UNAPPROVED

The Regular Meeting of the Board of Trustees of the Village of Brockport was held Monday, January 27, 2025 at 7:00 pm. Village Board and members of the public met in person at Village Court, 49 State St in person 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, Manager/Clerk Erica Linden, Building Inspector /Code Enforcement Officer Chad Fabry, Recorder Susan Smith

ALSO PRESENT: Jacob Vergari, Kevin Jenkins, Fred Webster

VIA ZOOM: Trustee Katherine Kristansen, Trustee Joanne Bocach, BI/CEO Carol McNees, Deputy Clerk Treasurer Barbara Krizen, Joan Hamlin, Chris Hamlin

EXCUSED: None

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

ACTION ITEMS

CONSENSUS ITEMS:

- Minutes: 1/06/2025

→ Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to approve 1/06/2025 Minutes.

Discussion: None

Motion carried 5-0.

- Bills Abstract 1/14/2025
  - A (General Fund) $ 64,102.94
  - F (Water Fund) $ 48,393.25
  - G (Sewer Fund) $ 1,031.48
    - **TOTAL** **$113,527.67**

→ Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to approve the Bills Abstract 1/14/2025.

Discussion: None

Motion carried 5-0.

OLD or NEW BUSINESS:

- Authorize EV Charging Station grant applications – Mayor Blackman commented that these grant applications have no match requirement, and a consultant will put together the grant applications free of charge. The locations would be the Frontier municipal lot, the Police Department municipal lot, the Seymour Library, and an upgrade at the Welcome Center.

  Manager Linden added that these are Dept of Environmental Conservation infrastructure grants. There is no cost or obligation for the village to submit applications or accept an award. However, this would upgrade our infrastructure with three Level 2 stations and one Level 3 station at the Police Dept. She confirmed for Trustee Reed that the grant would include the appropriate wiring and installation. She explained for Mayor Blackman that the Frontier municipal lot (between Erie and Holley Streets) was selected as it has electrical capacity available, and the Chase municipal lot is not fully owned by the village.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane moved seconded, to authorize Dept of Conservation zero emissions vehicle/infrastructure grant for four Charging EV Charging Stations.

Discussion: Trustee Bocach asked if the station at the Police Dept would be available to the public? Manager Linden responded that the location of the station would be on the east side of the lot, where the electric infrastructure is located, which is also where the police cars are parked. A future policy can be established regarding public access, prioritized by need.

Motion carried 5-0.

- Authorize Dept of Environmental Conservation Pilot Food Scraps/Compost grant application – Mayor Blackman and Manager Linden explained that the grant for this pilot program at no cost to the village, and the project is easy to manage. The DPW has agreed to handle it, likely placing containers at the former wastewater treatment plant. Village residents participating in the program would receive a code to access the area and drop off scraps on specific drop-off days. As part of the program, Impact Earth, an organics recycling company, will exchange the containers weekly, and in the spring, residents will receive soil made from their scraps. After the grant is awarded, the village residents can sign up, which will be limited to the first 50 households.

→ Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to authorize the Dept of Environmental Conservation Pilot Food Scraps/Compost grant application.

Discussion: Trustee Bocach asked if there would be an option for a shorter term for the 2-year program and asked if the Board should be considering adding a code for composting. Manager Linden responded that the scope of work can be amended and that it is always possible for the Board to add to the code. Trustee Kristansen asked BI/CEO Fabry if the current code already exists. He responded that, as per the existing code, waste is required to be contained in an approved receptacle. This pilot program will provide approved containers.

Motion carried 5-0.

- Authorize purchase of Chevy Tahoe for Brockport Police Dept via NYS Justice Assistance Grant funds

→ Trustee Kristansen moved, Trustee Reed seconded, to authorize the purchase of a 2025 Chevrolet Tahoe, as quoted from Joe Basil Chevrolet, Inc, at the cost of $52,816.47. Funding for this purchase is from the NYS Justice Assistance Grant Program awarded in December 2024.

Discussion: Trustee Bocach asked if the vehicle is a hybrid. As per the quote, it is not a hybrid. Trustee Reed asked about the disposition of the old vehicle and suggested it be repurposed for the village rather than putting it up for auction. Manager Linden responded that the Police Dept has not decided on the disposition of the old vehicle and are considering several options, including Trustee Reed's suggestion of repurposing it for the Codes Dept.

Motion carried 5-0.

- Appoint Farmers Market Managers: Shane Camman of Camman Farms and Mandy Kirby of Kirby's Farm Market

→ Trustee/Deputy Mayor Crane moved, Trustee Reed seconded, to appoint Shane Camman of Camman Farms and Mandy Kirby of Kirby's Farm Market as the Farmers Market Managers for 2025.

Discussion: None

Motion carried 5-0.

- Confirm Farmers Market Rules and Regulations 2025

→ Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to confirm the Farmers Market Rules and Regulations for 2025, which will be held on Main Street, between King St and Erie/State Streets (unless moved due to construction or a special event), from 9am-1pm on Sundays and will be held every Sunday from the second Sunday in June through the third Sunday in October.

Discussion: Trustee Bocach questioned if there would be an option to rotate the location, as the businesses near the Main St bridge have been impacted by the diverted traffic from the bridge closure. Mayor Blackman responded that the bridge should be opened before the market takes place and that the public and vendors prefer the location on Main St. Trustee/Deputy Mayor Crane commented that the market closes only one block on Main St. Trustee Reed added that traffic is able to go around the market using side streets. Manager Linden commented that there are two businesses that have complained about the Main St location. However, several other businesses have reported that since the location was moved to Main St their Sunday sales have never done so well, and they specifically open up early or open on Sundays when they wouldn't otherwise. She suggested that the market should be experienced by everyone before they decide it's not an ideal location.

