, carried 5/0 to remove Tom Nelson from the Tree Board as he has relocated out of the Village.

- Various Board/Committee/Volunteer vacancies – authorize vacancy notice –

→ Mayor Blackman moved, Trustee La Pierre seconded, carried 5/0 to authorize the following vacancy notice:

VILLAGE OF BROCKPORT BOARD / COMMITTEE / VOLUNTEER OPPORTUNITIES

Village resident vacancies:

- Housing Task Force
 - no set termMeets twice per month - schedule to be determined by membership at 8/28 initial meeting
- Code Review Committee
 - 5-year term to 6/30/19Meets 4th Monday 6pm monthly (that may change)
- Parks Committee
 - complete a term to 6/30/15
 - complete a term to 6/30/15
 - complete a term to 6/30/17Meets 3rd Monday 4:30pm April, July, August, September & as needed
- Historic Preservation Board
 - complete a term to 6/30/17
- Tree Board
 - complete a term to 6/30/16Meets 3rd Tuesday 7pm September-May
- Emily L. Knapp Museum & Library of Local History Board
 - complete a term to 6/30/15
 - complete a term to 6/30/16
 - complete a term to 6/30/17
 - complete a term to 6/30/17 non-voting – College at Brockport Faculty MemberMeets 4th Wednesday 6pm or 7pm (to be determined) April - October

Village or non-Village resident vacancies:

- Emily L. Knapp Museum & Library of Local History Volunteers
To help staff the day and evening hours April – October that it is open to the public

Application deadline: Noon, Wednesday, August 27, 2014

A position interest form can be obtained at Brockport Village Hall or downloaded from the Village website: www.brockportny.org.

Completed form must be turned in to:

Leslie Ann Morelli, Village Clerk

Village of Brockport

49 State Street

Brockport, NY 14420

Monday thru Friday 8:30am to 4:30pm

or lmorelli@brockportny.org

Leslie Ann Morelli

Village Clerk

Village of Brockport

Dated: 8/18/14

- **OLD or NEW BUSINESS:**
 - Award sale via Auctions International results – 2 police cars and 1 bucket

truck – DPW Spt. Donahue referred to the results emailed to the Board today regarding the 2 police cars and 1 bucket truck. The plasma cutter and chain falls bidding has not yet closed.

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to accept the top bid of \$3,050 with runner up bids of \$3,000 and \$2,500 should that fall through for the bucket truck and

the top bid of \$1,275 with runner up bids of \$1,250 and \$1,225 should that fall through for the police car and the top bid of \$1,475 with runner up bids of \$1,450 and \$1,300 should that fall through for the other police car.

○ Amend purchasing/procurement policy – Treasurer Hendricks said he recommended increasing the items in Guideline 3 to give more flexibility. It is quicker and less burdensome.

→ Trustee La Pierre moved, Trustee Andrews seconded amend the purchasing procurement policy as it relates to the dollar figure in Guideline #3.

Discussion:

Trustee Andrews asked how he arrived at the figures.

Treasurer Hendricks said he discussed with staff and Department Heads.

DPW Spt. concurred and said some municipalities use these same thresholds.

Trustee La Pierre said he sees no harm in increasing those thresholds, especially if it proves to be more efficient and saves time.

Call to question:

Trustee La Pierre	yes
Trustee Hannan	yes
Trustee Ciciotti	no
Mayor Blackman	yes
Trustee Andrews	yes

Carried 4/1 to amend the purchasing/procurement policy as follows:

**Village of Brockport
Purchasing / Procurement Policy
Amended 8/18/14**

Section 104-b of the General Municipal Law (GML) requires every municipality to adopt internal policies governing all procurement of goods and services not subject to the bidding requirements of GML Section 103 or any other law. In accordance with that requirement, the following guidelines are established for use by the Village of Brockport.

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every village officer, board member, department head or other personnel with the requisite purchasing authority (the Purchaser) shall adhere to this policy. An employee wishing to make a purchase on behalf of the Village must have the purchase authorized by the appropriate department head.

