

# UNAPPROVED

The Regular Meeting of the Board of Trustees of the Village of Brockport was held Monday, January 6, 2025 at 7:00 pm. Village Board and members of the public met in person at Village Court 49 State St and at 115 Shoreline Dr., Lexington, NC 27292. This meeting was hybrid and therefore also available via remote location through Zoom.

**PRESENT:** Mayor Margaret Blackman, Trustee/Deputy Mayor Annette Crane, Trustee Katherine Kristansen, Trustee Ben Reed, Trustee Joanne Bocach, Manager/Clerk Erica Linden, Superintendent Dan Verace, Recorder Susan Smith

**ALSO PRESENT:** Sarah Bundy, Kevin Jenkins, Don Roberts, Diana Butterfield, Mark Kristansen, Fred Webster

**VIA ZOOM:** Trustee Joanne Bocach, Deputy Clerk Treasurer Krizen, Attorney Daniel J. Mastrella, Esq., Joan Hamlin, Chris Hamlin

**EXCUSED:** None

**CALL TO ORDER/PLEDGE:** Mayor Blackman called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

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

## CERTIFICATES AND PROCLAMATIONS:

**PUBLIC COMMENT:** Comments/questions Policy for Public Comment: 5 min/per person/ state name and address for record / clearly address the Board. Virtual participants can raise their hands and will be called on to speak. All remarks shall be addressed to the Board as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

- None

**GUEST SPEAKERS:** None

## CONSENSUS ITEMS:

- Minutes: 12/16/2024
- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve 12/16/2024 minutes.  
Discussion: Trustee Bocach questioned if the minutes should be changed if a Board member would like to amend a decision. Manager Linden responded that the minutes reflect the decision made during the meeting. Trustee Bocach asked why some public comments are verbatim while others are summarized. Manager Linden explained that, as stated in the minutes from the 12/16/2024 Minutes, verbatim comments were provided to the clerk. Trustee Bocach expressed concerns about NYCOM Conference discussion record and wanted a question she raised included in the summary, requesting a transcript review. Manager Linden responded that the transcript is reviewed when recording the minutes and it is more appropriate to address questions about the minutes before the meeting when the transcript is available. Trustee Bocach moved to table the motion to approve the 12/16/2024 minutes until the transcript can be reviewed. As a motion and second had already been made to approve the 12/16/2024 minutes, the Mayor called for a vote.

Motion carried 4-1. Trustee Bocach opposed.

- Bills Abstract 12/20/2024
  - A (General Fund) \$113,298.54
  - F (Water Fund) \$ 710.90
  - G (Sewer Fund) \$ 86.34
  - **TOTAL \$114,095.78**

- Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to approve the Bills Abstract 12/20/2024.  
Discussion: None  
Motion carried 5-0.

## MANAGER/CLERK REPORT:

Manager/Clerk – Erica L. Linden

- Ethics Board activation – Both the Building Inspector/Code Enforcement Officer Chad Fabry and Village Administration have requested the Ethics Board be activated to investigate the allegations made about Mr. Fabry at the 12/16/2024 Board meeting. The Ethics Board will meet and conduct their investigation and review, based on the authorization set out for them in the Village Code and the Board's pre-existing procedures, including confidentiality regulations. There will be no discussion of this matter at future Board meetings until such time that the Ethics Board provides information or recommendations that come to the Village Board.

