

UNAPPROVED

The Workshop Meeting of the Board of Trustees of the Village of Brockport was held Monday, February 24, 2025 at 7:00 pm. Village Board and members of the public met in person at Village Court, 49 State St. This meeting was hybrid and therefore also available via remote location through Zoom.

PRESENT: Mayor Margaret Blackman, Trustee Katherine Kristansen, Trustee Ben Reed, Trustee Joanne Bocach, Manager/Clerk Erica Linden, Clerk/Treasurer Kari Pardun, Chief Paul Wheat, Superintendent Dan Verace, Recorder Susan Smith

ALSO PRESENT: Judge Christopher Martin, Kevin Jenkins, Rachel Miller, Michelle Miller, Wendy Dunham, Fred Webster, Pam Ketchum

VIA ZOOM: Building Inspector /Code Enforcement Officer Chad Fabry, Joan Hamlin, Chris Hamlin,

EXCUSED: Trustee/Deputy Mayor Annette Crane

CALL TO ORDER/PLEDGE: Mayor Blackman called the meeting to order at 7:00 pm.

MOMENT OF SILENCE: To honor the life and memory of Makenna Kuhn, a Brockport High School student who passed away on Saturday after a 4-year battle with cancer. The Village issued a proclamation in September of 2022, declaring "September as Childhood Cancer Awareness month, urging residents of our community and communities across the country to increase awareness and support for children and their families facing childhood cancer battles." We ask our community to hold the Kuhn family in their hearts at this time. For those looking for a way to show their support, the family has asked for donations to be made in Makenna's name to the Willie Bee Foundation, which offers support and care to families of a child with life-threatening conditions. Thank you to the Kuhn family for their many years of service to the Brockport community and for sharing the light and talent of their beautiful daughter with us.

ACTION ITEMS

CONSENSUS ITEMS:

- Minutes: 1/27/2025 Workshop and 2/12/2025 Special Meeting

→ Trustee Kristansen moved, Trustee Reed seconded, to approve the minutes from the 1/27/2025 Workshop and 2/12/2025 Special Meeting.

Discussion: Trustee Bocach mentioned that Trustee Kristansen was recorded as both "Present" and "Via Zoom" and asked the minutes to be amended accordingly.

Motion carried 4-0.

- Bills Abstract 1/28/2025
 - A (General Fund) \$106,729.52
 - F (Water Fund) \$ 8,204.92
 - G (Sewer Fund) \$ 194.42
 - **TOTAL** **\$115,128.86**
- Bills Abstract 2/13/2025
 - A (General Fund) \$153,243.05
 - F (Water Fund) \$ 56,181.19
 - G (Sewer Fund) \$ 154.65
 - **TOTAL** **\$209,578.89**

→ Trustee Reed moved, Trustee Kristansen seconded, to approve Bills Abstract 1/28/2025 and Bills Abstract 2/13/2025.

Discussion: None

Motion carried 4-0.

NEW / OLD BUSINESS:

- Approve budget amendment form to adjust the Welcome Center Grant completed expenses, which were less than anticipated. Treasurer Pardun stated that the grant was a Consolidated Funding Application (CFA) Erie Canalway Grant for \$75,000 awarded in 2019. Over the years, the scope of the work has changed, and the completed project came in under budget. The budget requires adjustment to reflect both the actual Expenditures and Revenues.

→ Trustee Kristansen moved, Trustee Reed seconded, to approve Budget Amendment Form to adjust the Expenditures and Revenues indicating the final amount of the 2019 CFA Erie Canalway Grant of \$35,806.69.

Discussion: Trustee Bocach asked if that amount covered the complete cost. Manager Linden responded that the grant was a 50% in-kind match.

Motion carried 4-0.