Guideline 2. All purchases of:

- (a) Goods, services, equipment or public works contracts shall be executed through a purchase order, which will be preceded by a Request for Purchase Order.
- (b) Purchases which will exceed the threshold amount set forth in GML Section 103 (\$20,000 for goods and equipment purchases and \$35,000 for Public Works Contracts) shall be formally bid pursuant to this law and shall be executed only after appropriate Village Board approval has been obtained.

Guideline 3. All purchases of goods, services, equipment or public works contracts:

- (a) Less than \$10,000 but greater than \$2,500 require a written request for proposal (RFP), written/fax quotes from three (3) vendors.
- (b) Purchases equal to or in excess of \$2,500 will also require approval of the Village

Board.

- (c) Purchases of less than \$2,500 are at the discretion of the Department Head.
- (d) Any written RFP shall be from a reputable vendor, and must describe the desired goods, quantity and particulars of delivery. The Purchaser shall use the Quotation Log to compile a list of all vendors from whom written/fax quotes have been requested; and the written/fax quotes offered, and all information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the RFP. The Quotation Log must be signed by the employee and the Department Head.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification as to why it is in the best interest of the Village and its taxpayers to make an award to other than the low bidder. If a vendor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. However, if the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made. In no event shall the inability to obtain the required proposals or quotations be a bar to the procurement.

Guideline 6. In the event that there is only one supplier for a particular good or service, care must be taken to document that the item or service is unique in its benefits as compared to other items or service available in the market place. The Purchaser must be sure that no other item or service provides a substantially equivalent or similar benefit. These facts must be documented on the Quotation Log and filed with the purchase request.

Guideline 7. In the event a good or service can be obtained under a city, county or state contract bid, the Purchaser must document the **current year** contract number, whether it is a city, county, or state bid, the price per unit and the total cost of the purchase.

Guideline 8. Except when directed by the Village Board, no solicitations of written proposals or quotations shall be required under the following circumstances:

- (a) Emergencies;
- (b) Goods purchased from agencies for the blind or severely handicapped;
- (c) Goods purchased from correctional facilities;
- (d) Goods purchased from another governmental agency;
- (e) Goods purchased at auction - shall be done at or below any established limit agreed upon by the Village Board.

Guideline 9. This policy shall be reviewed annually or as deemed necessary by the Village Board.

- Authorize grant application – TAG (technical assistance grant) – feasibility study of Village Hall – Mayor Blackman said there is a grant through the Preservation League of NYS that provides support for projects that preserve New York State’s cultural and historic resources. The grants will support professional services of architects, engineers and other design and preservation professionals working with not-for-profit groups and municipalities to preserve their buildings, structures, and other resources that serve an arts and/or cultural function. It requires a \$500 match from the Village, but provides up to \$3,000 in funding for engineering and design studies. She asked Tom Simbari to submit the proposal for the work.

→ Trustee La Pierre moved, Trustee Andrews seconded to adopt the following resolution:

RESOLVED, to authorize application for \$2,800 in TAG (technical assistance grant) funds with \$500 in local match to hire Simbari Design to conduct a feasibility study of Village Hall. The Village is interested in improving the physical environment on the second and third floors to suit the needs of the Emily L. Knapp Museum and Library of Local History, which currently does not have any climate controls. The Village is also considering constructing an addition at the back of the building to house an office for the Building/Codes Department and storage for Village Hall records. These are being displaced by the reconstruction of Village Hall to host the newly formed Village Court. Due to the historic nature of Village Hall, studies are needed to determine the most appropriate improvements. Simbari Design will determine appropriate adaptations; including new construction and construction costs that will meet the Village’s needs while preserving the building’s historical appearance.

Discussion:

Mayor Blackman said the grant application does not require an RFP so she indicated Simbari Design who was recommended by the Village Engineer and who came to look at Village Hall a few weeks ago.

Trustee Ciciotti said the possibility of an addition to the back of Village Hall was mentioned. She said the Village Board has not agreed that is an avenue they wish to pursue. Mayor Blackman said this is a design study with no obligation to do the work.