Motion carried 5-0.

- Confirm Farmers Market Application 2025

→ Trustee/Deputy Mayor Crane moved, Trustee Kristansen seconded, to confirm the Farmers Market Application for 2025.

Discussion: None

Motion carried 5-0.

- Adopt Holiday Schedule for 2025-2026 – Mayor Blackman explained that the Holiday Schedule lists the holidays that are observed, the additional days granted to the two unions, and the 3 floating holidays for the non-union employees. Manager Linden added that the non-union floating holidays were selected with attention to the days the unions have off and to not impact the Village Board meetings.

→ Trustee Kristansen moved, Trustee/Deputy Mayor Crane seconded, to adopt the Holiday Schedule for 2025-2026, from June 1, 2025-May 31, 2026.

Discussion: Trustee Bocach asked why this was not addressed at the Organizational Meeting in July and should it be addressed in July 2025, with a new board coming in this year. Manager Linden explained that the Holiday Schedule is not part of the Organizational Meeting and is proposed to the Board after the unions have decided on their holidays. Trustee/Deputy Mayor Crane added that the Holiday Schedule coincides with the Village's Fiscal Year and needs to be

adopted in advance of the new fiscal year. Trustee Kristansen commented that it is only fair to let employees know in advance which days off they have been granted.

Motion carried 5-0.

- Call a special board meeting for February 13 at 6:30 in order to attend Brockport Fire District meeting as a board

→ Trustee Kristansen moved, Trustee Reed seconded, to approve the call for a Special Village Board Meeting on February 13, 2025 at 6:30 pm at the Brockport Fire Station, Market St in order to attend a Brockport Fire District Meeting as a board.

Discussion: Trustee Kristansen commented that she had been working on this meeting with the Fire District and suggested the Board should read through the materials that were sent to them. Mayor Blackman commented that the Towns of Clarkson and Sweden have also been invited, assumed they would attend, but could not confirm.

Motion carried 5-0.

- February 3rd Board Meeting Canceled – Mayor Blackman announced that the regularly scheduled meeting is canceled as there will not be a quorum.

WORKSHOP

1) Vacant Property Registry/Code with BI/CEO Chad Fabry – Mayor Blackman acknowledged that the board has received the draft Property Registry Code that will be discussed and when the process gets to a final draft, will call for a Public Hearing before it can be incorporated into the Village Code. BI/CEO Fabry commented to the Board this draft code for managing vacant properties, is essentially the code that eCode360 provides for municipalities in NYS with some adjustments that were compiled after consultation with other municipalities. He sought feedback from the Board on the code's length and restrictiveness and asked for direction on how to improve it. BI/CEO Fabry explained that the code aims to discourage property owners from leaving buildings vacant and falling into disrepair, by creating penalties that encourage them to either fix or sell the properties. The Board discussed strategies for managing empty buildings in commercial districts. BI/CEO Fabry suggested offering a 90-day free registration period for businesses transitioning, to encourage activity and prevent urban blight. If a business fails to utilize this period, they could face consequences such as an appearance in court or payment for registration. Also discussed was the use of plexiglass instead of plywood for boarding up windows, to maintain a more aesthetically pleasing appearance and the necessity of placarding vacant buildings for safety reasons. The discussion then shifted to the implementation of new legislation to enforce compliance with vacant property registration, with BI/CEO Fabry planning to pare down the current draft to four pages. The possibility of a public hearing on this matter was suggested for June or July in 2025.

2) Discussion regarding possible policy for community use of the Village billboard sign – Mayor Blackman asked Trustee Reed to present to the Board some of his suggestions for the possible community use of the Village billboard, located on the west side of Main Street, on the south side of the railroad overpass. Trustee Reed explained that he met with some volunteers from the Fire Department inquiring about using the billboard to promote the recruitment of new volunteers for their organization. The Board discussed creating an application process for organizations to request use of space, with dimensions and design standards to be determined. The board considered parameters for acceptable users, focusing on non-profits and government districts serving the community. A Fire District representative in attendance spoke about their interest in using the space for volunteer recruitment, agreeing to work with the board on design and installation. The Board decided that Trustee Reed, with assistance from Manager Linden and Fire District Public Information Officer Chris Martin, would develop guidelines for the signage program for the Board to approve at an upcoming meeting.

3) Discussion of Cost of Living Adjustments (COLA) for non-union employees and elected officials – COLA is based on the Consumer Price Index. Manager Linden explained that consideration of COLA would be for 8 full time and 7 part time employees and the 7 elected officials. She requested that the Board provide some guidance for budgeting purposes. Trustee Kristansen commented that after working on union contract negotiations for several years, she feels strongly that all employees, union and non-union, should receive the same percentage increase, aligning with the 3.25% increase for the unions. Mayor Blackman agreed with that proposal, suggesting aiming for 3.25% but keeping in mind adjustments may be necessary during the budget preparation process. Trustee/Deputy Mayor Crane also agreed to aiming for 3.25% but opined that the elected officials should be less. Trustee Bocach expressed her disagreement with the proposed increase, citing the inflation rate and the benefits package of village employees. The Budget Committee will consider the opinions of the Board as they continue to prepare a tentative budget for the Board's consideration in March.

ADJOURNMENT

→ Trustee Reed moved, Trustee/Deputy Mayor Crane seconded, to adjourn the workshop meeting at 8:00 pm.
Motion carried 5-0.