- Approve advertising for mowing position – Supt Verace commented that the position would be seasonal (30 weeks), at the hourly pay rate of \$21 for 40 hours per week.
- Trustee Kristansen moved, Trustee Reed seconded, to approve advertising for a seasonal mowing position.
Discussion: None
Motion carried 4-0.
- Authorize the listing of water items for sale on Auctions International
- Trustee Kristansen moved, Trustee Bocach seconded, to approve the listing of water department items for sale on Auctions International.
Discussion: None
Motion carried 4-0.
- Potential grant opportunity for water and stormwater infrastructure – Supt Verace commented that Sean Kirby, Senior Grant Writer for the Village, reached out to him to explore the possibilities of applying for this grant which would cover up to 75% of the cost of water meter replacement and leak detection equipment. The application process is underway, and more information will be presented to the Board at a future meeting.
 - Authorize Superintendent Verace to attend Advocacy Day in Albany on March 4, 2025. Supt Verace stated that he planned to carpool with other Monroe County Highway Superintendents. He plans to advocate for roads and water infrastructure funding.
- Trustee Kristansen moved, Trustee Bocach seconded, to approve Superintendent Verace to attend Advocacy Day in Albany on March 4, 2025.
Discussion: None
Motion carried 4-0.
- Authorize CEO Fabry and Assistant CEO McNeese to attend FLBOA March 10-12, which includes 24 hours of mandatory training.
- Trustee Kristansen moved, Mayor Blackman seconded, to authorize CEO Fabry and CEO McNeese to attend the Finger Lakes Building Officials Association (FLBOA) Annual Educational Conference on March 10-13, 2025 at the RIT Conference Center in Henrietta, NY.
Discussion: None
Motion carried 4-0.
- New Fire Safety Contact Sheet checklist – Building and Codes – BI/CEO Fabry explained that this contact sheet will enhance their ability to contact commercial building owners for scheduling inspections and to order repairs if needed. Collecting contact information will become part of the Building and Codes Office process to improve communications with out-of-town owners.
 - Software search ongoing – Building and Codes – BI/CEO Fabry stated that his staff continues to search for a software solution. Most Building and Codes offices have shifted to GIS-based software. Monroe County's GIS-based software is outdated and has inaccurate information. The search for and demoing of software options that can provide property-based solutions will continue.
 - Letters being issued to Landlords regarding non-compliance for 30-day re-inspections – BI/CEO Fabry reported that his office staff spend an inordinate amount of time on a very small proportion of landlords trying to keep them in compliance, registered, and up to date. In an effort to make better use of their time, Building and Codes had made a policy change to stop sending repeated reminders. Therefore, landlords will receive one reminder notification when their Certificate of Occupancy is about to expire. This notification will include a statement that it will be their only reminder and if they fail to comply, an appearance ticket for failing to comply will be issued. Initially it may take some time, as landlords will likely become disgruntled about going to court. However, Building and Codes staff cannot continue to use their time with non-compliant property owners.
 - Resolution to approve agreements and acceptance of funds for STOP DWI program – Chief Wheat commented that this resolution is to request that if there are any additional grant funds, the Brockport Police Dept would accept it. Funds are strictly used for enforcement of STOP DWI, such as posting additional officers on Friday and Saturday nights. It is possible to use the funds for some equipment but primarily it is for enforcement purposes.

→ Trustee Kristansen moved, Trustee Reed seconded, to authorize the Mayor to enter the Village of Brockport into inter-municipal agreements with the County of Monroe for receipt and use of New York State funding for the 2024 STOP DWI Program in the amount of \$5,758.00 and for the 2024-25 STOP DWI Foundation Crackdown Grant Program in the amount \$2,000.00. The Village of Brockport also agrees to accept any State-Wide unused grant funding, should it become available during the 2025 grant year. The Brockport Police Department and Village of Brockport will be notified of any additional grant funding by the Monroe County STOP DWI Program Coordinator. The term of the 2025 STOP DWI Program agreement shall be from January 1, 2025 through December 31, 2025. The term of the 2024-25 STOP DWI Foundation Crackdown Grant Program agreement shall be from October 1, 2024 through September 30, 2025. The agreement shall contain such additional terms and conditions as the Mayor deems to be appropriate.

Discussion: None

Motion carried 4-0.

- Brockport Museum & Library of Local History requests authorization:

- Approve Dr. Nicole Cesnales as a new board member – Mayor Blackman reported that the Village Historian, Karen Sweeting, and the Museum Board recommended the appointment of Nicole Cesnales as a new Museum Board Member and have updated their By-Laws. She is an Associate Professor of Social Work and Director of the Bachelor Social Work Program at SUNY Brockport. She also serves as the Co-Director of the Fannie Barrier Williams Project and is President of the Board of Directors at Brockport Child Development Center. She is very interested in Brockport's history and seems to be a good match for the Museum.

→ Trustee Kristansen moved, and Trustee Reed seconded, to appoint Nicole Cesnales to the Brockport Museum & Library of Local History Board.

Discussion: None.

Motion carried 4-0.

- Approve recommended by-law changes – Changes include updating the name of the museum throughout and adding the Art Historian position to the board as vice chair (Historian serves as chair)

→ Trustee Kristansen moved, Trustee Reed seconded, to approve the updated Brockport Museum and Library of Local History By-Laws.

Discussion: None.

Motion carried 4-0.

- Resolution to support the designation of the Harriet Tubman Underground Railroad Scenic Byway – *“As a vehicle for education, preservation, and economic growth, the Harriet Tubman Underground Railroad New York Byway fosters community pride, enhances residents’ quality of life, preserves its historic and natural assets, inspires visitors to be agents of change, and elevates the authentic stories of Freedom Seekers on their journey to Freedom by providing exceptional and inclusive experiences along its 550-mile route.”* <https://harriettubmancorridor.ny.gov/>
Manager Linden clarified that our section of the scenic byway follows Route 31 and does not intersect within Village property. Trustee Kristansen commented Route 31/Redman Road does border the Village line on the northwest corner, north of the Erie Canal to West Ave. Manager Linden concluded that the Steering Committee seeks support from the Village to partner with neighboring communities endorsing this initiative.

→ WHEREAS, the historic qualities of the Harriet Tubman Underground Railroad New York Scenic Byway, as described in the corridor management plan, and the surrounding areas have been appreciated and celebrated for over a century by the residents of New York State, as well as tourists, historians, artists, authors, and other visitors to the region; and it is this unique combination of the journeys of Harriet Tubman and those Freedom Seekers who traveled on the Underground Railroad that create the special sense of place that is vital in telling the New York story of the human desire for freedom and the historic sites they utilized during their journey to emancipation; and

WHEREAS, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, committed to working cooperatively to protect and promote the historic, scenic, recreational, and economic well-being of the 544-mile Corridor throughout the state and agreed to pursue the nomination of the Harriet Tubman Underground Railroad New York Scenic Byway; and

WHEREAS, under the leadership of the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee contributed to the development of this corridor management plan by encouraging public participation, confirming the vision and goals, and leading individual meetings of the Collaborative; and

WHEREAS, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, consisting of

relatives of Harriet Tubman, descendants of Freedom Seekers, Harriet Tubman and/or Underground Railroad historians, representatives from state and federal agencies has strengthened the historic integrity, representation, and the principles of the corridor management plan, and

WHEREAS, in the process of developing this corridor management plan, the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee has strengthened the bonds of inter-municipal cooperation, and the involved entities envision further benefit through scenic byway designation including sustained collaborative progress, increased funding opportunities for recommendations identified in the plan, enhanced partnerships with agencies responsible for the stewardship of resources along and adjacent to the byway route, and an improved visitor experience that interprets and promotes the corridor's intrinsic qualities and resources; and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Brockport supports the designation of the Harriet Tubman Underground Railroad New York Scenic Byway which includes programs for stewardship and enhancement of the historic scenic byway and guidance to manage future activities along its corridor; and

BE IT FURTHER RESOLVED, that the Village of Brockport confirms that they will not approve any requests for new off-premise outdoor advertising signs along the designated Harriet Tubman Underground Railroad New York Scenic Byway route; and

BE IT FURTHER RESOLVED, that the Village of Brockport will work in partnership with the other municipalities along the Harriet Tubman Underground Railroad New York Scenic Byway and local and regional stakeholders in order to support future Byway programs, economic development, marketing, and collaborate with these interested entities to explore opportunities for cooperation to realize the Scenic Byway goals.

Moved by: Trustee Reed

Seconded by: Trustee Kristansen

Discussion: Trustee Bocach asked for clarification that if there is a house with historical value related to the Underground Railroad, they can advertise it, but not with certain taglines like Harriet Tubman, Underground Railroad, or New York Scenic Byway? Manager Linden responded that the "Scenic Byway" refers to the actual roadway, not individual properties, and specifically indicates "outdoor advertising signs along" the byway route.

Motion carried 4-0.

WORKSHOP:

Projected department level expenses for FY 2025-2026

The Board and Department Heads discussed the projected expenses for the upcoming year for the General, Water and Sewer Funds, with a heavy focus on the General Fund as it is largest component of the budget. The budget lines overall, within departmental control, are down. Retirement, medical, and liability insurances continue to climb each year. A settlement with Elderwood over their assessment is near, and will likely be an added expense.

Future Budget Committee meetings are planned to review revenue projections with an overall budget presentation scheduled at the next workshop.

ADJOURNMENT

→ Trustee Reed moved, Trustee Kristansen seconded, to adjourn the workshop meeting at 8:33 pm.
Motion carried 4-0.