Call to Question:

Trustee Hannan	yes
Trustee Ciciotti	yes
Trustee Andrews	yes
Trustee La Pierre	yes
Mayor Blackman	yes

VILLAGE BOARD REPORTS:

o Mayor Margaret B. Blackman

- Website re-design – Mayor Blackman previewed the proposed home page and outline of the Village website that is under construction. The new website should be more aesthetically pleasing and more user friendly with less layers. She said she will e-mail it to the Board and Departments for suggestions and updated narratives and photos. The following forms will soon be able to be filled out online: FOIL request, landmark designation request, parade/procession application, street closure request, position interest form, house check request. There are other forms which will still need to be filled in & mailed or dropped off because they require payment or next steps. These include: employment application, building permit application, certificate of occupancy application, peddling/soliciting application, Planning Board application, plumbing permit application, residential rental registration, SEQR form, sidewalk café application, ZBA application.

Chief Varrenti asked who all is involved in the Village website re-design. Mayor Blackman said her, a student intern, the new I.T. folks, and Deputy Clerk-Treasurer Linden.

As to taping Village Board meetings, Mayor Blackman is working on either getting a replacement

videographer and camera as well as enlisting our new I.T. folks to provide webcam costs to be able to live stream and archive from the new Village website once up and running.

- Office 365 – Mayor Blackman referred to Village Hall and DPW having recently gone with The Pinpoint Group for I.T. services. All who are on the those servers will be migrated to Office 365 in the next few weeks. The Pinpoint Group will start the migration with the SkyKick tool. The first step is an automated discovery of the current mail system including mailboxes, distribution lists, shared mailboxes, public folders, contact lists, and other aspects of the current system. This includes the DNS information for all registered domains. Pinpoint will provide the results of that discovery process for verification and confirmation. At that point, users will decide which mailboxes and other items will be migrated. All licensing costs are confirmed at that point. When migration items are identified, the communication steps begin.

All users who will be migrated will receive emails from Pinpoint’s SkyKick tool telling them what they need to do. They will need to provide their email password and load a SkyKick Outlook Assistant tool on their workstation that will facilitate the synchronization of the current mailbox and the new Office 365 mailbox. Pinpoint will monitor progress for each user providing this information. When all information has been provided, SkyKick will fully synchronize mailboxes and the cutover can be scheduled. The cutover can happen at any time and typically there will be no down time. Pinpoint will be onsite immediately after the cutover to ensure that all users are working properly.

- Arts Festival – Mayor Blackman commended BISCO and Arts Festival Chair Art Appleby for a wonderful festival 8/9 and 8/10. There was an improved arrangement of vendors which garnered good comments. She helped serve coffee and donuts to vendors and plucked ducks out of the canal for the Duck Derby.

- Strong West - Mayor Blackman said she is pleased to share that the State Health Department has given its approval for an off-campus ED at Strong West. This will be the first such model in upstate NY. The current urgent care center will switch over to become

Strong

West Emergency at 8am Tuesday, 8/19/14. This long-awaited approval means a return of higher-level, 24-hour emergency care to the Brockport area, which has been the goal of the Strong West team since day one. Strong West says they truly appreciate all of the community's support whom they have worked with on this for the past year.

- Brockport Active Transportation Plan – GTC Grant - Mayor Blackman shared that 6 proposals came in response to the RFP for the active transportation grant to improve the physical infrastructure for pedestrian and bicycle travel in Brockport and connections to Sweden and Clarkson submissions came in response to the RFP. A small committee chaired by Walk Bike Chair Ray Duncan and including Mayor Blackman, DPW Spt. Donahue, and Walk Bike members Jim Goetz and Liz Lenz will review responses and select the firm.

- Trees – Mayor Blackman said Andy Plenninger is updating the Village's tree inventory in 4 units – 2 north of the canal and 2 south of the canal. He noted 22 trees in unit 2, the one Village Hall is in south to Brookdale Road) that had been trimmed by National Grid to the point where they need to be removed.

- Trustee/Deputy Mayor William G. Andrews

- Fees – Trustee Andrews commented that the fee schedule recently adopted applied the principle that the fees should cover the cost involved with the time required to carry out certain services. The BI/CEO fees were the result of the Village Board meeting with BI/CEO Miller who provided data of other municipalities. They were rationally based – not random or arbitrary.