- Position of Interest Applications for the Ethics Board – The Ethics Board currently has 3 community members seated and one community member vacancy. The vacancy was advertised for but will not be filled until the current review process is complete. The Mayor will speak more about the Ethics Board vacancy at this meeting, under the agenda item New and Old Business.
- Letter regarding Emergency Medical Services Agreement with Brockport Volunteer Ambulance Corps (BVAC) – Manager Linden reported that the current agreement with BVAC auto renews January 1st of each year, unless one party notifies the other in writing that it does not wish to auto renew. After corresponding with each Village Board member, on December 30, 2024, Manager Linden sent a letter to BVAC notifying them that the Village did not intend to renew the existing agreement with BVAC for Emergency Medical Services. The BVAC Board President was notified, and who had incidentally resigned their position earlier in the day, but provided that notification to the balance of the Board and Chief of Operations Lucas Vandervort. On Friday, January 2<sup>nd</sup>, Manager Linden spoke with Chief Vandervort. He confirmed the receipt of the notice. He is working to fill the board vacancies, as currently BVAC has only two sitting board members. It was agreed, in a few weeks' time, a meeting date will be set to discuss what service agreement may be possible in the future. Manager Linden told Chief Vandervort she would share with the Village Board their communications and intent to set a meeting date in the future and for correspondence with the BVAC. The 12/30/2024 letter had to be sent prior to the next Village Board meeting in order to meet the agreement deadline. Manager Linden requested that the Village Board officially ratify the letter.
- Mayor Blackman moved, Trustee Kristansen seconded, to approve Manager Linden's letter, dated December 30, 2024, sent to the Brockport Volunteer Ambulance Corps, Inc. as notification of the Village of Brockport's intent to not renew the current Emergency Medical Services Agreement, dated May 7, 2018.

Discussion: Mayor Blackman confirmed that the Board had reviewed the letter.

Motion carried 5-0.

- Dept of Environmental Conservation (DEC) Grant Application – Manager Linden reported that the DEC has announced their 0 emissions vehicle/infrastructure grant, which was a surprise and a great opportunity. Manager Linden often works with NYSERDA on these clean energy initiatives. They have recommended a consultant who will put together the grant applications free of charge and has an outstanding track record of getting these applications. The current consideration would be for four small separate applications that would fully fund the installation of: three dual port charging stations to be located in the Frontier municipal parking lot; one dual station charging station to be located in the Police Department municipal lot, anticipating some potential electric cars for the Police Department; replacement of the dual port charging station at the Welcome Center; and two dual port stations at the Seymour Library. Manager Linden spoke with the Seymour Library Director, who assured her that their board is very interested in green technology, and this is worth pursuing. The current existing units are outdated, unsupported, and are not included on any national maps or apps that would draw electric car drivers to our village, which is part of the point. Manager Linden anticipated authorization for these applications to be requested of the Board at the January 27<sup>th</sup> workshop.

## DEPARTMENT REPORTS:

### Public Works – Superintendent Dan Verace

- DPW Lean-To Project – Requests for approvals of Kozel Steel quote for steel beam and of budget amendments and transfers - Supt Verace commented that there was some confusion about a bid due to an oversight. The steel representative estimated the cost to be around \$2,000 to \$3,000, but it came in at \$6,863. Additionally, transferring funds is necessary, due to the extra components needed for the project. Once the walls and beams are up, the spacing and size of materials will be determined. Mechanics will handle fabricating and welding, and some primer and welding supplies will also be needed. Approval for both the bid and transfer of funds were requested. Mayor Blackman asked Supt Verace to remind the Board of the purpose of the structure and where the funds are coming from. He explained that the Lean-To is for Water Dept equipment, and it will free up space for other equipment to be stored in the garage. The expense is in the budget and needs to be transferred from the Water Dept to the Equipment Line and from the Contractual Line to the Building Line.
- Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to approve Kozel Steel quote \$6,863.55 for materials needed for the Lean-To Project.  
Discussion: None  
Motion carried 5-0.
- Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to approve the budget amendment and transfer requested for the Lean-To Project. Budget amendment and transfer document prepared by Treasurer Pardun, and reads as follows:
  - F8340.2050 Wtr. Transm Equipment Other to F1620.4060 Bldg. Repairs – Water Dept. \$4,200
  - F8340.4000 Wtr. Transm Ttl Cont Exp to F1620.4060 Bldg Repairs – Water Dept. \$4,200

Discussion: None  
Motion carried 5-0.

#### **OLD or NEW BUSINESS:**

- Department of Criminal Justice Services/Justice Assistance Grant (DCJS/JAG) – Mayor Blackman announced the exciting news that the Police Department was awarded a grant of \$190,438 to fully fund the purchase of three new police vehicles. Police vehicles need to be retired when they reach a specific amount of mileage, as per the contract.
- Request from (BAF) Committee – Trustee Kristansen stated that the BAF will have enough vendors to fill approximately 260 vendors. Plans are in the works for the north side of the canal to have a tractor show, row of booths that will be offered at a reduced price, and Spurr Chevrolet, GMC will be hosting a classic car show. Additionally, there will be limited food vendors, and 58 Main will be participating.
- Trustee Kristansen moved, Trustee Reed seconded, to approve the extension of the location for the August 2025 Brockport Arts Festival from the 5 corners on Main Street, going north on Main Street, over the Main Street Bridge to the Round-About.

Discussion: None  
Motion carried 5-0.

- Establish an Ethics Board Interview Committee – Mayor Blackman explained that the establishment of an Ethics Board Interview Committee is necessary to interview applicants and make the recommendation of a candidate to the Village Board for appointment. The Ethics Committee is not a committee that we usually have a lot of people apply to, but three people have applied for the one vacancy on the committee. Mayor Blackman has asked Trustee Kristansen, Trustee Reed, and Ethics Committee Member Elizabeth Harden and they have all agreed to serve on the Interview Committee. Trustee Kristansen will be chairing the Interview Committee and oversee the scheduling of their meetings. Mayor Blackman clarified that, as mayor, she cannot make appointments to the Ethics Committee. She can, however, vote after the motion has been made and seconded by Board Trustees. Trustee Kristansen stated that, as outlined by Manager Linden in her report earlier at this meeting, the Interview Committee will not meet until after the Ethics Board has concluded their current investigation. Although the Ethics Board has one vacancy, they do have a full quorum and can proceed with their inquiry.

#### **VILLAGE BOARD ANNOUNCEMENTS and/or LIAISON REPORTS:**

- Trustee Bocach moved, Trustee Kristansen seconded, to amend the resolution that was approved at the 12/16/2024 Village Board Meeting regarding “requested Budget Amendments from the 2024 November Financials” which allocated \$7,108 from Other Revenues to the Boat House Reserve Account and instead allocate \$7,108 from Parks and Playgrounds to the Boat House Reserve Account.

Discussion: Trustee Bocach questioned the budget sources of the funds and suggested that the \$7,108 was allocated from an incorrect fund. Trustee Kristansen reminded the Board that most of the Parks and Playgrounds funds were revenues from the Brockport Arts Festival (BAF) and are designed for playgrounds and playground equipment, as per the agreement. Trustee Kristansen suggested tabling the motion until more information is available to the entire Board.

Motion to Table: Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to table the motion until more information is available to all Board members.

Motion carried 5-0.

- Trustee Bocach asked the Board members to discuss a Merit Award Program for employees, which she had suggested at previous meetings. The program would reward employees for suggesting cost savings for the village, providing them with a monetary reward, day off, recognition, or another form of reward, depending on what is chosen. Mayor Blackman raised concerns about who would manage the program, monitor it, and decide on the awards. She expressed skepticism about the need for such a program, believing it might create competition among employees. Mayor Blackman suggested that instead of awards, employees should simply contribute ideas for saving money, which they have done before. Trustee Kristansen encouraged Trustee Bocach to prepare a proposal for further discussion at an upcoming workshop.

#### **ADJOURNMENT**

- Trustee Reed moved, Trustee Kristansen seconded, to adjourn the regular meeting at 7:32 pm.  
Motion carried 5-0.

**Upcoming Meetings:** January 20<sup>th</sup> – no meeting, holiday, January 27<sup>th</sup> – workshop, February 3<sup>rd</sup> regular meeting, February 17 – no meeting, holiday, February 24<sup>th</sup>, workshop