- Emily L. Knapp Museum – Trustee Andrews referred to the resolution he recently proposed and the Village Board adopted 7/21/14. Since then 2 anomalies have been discovered. The first line as to Board members should say ...the Village Historian and no fewer than 4 (not 5) nor more than eight other members. The other is that he is a member of the ELK Museum Board and now the Village Board liaison. As a member he would have a vote. As a liaison he would not.

Mayor Blackman said Village Board liaisons do not have a vote on the Boards/Committees they are assigned to. She said it would set a bad precedent for a Village Board liaison to have a vote.

Trustee Andrews said he will then need to separate the roles and remove himself as an ELK Board member so he can serve as Village Board liaison.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to amend as follows:

AMENDED BY VILLAGE BOARD 8/18/14

MISSION STATEMENT: The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

PURPOSE: The purpose of this motion is to reorganize the governing body of the Emily L. Knapp Museum.

BOARD MEMBERS: The Emily L. Knapp Museum shall be managed by a Board composed of the Village Historian and no fewer than four nor more than eight other members. All Board members shall be residents of the Village of Brockport. The Museum Board may recommend prospective members to the Mayor. All members shall be nominated by the Mayor of the Village of Brockport and appointed by the Board of Trustees of the Village of Brockport. The Museum Board members shall select a Chair from among its members. The Board members may create and fill from among its members other Board offices. The Museum Studies/Public History Program of the College of Brockport may propose to the Mayor one of its faculty members for non-voting membership on the Board to be nominated by the Mayor and appointed by the Board of Trustees. The initial appointments of the members of the Board shall be for one, two, or three years. The members in each category shall be determined by lot, the number of members in each category being as nearly equal as possible. All appointments and reappointments thereafter shall be for three-year terms. A member of the Board of Trustees shall serve as liaison to the Museum Board without a vote.

VOLUNTEERS: The Museum Board may be assisted in its operations by volunteers who shall indicate their availability by filing "Position Interest Forms" with the Village Clerk, who shall

solicit the recommendation of the Museum Board Chair. Volunteers shall be appointed for indeterminate terms by the Board of Trustees upon nomination by the Mayor and shall serve at the pleasure of the Board of Trustees. Village residency is not required for volunteers.

TASKS OF THE MUSEUM BOARD CHAIR: The Chair of the Museum Board shall:

- serve as registrar, curator, conservator, and public educator of the Museum's collections. --
- call regular, official meetings.
- provide the Village Clerk with a schedule of meetings and meeting notices.
- chair all meetings.
- submit meeting minutes to the Village Clerk.
- report to the Village Board at least annually on the state of the museum and the accomplishments and goals of the Museum Board.

TASKS OF THE MUSEUM BOARD: The Museum Board shall:

- collaborate with the liaison from the Village Board.
- ensure that all appropriate Museum records are maintained and provided to the Village Clerk.
- adopt budget requests to be submitted to the Village Board.
- maintain records of all receipts and expenditures by the Museum Board.
- provide recommendations to the Mayor with respect to the appointment and termination of volunteers.
- set museum hours and staffing schedules, subject to review by the Village Board.
- prepare and submit to the Village Board annual and short-term goals and objectives.
- review and revise goals and objectives as appropriate.

TASKS OF MUSEUM VOLUNTEERS: Museum Volunteers shall:

- assist the Museum Board in staffing the Museum.
- advise the Museum Board.
- assist the Museum Board in pursuing its goals and objectives.

**Village of Brockport
Selection Process of Members to Boards and Committees
Amended 8/18/14**

The Village of Brockport has a strong tradition of volunteerism. Residents are encouraged to serve on citizen boards and committees dealing with day-to-day issues. Their participation in Village government-- in the decision-making process—fulfills a public service role that enhances the quality of life in the Village and the surrounding communities.

BOARDS AND COMMITTEES

The members of our boards by statute, standing boards/committees, task force committee(s), and open roster committees act in an advisory capacity to the Village Board when creating ordinances, policies and procedures, and some act independently to relieve the Village Board of various administrative functions. When applicable, the Village Law takes precedence over this Village Board resolution. The purpose of this resolution is to clarify the selection process and identify those boards/committees that are bound by its usage.

The Brockport Village Board of Trustees (BOT) shall conform to the rules governing protocol and procedures pursuant to Village Law of the State of New York, Article 3, Officers and Elections, and Article 4, Powers, Duties, and Compensation of officers in appointments of citizens to boards/committees.

DEFINITIONS

“Advisor” means a non-paid member of a board/committee who has no voting power and may or may not be a resident of the Village of Brockport.

“Appointment” means the Mayor submits an individual’s name to fill a vacancy on a board/committee to the Village Board for their action of approval or denial. Only in the case of the Board of Ethics membership, one or more of the Board of Trustees shall submit a candidate’s name for the BOT’s consideration.

“Board/Committee” means Boards/Committees by Statute, Standing, Task Force, Open Roster, and any other boards/committees, subcommittee(s) or similar entity established or adopted by the Village Board, that may or may not have stipulated terms.

“Board of Trustees” (BOT) means the Village of Brockport’s Mayor and Village Board members who are elected.

“Boards by State Statute/Village Law mean that the boards and committees such as the Planning Board and the Zoning Board of Appeals (ZBA) have been granted the power to act independently of the Village Board in most instances, but on occasion serve in an advisory capacity to it. Members receive some compensation for their attendance/services.

"Committee Chair" means the chair/leader of a By-Statute, Standing, Task Force, Open Roster, Board or Committee.

“Mayor” means the Chief Executive Officer of the Village of Brockport who shall put forward the name(s) of citizen volunteers to fill vacancies and unexpired terms on boards/committees. The Board of Trustees shall approve or disapprove these potential candidates at a regular scheduled open meeting.

"Member" means a duly appointed person of a board or committee, including the Chair.

“Open Roster Committee” means that membership, residence, and terms may vary.

“Standing Board/Committee” means that members to said standing boards/ committees have a term of office, a stipulated number of years, and are residents of the Village of Brockport.

“Task Force Committee” means a committee formed—appointees brought forth by the Mayor and approved by the Village Board—with a stipulated number of Village members, who are charged with specific duties. When the committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Village Board.

“Term” means a stipulated duration of an appointment to a particular office, board, or committee.

APPLICATION PROCESS

1. The Village Clerk shall advertise the vacancies on the By Statute, Standing, Task Force, and Open Roster (if applicable) Boards or Committees in the newspaper designated by the Village as the official newspaper and on the Village of Brockport website.
2. An applicant position interest form and a board/committee description sheet shall be available in the Village Hall office and on the Village of Brockport website, <http://www.brockportny.org>.
3. Information shall be available regarding the specific committee/board that has a vacancy (Chair's name/contact number), web information, etc.
4. A citizen who expresses an interest in serving on a board/committee shall be made aware of the meeting schedule and essentials before applying.
5. Applicants shall be encouraged to attend a board/committee meeting as a way to familiarize themselves with member responsibilities and if their interests and skills are well suited to serve.
6. Applications shall be completed and submitted to the Village Clerk no later than the advertised filing date.
7. Upon receipt of an application, the Village Clerk shall retain the original and distribute a copy of each application to the Board of Trustees.
8. All applications shall remain on file for a period of six months from the date received. Applicants who are still available may be considered should vacancies for a particular board/committee occur during that time.

SELECTION PROCESS

1. The Mayor shall put forth the name of citizen volunteer(s) to fill vacancies and unexpired terms on boards/committees prior the vote on the candidate(s) membership to said board/ committee at a Village Board meeting. Exception: membership selection for the Ethics Committee is made by the Board of Trustees.
2. The Mayor can ask for input from Village Board members and/or committee/board chairs prior his decision to put a name forth, especially if the candidate is unknown. If still unknown or if there is more than one candidate, the Village Clerk shall set up an appointment for the applicant(s) with the chair of said board/committee for an

informational meeting to discuss membership responsibilities and requirements. Their comments/recommendations shall be forwarded to the Mayor.

3. If a candidate's name is submitted by the Mayor to the Village Board for approval, the number of years of the unexpired term or vacancy shall be served by the new member. If there is more than one vacancy, the Mayor submits the candidates' names to be approved by the Village Board. Once approved, the chair of said board/committee shall determine the entry year for each new board/committee member based on his/her merits (the more expertise, the longer the term, etc.). Those boards/committees that do not have set terms need not comply.
4. Following the approval for membership to a board or committee by the Board of Trustees, the Mayor shall notify the candidate(s) in writing of the decision. The correspondence shall include dates of term, oath of office information, a current membership list of said board/committee, and a copy of the Village's code of ethics.
5. If a candidate is not approved for membership to a board/committee by the Board of Trustees, the Mayor shall send a letter of regret. That candidate's position interest form shall be kept on file for 6 months. The application/selection process would begin anew.
6. When setting up a Task Force (see Definitions), The Board of Trustees shall establish the general parameters of said Task Force. The mission, responsibilities, format, description of project, and the number participants/stakeholders, etc. shall be discussed and determined by the BOT prior to advertising for volunteers to serve on said Task Force. There is no specific term for members. The Mayor shall submit names for the BOT's approval.

REQUIREMENTS FOR MEMBERSHIP

1. In the case the appointee has not filled out an interest form, he/she should do so to be on file with the Village Clerk.
2. Appointees on all boards/committees shall reside within the Village of Brockport unless otherwise noted (see Definitions, Page 1). Non-residents shall serve as advisors without voting rights.
3. Board/committee members shall agree to comply with all Village laws, regulations, voting rights, including ethics requirements and any conflicts of interest statutes.
4. Each member is expected to contribute to the board or committee he/she serves on the basis of individual expertise and good judgment.
5. The appointee shall be familiar with the responsibilities, meeting schedule, essentials of said position on specific Board/Committee, and meet with chair prior attending formal meeting for pertinent information, including this resolution and the Village's ethics code.
6. A member's request for a leave of absence must be discussed with the chair for approval or denial of said board/committee prior to departure (length of leave, reason, etc.).
7. If a member is absent without cause for three consecutive regular or special meetings without communication and/or prior authorization, the chairperson of a board/committee shall inquire as to the member's intent to serve. If a member chooses no longer to serve, he/she shall send a letter to inform the Village Clerk, who will forward it to the Village Board for action. If unexcused absences continue without communication to said board/committee chair, the board/committee chair may notify the Mayor as to the member's lack of attendance. If further action is warranted, the Mayor may recommend to the Board of Trustees to terminate membership. A written notice from the Mayor will constitute authorization for this purpose. The Mayor shall appoint another member to the vacancy. Note: Individual boards or committees may determine the procedure of keeping an attendance record.
8. The Village Clerk shall send a communication annually (April) to board and committee members whose terms are to expire at the end of the fiscal year and inquires if the member wishes to be considered for re-appointment by the Board of Trustees. If not, the Board of Trustees shall accept a letter of resignation.
9. Resignations of board/committee members shall be distributed by Village Clerk to the Mayor and the Village Board for acceptance.

TERMS OF OFFICE

1. Under Village Law 3-308, Separate boards of commissioners, any board established shall be composed of not less than three (3) members...and no term shall exceed five (5) years.
2. The length of terms of office shall be determined by NYS statute and the Village Board of Trustees, and be applicable to the Boards by Statute, and Standing Boards/Committees. The terms (e.g. 5-year term has been established) shall be staggered, and the initial terms of said members shall be as follows:
 - One member for a one-year term
 - One member for a two-year term
 - One member for a three-year term
 - One member for a four-year term
 - One member for a five-year term
3. Vacancies shall be filled by the Mayor for the remainder of the unexpired term of the vacant board/committee position.

OATH OF OFFICE

The members of the Planning Board, Zoning Board of Appeals, and Standing Boards/Committees (those that have terms assigned) shall be sworn in by the Village Clerk within 30 days of the appointment/re-appointment prior to serving. The Village Clerk shall communicate with new member(s) to set up a mutually agreeable time for them to take the oath of office.

EFFECT

The Village of Brockport Boards by Statute and Standing Boards/Committees shall abide by this resolution in whole. All committee applicants need Village Board approval and shall receive orientation from the specific board/committee chairs regarding the committee’s purpose, member responsibilities, and a copy of this resolution, and the Village’s ethics code.

VILLAGE OF BROCKPORT BOARDS AND COMMITTEES

Types

- Boards by Statute
- Standing Board/Committee
- Task Force Committee
- Open Roster Committee

<u>Name</u>	<u>Terms</u>	<u>Members</u>
<u>Boards by Statute (State & Village law)</u>		
Planning Board	5-year	5
Zoning Board of Appeals	5-year	5
<u>Standing Boards/Committees</u>		
Code Review Committee	5-year	7 + BZ officer
Emily Knapp Museum & Library of Local History Board	3-year	4-8 +1 Faculty member
Board of Ethics	4-year	4 + Village Attorney
Historic Preservation Board	3-year	9
Parks Committee	4-year	9
Seymour Library Board	5-year (limit 2 terms)	3
Tree Board	4-year	9 & advisor (s)
<u>Task Force Committee (s)</u>		
Housing Task Force		6 + BI/CEO, 1 Planning Board member, 1 Trustee
<u>Open Roster Boards/Committees</u>		
Walk! Bike! Brockport Action Group	None	Unlimited
Welcome Center/Canalfront Management Cmte	None	6
Welcome Center Canalfront Greeters	None	Unlimited

- Pickleball – Trustee Andrews shared that he attended the inauguration of the pickleball court at Barry Street Park.

- ELK Museum Board – Trustee Andrews shared that he attended the last ELK Museum Board meeting.

- Friends of Drake Memorial Library – Trustee Andrews shared that he attended a Friends of the Drake Memorial Library event that included dinner and a screening of a film based on a Mary Jane Holmes novel.

- Albert Paley sculpture – Trustee Andrews shared that he attended the installation of a sculpture by Albert Paley on the college campus.

- Arts Fest & Duck Derby – Trustee Andrews shared that he attended the BISCO Arts Festival and Duck Derby.

- Brockport Community Museum – Trustee Andrews shared that he attended a meeting of the internal display committee.

- Welcome Center picnic – Trustee Andrews shared that he hosted the annual Welcome Center greeters picnic organized by Judy Waldock.

- Main Street Grant Committee – Trustee Andrews shared that the Main Street Grant Committee is awaiting the environmental review by Labella.

- Trustee Valerie A. Ciciotti

- Day of Service – Trustee Ciciotti shared that Saturday, 8/23 is the Day of Service and the Parks Committee is open to volunteers from 1pm to 3pm. Trustee La Pierre said the focus will be Corbett Park and Monika Andrews Children's Park.

- Housing Task Force – Trustee Ciciotti shared that there is still one opening for a Village resident on the Housing Task Force. She will soon be setting up an initial meeting.

- Trustee Carol L. Hannan

-

- Trustee John D. La Pierre

- Main Street Grant Committee – Trustee La Pierre shared that the Main Street Grant Committee continues its work.

- Parks Committee – Trustee La Pierre shared the success of the pickleball court opening at Barry Street Park with approximately 35 people in attendance.

- DPW – Trustee La Pierre shared that he continues to work with DPW on staffing and equipment needs. He commented that he saw the recent sidewalk repair on Main Street and was impressed. Mayor Blackman said cutting out and replacing certain sections is certainly cheaper than replacing a sidewalk in its entirety.

PUBLIC COMMENT:

- John Bush of Barry Street – missed speaking in public comment at the beginning of the meeting - said Barry Street seems to have been forgotten as it has needed paving since the water line replacement 2 years ago. He asked if it will be done by the end of this paving season. He spoke under public comment at a Village Board meeting last fall. He has talked to DPW Spt. Donahue on a number of occasions who indicated insufficient funding. He suggested Village officials go street by street and see what's needed. He offered to drive them around if needed. He further suggested the Board put more money in the budget for infrastructure as many streets, sidewalks, curbs are in bad condition. He questioned what Village taxes are for if not for keeping up the infrastructure. He questioned how the money that used to have to be used for fire protection is being used now that it isn't included in the Village budget, but separately through the Fire District.

ADJOURNMENT:

→ At 8:42pm, Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk