

**Regular meeting (plus annual organizational component) of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, July 20, 2015 at 7:00pm.**

**PRESENT:** Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Katherine J. Kristansen, Trustee John D. LaPierre, 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

**ALSO PRESENT:** Jack Merritt, Carl Gouveia, SriRam Bakshi, Jackie Morris, Hanny Heyen, Sandi Henschel, Kevin McCarthy, Linda Ketchum, Mark Kristansen, Joan Hamlin, Fred Webster, many of the Brockport Police Department and family members of the officers being sworn in.

**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: Because of this evening's long agenda, my historic moment will be brief. It will cast a bit of light into a dark corner of Brockport history, the origins of the college. The college celebrated its 175<sup>th</sup> anniversary in 2010, making official a founding date of its earliest antecedent as 1835. This was based on the fact that a building for a Baptist college was nearly completed in that year and a principal was appointed. However, we have no evidence that any students were enrolled or any classes conducted. We do know that the building was sold in foreclosure in 1836, so the school appears to have become defunct within a year. Now, recently, a document has come to light that seems to show conclusively that the Baptist college never functioned.

The document, dated February 1, 1837, reports that a Provisional Charter for the college had been granted that would become "operative" if supporters of the college raised \$80,000 within three years of its issuance. The document lists pledges to that date of \$1,750—far short of the \$80,000 required. As the three years seems to have expired, the conditions of the charter had not been met and the college could not have come into existence. The building was later acquired for the Brockport Collegiate Institute, which began in 1841 and is the earliest verifiable antecedent of today's College at Brockport. Therefore, it can again celebrate its 175<sup>th</sup> anniversary next year.

#### **OATH OF OFFICE:**

Ceremonial swearing in of new elected officials -  
Village Trustee Katherine J. Kristansen - Trustee Ciciotti administered the Oath of Office.

Ceremonial swearing in of newest Brockport Police –  
Chief Varrenti shared that he attended the recent graduation ceremony for Officers Cave and Catlin. Officer Cave received the highest award of any officer of the graduating class and as such, he was the class valedictorian – a great honor for the Village of Brockport and its police department. The new officers were assigned to the road by themselves effective July 12, 2015 after beginning the Academy September 10, 2014 and attending the funeral of Officer Daryl Pierson as their first assignment.

Officers Chad Brady, Elliott Cave, Geoffrey Catlin - Chief Varrenti administered the Oath of Office.

#### **CERTIFICATES & PROCLAMATIONS:**

- Jackie Morris – retiring from Village Historian & E.L.K. Museum Board – Mayor Blackman presented the following proclamation to Jackie Morris.

#### **VILLAGE OF BROCKPORT PROCLAMATION**

**WHEREAS**, Jackie Morris has served well and faithfully as official Village of Brockport Historian for fourteen years, beginning in 2001, and

**WHEREAS**, she has served on the governing body of the Village Museum, now called the Emily L. Knapp Library and Museum of Local History, since 1970 and continues to do so, some 45 years of good and faithful service, and

**WHEREAS**, she has served well and faithfully as the chair of that body, now designated the Museum Board, since 2006, and

**WHEREAS**, for several years she provided the leadership with very little support to tend the museum and ensure its survival as a major asset for this community, and

**WHEREAS**, she has served well and faithfully on Brockport's Historic Preservation Board since 2010 and Brockport's Tree Board since 2005 and continues to do so, and

**WHEREAS**, she has now retired as Village Historian and from the Museum Board, now

**BE IT THEREFORE RESOLVED**, that this Village Board on the occasion of those retirements, does hereby commend and thank Jackie for such an outstanding record of long, faithful, and creative service to this community that, in fact continues as Museum volunteer, member of the Historic Preservation Board, and member of the Tree Board and bestows on her the honorable title of Village Historian emeritus.

**IN WITNESS WHEREOF**, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 20<sup>th</sup> day of July, in the year 2015.

Trustee Andrews noted that a few meetings ago the Village Board accepted with regret the resignations of Rayleen Bucklin and Doug Wolcott from the Museum. They served for the last several years assisting Jackie and helped keep the Museum running.

- Kathy Goetz – retiring from Historic Preservation Board – Mayor Blackman read the following proclamation into the record and said she would deliver it to Kathy Goetz.

#### **VILLAGE OF BROCKPORT PROCLAMATION**

**WHEREAS**, Kathy Goetz, as chair of the Historic Preservation Committee of the Western Monroe Historical Society, provided the leadership in drafting a proposed Historic Preservation local law for the Village of Brockport that was adopted and implemented by the Village Board and that has served as the basis for all historic preservation efforts in the Village since then, and

**WHEREAS**, she became a member of the Historic Preservation Board when it was created in 1990 and has remained an active member continuously in the 25 years since then, and

**WHEREAS**, she participated actively in all of the work of that Board, including successful applications for numerous outside grants to support historic preservation efforts in the Village, the local landmark designation of more than 100 structures in the Village and the listing on the State and National Registers of some 125 Village structures, including two historic districts, and

**WHEREAS**, she also served loyally and actively as a member of the Landmarks Advisory Committee of the Town of Sweden, and

**WHEREAS**, she chaired the Historic Preservation Board the past three years, and

**WHEREAS**, she has taken a well-earned retirement from the Historic Preservation Board as of June 30, 2015, now

**BE IT THEREFORE RESOLVED**, that this Village Board does hereby commend and thank her for her long, loyal, and creative service to the historic preservation of this community and bestows upon her the honorable title of Historic Preservation Board Chair emeritus.

**IN WITNESS WHEREOF**, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 20<sup>th</sup> day of July, in the year 2015.

Mayor Blackman noted that Kathy continues as a member of the Tree Board.

**PUBLIC HEARING:** none

**PUBLIC COMMENT:**

- Joan Hamlin of Park Avenue – regarding the formation of a Library District - said that years ago she had a conversation with the Mayor at that time who was so excited to be able to report to the Monroe County Association of Village Mayors when they were discussing shared services that Brockport was already working with its neighboring municipalities on things such as the Seymour Library, via a tri-municipal agreement. J. Hamlin said now it seems everyone wants their own piece of the pie. She said she believes current Library Director Carl Gouveia previously provided information that was not accurate. She mentioned the 2012 separation of the Brockport Fire Department from the Village via formation of a Brockport Fire District. At the time a Trustee said it was unrealistic for people

to expect the Village taxes to go down without the Fire Department. The Village taxes did not go down and the Fire District taxes went up considerably. Then last year a Trustee said if the Village and Towns can't control the Seymour Library budget, let them form a district. J. Hamlin questioned the formation of districts and asked who looks out for the taxpayers.

- SriRam Bakshi of Evergreen Road, and member of the Seymour Library Board – said current Library Director Carl Gouveia previously came to the Village Board and explained the pros and cons of a Library District, the necessities of the Seymour Library, and the strong recommendation to support the creation of a Library District. This follows a movement in the field, can provide financial stability, and involves the people as they vote on the Library Board and on the Library budget. Public libraries play a major role in society, provide lifelong learning and are often the soul of a community. The NYS Senate and NYS Legislature have passed the necessary legislation and it goes to the Governor. Rather than disenfranchise the work that's been done, he requested the Village Board help facilitate the democratic process which gives the people the opportunity to decide on the formation of a Library District.

- Carl Gouveia, Seymour Library Director - reminded the Board of the presentation on the pros and cons of forming a Library District and said the 3 major points in favor of a Library District are: 1) to strengthen long term survival; 2) to insure equity and fairness of funding (as currently the taxpayers of the 3 municipalities pay based on population of their municipality); 3) to allow the democratic process to take place (give the people of the 3 municipalities a chance to vote).

#### GUESTS:

- Hanny Heyen, Parks Committee Chair – July 2015 National Park & Recreation Month –
  - Celebrate Summer in Brockport's Parks – H. Heyen shared that it is National Parks and Recreation Month and highlighted the several parks in the 2.2 square mile Village of Brockport – each has something special. The Village website describes each park and has photos. Whether used for playgrounds, tennis, pickle ball, exercising, nature watching, concerts, festivals or the like, parks are an essential component of the success of a community. Regarding Corbett Park, H. Heyen mentioned the new fence, commended DPW, and noted that the adjacent property owners may enjoy added value to their properties. Regarding South Avenue Park, H. Heyen said in 2006, when she was a Trustee; she helped to designate this Village property as a park. The Parks Committee is working to add some playground equipment while keeping the beautiful big tree, benches and some green space. Regarding Monika W. Andrews Children's Park on Utica Street, a recent newspaper article reminded all that it was the first handicapped accessible park in Monroe County.

#### CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 that the minutes of the 07/06/15 meeting be approved as amended.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee LaPierre moved, Trustee Kristansen 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>	7/17/15	\$49,045.01
FUND (F): <u>Water</u>	7/17/15	\$49,752.62
FUND (G): <u>Sewer</u>	7/17/15	\$407.13
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust &amp; Agency</u>	-	-
		\$99,204.76 total

#### CLERK REPORT: Clerk – Leslie Ann Morelli

◦ Tax collection update - Clerk reported tax collection at 82% to date. The second installment of Village taxes is due by August 1<sup>st</sup>. However, since August 1<sup>st</sup> falls on a weekend, August 3<sup>rd</sup> is acceptable. Delinquent notices get sent in September.

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

◦ Treasurer – Daniel P. Hendricks
 

- Financial reports for period ending 6/30/15 – Treasurer Hendricks referred to the information in the packet. He provided a clarification regarding Expenditures page 4 as to the coding for insurances. He mentioned that he is working with Chief Varrenti to keep a handle on tracking police overtime. Treasurer Hendricks apologized for processing a purchase order for a new police vehicle prior to it having been brought before the Village Board for authorization as the purchasing and procurement policy requires. It was approved in the current fiscal year budget and on NYS bid.

- Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.

- Proposed changes to fee schedule – BI/CEO Miller reviewed the information in the packet - various changes he suggests to the fee schedule to be considered in the annual organizational component later in tonight's meeting. Some relate only to moving from one section of the schedule to another. Some relate to deleting them. Some relate to instituting a re-inspection fee after the 2<sup>nd</sup> inspection.

Trustee Kristansen clarified that the re-inspection fee is if additional inspections are needed after the initial re-inspection (i.e. if the property owner still hasn't addressed items needing attention at the time of re-inspection). BI/CEO Miller said that is correct.

Trustee Andrews asked if the fees are comparable with other municipalities. BI/CEO Miller said that work was done last year. This is a further cleaning up of those efforts. Trustee Andrews asked BI/CEO Miller if he is comfortable with the suggested fees. BI/CEO Miller said yes, they are reasonable for the items and comparable with elsewhere.

Trustee Andrews asked if it is true that a fee cannot be charged more than the cost of the time and labor to accomplish the task, otherwise it can be considered a fine. Village Attorney Mastrella said there needs to be a reasonable relationship between the cost to the municipality and the amount charged or it could be considered a tax. He said a fee has to reflect the overall expense the Village incurs. The Village can't impose an excessive fee as a deterrent.

Trustee Andrews asked if Village Attorney Mastrella had reviewed the fee schedule with BI/CEO Miller as promised. Village Attorney Mastrella said he believes Trustee Andrews is referring to him and BI/CEO Miller reviewing the penalty sections of the Village Code. They will advise as to any recommended changes which would have to be made via the Local Law process.

- Police – Police Chief Daniel P. Varrenti

- Took possession of new guns and completed transitional training – Chief Varrenti reported that the department took possession of new guns and completed transitional training. These guns have permanently mounted tack lights on them consistent with law enforcement in Monroe County. BPD was the first to utilize the tack lights, but the last to going with permanent mounting of them. The guns were paid for through Asset Forfeiture monies. The training was done on overtime. This now requires a Mag light be worn on the officers' belts.

- Took possession of new level 3 security holsters now being worn by all officers – Chief Varrenti reported that the department took possession of new level 3 security holsters now being worn by all officers. He reviewed that these operate by 3 steps in the right order to get the gun out of the holster. After training it is second nature. These holsters keep the guns safe so others can't pull them out. The holsters were paid for through Asset Forfeiture monies.

- New police officers assigned to the road - Chief Varrenti shared that the recent Academy graduates (Officers Cave and Catlin) were assigned to the road by themselves effective July 12, 2015.

- Ordered body cameras for all officers – Administrative Order being transitioned to General Order – Chief Varrenti reported that 18 body cameras were ordered and the administrative order is being transitioned to a general order. The testing, utilizing 2 cameras from Gates Police Department over a two-month period proved that some of the officers being the biggest dissenters to them have become the biggest advocates of them. Since 1 of Gates' cameras was damaged during testing, 1 of the 18 replaces it. The 15 officers are now outfitted with a body camera. There are 2 spares. Policy dictates the cameras be activated when in a situation where a physical or verbal confrontation is likely to occur or in fact is occurring. Nothing precludes an officer from activating the camera at any time they choose. These cameras will not only create better transparency between the police department and the public, but they will also enhance the trust which Chief Varrenti said he believes already exists in Brockport regarding its police department. By using an external hard drive to store the data recorded, they will avert the fees that companies charge to store data and will also have the ability to keep the data for years. Any evidence captured on the cameras will immediately be transferred to a compact disk. The Police Department will retain one copy as evidence, one copy will be forwarded to the District Attorney's office and the third copy will be forwarded to the defendant's attorney should an arrest have been made. The cameras, hard drives and ancillary hardware were paid for through Asset Forfeiture monies.

Chief Varrenti thanked Trustee LaPierre for his help researching the data storage end of this and their I.T. vendor for getting them up and running. Chief Varrenti said there may be federal and state legislation in the next year or two regarding the use of body worn cameras.

Trustee Kristansen asked where the camera is worn. Chief Varrenti said at the center of the chest. He

said some of the Officers have indicated a desire for external vests. These have a pocket for holding it. No wires. When external vests first came out they looked horrible, but they are much better looking now. However, he is still leery due to easier removability.

- Participating in "Own it? Respect it, Secure it" initiative re gun locks – Chief Varrenti reported on this program as follows:

The Brockport Police Department, a long time participant of the "Project Child Safe" initiative, will be participating in the new program "Own it? Respect it. Secure it" initiative by offering at no charge, cable style gun locks. Gun locks will be made available to village residents during regular business hours at the Brockport Police Department or after hours by contacting an on duty officer by picking up the outside phone at the PD.

As you know, responsible firearm storage is the #1 way to help prevent firearm accidents and unauthorized access. When firearms are stored responsibly in the home, families and communities are safer. Our goal with this initiative is to raise the public's consciousness on the issue of firearm safety and responsibility, and to encourage firearms owners to continually embrace the importance and practice of proper handling, ownership and storage.

For more information on "Project Child Safe" and the "Own it? Respect it. Secure it" initiative, click on the link below.

<http://www.projectchildsafe.org/get-involved>

- Overtime – Chief Varrenti said there will always be a certain amount of police overtime and that is not an anomaly for Brockport Police Department. It's just a question of how great the overtime is. With the new officers on the road that means more arrests and more investigations, court time, etc. He invited the Village Board and Village Treasurer to question the reason for overtime in any given pay period or month.

- Staffing – Chief Varrenti shared that there may be vacancies in the not too distant future. He will look to the availability of an officer transferring from another law enforcement agency before going the longer route of a recruit going through the academy.

- Bicycles - Chief Varrenti said he did not put this on the agenda, but asked the Village Board to authorize the 2 bicycles formerly used by the SPARTAC program for the Brockport Ambulance Corps. The bicycles are not used by BPD and aging in the basement. Ambulance Chief Cody Dean expressed an interest in them for use during events such as the upcoming Arts Festival. He knows there are regulations about giving them away versus charging market value and asked Village Attorney Mastrella about this. Village Attorney Mastrella suggested any approval be contingent on his review.

→ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to allow the donation, sale or loan of the 2 old SPARTAC bicycles to the Brockport Ambulance Corps contingent on Village Attorney Mastrella's review and determination of the appropriate transfer means.

- Quarterly Report - Chief Varrenti referred to the quarterly report previously forwarded to the Board and posted on the website.

- Pharmaceutical Waste Take Back – Chief Varrenti reported that the June 14<sup>th</sup> event with the Senior Center was successful. They served 62 people and took in 215 pounds of pharmaceuticals.

- Complimentary letter re Officer Dawson - Chief Varrenti read into the record the following letter he received via email 7/15/15:

Hello Chief Varrenti,

I just wanted to commend Officer Dawson. I was pulled over on Friday night (7/10) for forgetting to turn my headlights back on after picking up my husband and his friend from 58 Main. As soon as Officer Dawson pulled out behind me, I knew I was to be pulled over for this oversight. He came to my door and followed all necessary procedures in asking me for my information. I fully cooperated, even admitted to forgetting to turn my headlights back on. I did not have my license on me at the time and gave him my information verbally. He came back after running my information and let me know that my license had been suspended.

I had no knowledge that my license had been suspended and was very shocked to learn this. I am sure that being nearly 8 months pregnant didn't help, but I became pretty emotional. I have never sat in the back seat of a cop car before (and I think once in my lifetime is enough). Officer Dawson was very professional and courteous and made sure I understood what was going on. He could have cuffed me

and had my car towed, but did not and allowed my mother-in-law to come drive our car home for us. He provided me with his direct extension to call him if I had any questions. Despite the fact that I walked away that night with three tickets, I truly felt that Officer Dawson went above and beyond for me. I come from a career in customer service, so I am not sure if this kind of thing is something you get often as police officers, but Officer Dawson truly did a fantastic job. He was able to keep a very pregnant woman calm in a time where I was scared, upset, and confused all at the same time. This is not an easy task. With all the negative media attention focusing on police lately, I wanted you to know that I respect what you all do and am grateful to have men such as Officer Dawson protecting my family. I deserved to be pulled over that night for driving without headlights, total "baby brain" moment, but certainly dangerous.

That being said, my license had been suspended for failure to pay the Driver Assessment Fee. I had never received a bill or statement from the DMV to pay this fee, so I was unaware that there was even any monies due to the DMV. I would have paid this promptly had I gotten the bill as having a suspended license is not something I strive for. I was able to pay this fee online as soon as I got home after my interaction with Officer Dawson, by simply googling "NYS driver assessment fee" and putting in my information. I have included the transaction details below. I then called Officer Dawson and let him know I paid the fee and asked if that was enough to get my license reinstated. He called me back personally tonight and let me know he ran my license again and it did come back as valid.

Because one of the tickets I received that night is a misdemeanor (aggravated unlicensed operator, 5111A), I am absolutely terrified of that my license will get suspended/revoked again when I have court on 8/7. I would like to think of myself as a decent member of society and am so scared to have a misdemeanor on my record. I am hoping you can possibly clarify what this may mean for me going forward? With a job that is approximately 31 miles away from my home, a three year old son, and a baby girl on the way, the idea of not being able to drive horrifies me. I know this is more up to the court now, but again I am just hoping for clarification on what I should expect.

Any information would be greatly appreciated. Please give Officer Dawson my best and thank him for me for keeping me sane when I was so nervous I thought I either was going to throw up all over the backseat of that car or go into labor- either of which totally would have not helped my case!

Thank you for taking the time to read this.  
Erin Hills

- o Public Works – Superintendent Harry G. Donahue

- Authorization to purchase a trailer to haul Bobcat and blacktop roller – DPW Spt.

Donahue referred to the quote in the packet for a trailer at a cost of \$6,470 which was included in this fiscal year budget to come out of the street maintenance equipment line.

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to authorize the purchase of a trailer at a cost of \$6,470.

- Lighting – DPW Spt. Donahue reported having met with the company Bergen purchased l.e.d. lighting from and doing some cost comparisons.

- **PERSONNEL ITEMS:**

- o Drops/Adds – Police Explorers - Clerk Morelli requested and received a current list of Police Explorers. All are the same as those in December 2014 with one addition: Ryan McKee

→ Trustee Kristansen moved, Trustee Ciciotti seconded, carried 5/0 to accept the following membership changes to the Police Explorer program: add: Ryan McKee.

Roster is as follows:

Ault, Cody  
Ault, Roy  
Brundage, Evan  
Caldarelli, Cameron  
Crandell, Brooke  
Firkins, Alexis  
Griffith, Gabrielle  
Hoffman, Alexandra  
Johnson, Dylan  
Kachmaryk, Jagger  
Laing, James  
Luce, Kayla  
McKee, Ryan  
McMillion, Diana  
McMillion, Dwight  
Phillips, Alyssa

Prince, Hunter  
 Sealy, Matt  
 Schwab, Juliana  
 Smith, Rachel  
 Stoia, John  
 Vergari, Jacob  
 Vicaretti, Nicholas  
 Wilson, Josh

SPARTAC – is temporarily inactive. No changes.

- o DPW Seasonal laborer – hiring to fill 1 vacancy per DPW Spt. recommendation -

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 to accept the recommendation of DPW Spt. Donahue and hire Nathan M. Skillo as a Seasonal Laborer at a rate of \$9 per hour with no benefits. He is authorized to begin work on 7/27/15 pending successful completion of required pre-employment drug and alcohol testing.

- **OLD or NEW BUSINESS:**

- o Authorize Teladoc (convenience & cost saving component of health insurance) -

→ Mayor Blackman moved, Trustee Kristansen seconded, to authorize Teladoc as a component of the Village's health insurance for employees and retirees under age 65 at a cost of \$5 per month per employee/retiree family.

Discussion:

Mayor Blackman shared that she, Clerk Morelli and Treasurer Hendricks met last week with the Village's employee benefits brokers who recommend Teladoc as a convenience for the users and potential cost savings for the Village.

Trustee LaPierre asked how the Village will know if it works. Treasurer Hendricks said a utilization report can be generated.

Trustee Kristansen said she did a little research online and found the reviews to be mixed. If the user does not have a good experience, they will likely not use it again. Further, she expressed concern that the users might get the medical attention they need from their own providers or that mis-diagnosis via phone or video could create more medical problems.

Treasurer Hendricks said double digit increases to health care premiums are simply not sustainable and entities are looking for ways to cut costs. The Village went to a high deductible health plan a few years ago funding the deductible with an HRA. If the HRA isn't used, it isn't spent and doesn't carry over. Teladoc is another cost cutting option. If the employee or retiree doesn't wish to utilize it, they do not have to.

→ Trustee Andrews moved to table this to consideration at next renewal pending further information, 2<sup>nd</sup> by Trustee Ciciotti. Carried 5/0 to table.

- o Authorize grant application – NYS Canalway grant to bring rowing to Brockport -

→ Mayor Blackman moved, Trustee Kristansen seconded to authorize a grant application to work towards bringing rowing to the Village of Brockport.

Discussion:

Mayor Blackman referred to the information in the packet. This involves developing the NYS Canal Corporation parcel at the corner of Fayette Street and Lyman Street. The total cost of this project is \$161,314, with a 50% match. The Village would be requesting grant funding in the amount of \$79,163, which will cover all materials, the dock, ramp, wakeless launch boat, engine, used 4 shell, oars, cox box, and megaphone. Approximately \$58,751 would be committed in the form of Village DPW labor and equipment; \$7,400 in the form of cash donations; and \$8,000 in the form of a donation of a boat and oars. \$8,000 in cash match from fundraisers and donations in 2016. Total match funding is \$82,151.

Trustee Kristansen questioned the \$58,751 from DPW. Mayor Blackman said that is the estimate for labor and equipment using Village wages for labor and NYS figures for equipment. Trustee Kristansen said this would not be an outright cost to the Village. Mayor Blackman said no. The laborers are paid anyway and this is not overtime.

Trustee Ciciotti questioned where the other \$24,000 is coming from. Mayor Blackman said \$3,400 from 2015 LBHW, \$3,000 from 2015 BISCO, projected \$5,000 2016 LBHW, \$3,000 from 2016 BISCO plus \$8,000 in donated equipment.

Trustee Andrews said usually this type of grant allows 2 years to complete the project.

Trustee Kristansen said while it is a great idea, her concern is that the project not increase the budget.

Trustee LaPierre concurred and said his concern is that DPW has many projects to complete and tasks needing attention and only so much time.

Spt. Donahue said a lot of the preliminary site work could be accomplished late winter/early spring. This includes clearing, infilling, laying cement pad and such. The fencing would be done by a vendor.

Trustee Kristansen asked if this could be a possible project for Eagle Scout candidates. Mayor Blackman said their assistance may be a possibility, but is not customary for a grant project like this. Trustee Kristansen said getting volunteer help could cut back on DPW hours needed.

Trustee Ciciotti said DPW already has a full plate. Having this project stretch that labor is concerning. She said there are regular maintenance issues needing attention – just look at the weeds and unclean Main Street commercial district.

Mayor Blackman said the project may sound daunting, but that really is not the case. The work needed to be done by DPW can be accomplished as time allows. She said the NYS Canal Corp is very inclined to fund projects such as this as it provides for economic development. She shared that U of R rowing Coach John Bernfeld believes Brockport to be an ideal location as it has the only 2,000 meter straight stretch of canal. It could attract a lot of people and dollars to the community.

Trustee LaPierre asked what the grant covers. Mayor Blackman said the 2<sup>nd</sup> rowing shell, launch boat, fence, lumber, cement and the like.

Trustee Kristansen asked Spt. Donahue if DPW can take this on without jeopardizing the million other projects needing to be done. Spt. Donahue said he believes they can – over time.

Trustee Andrews said the grant guidelines likely specify whether completion of the project must be done within 1 year or 2 years. He imagines it allows 2 years. Trustee Ciciotti suggested tabling to find out. Mayor Blackman said the grant application is due 7/31 so time is of the essence. The 2-year stipulation could be made.

→ carried 5/0 via roll call to adopt the following resolution:

RESOLVED, to authorize a grant application as follows allowing for completion within 2 years:

#### **CANALWAY GRANT PROJECT SUMMARY**

The Village of Brockport will undertake the Brockport Rowing and Canal Development Project, the first phase of a larger plan to develop recreational and competitive rowing programs in the Village and along the western section of the Erie Canal. Through this project, the Village will work with the NYS Canal Corporation to develop a Canal Corp-owned parcel of land just north of the Canal and Park Avenue Bridge at the intersection of Fayette Street and Lyman Street. Development will include: clearing of underbrush from the site and taking down some trees; possible infill; construction of an earthen ramp leading up to Fayette Street; a cement pad for the boat shed; installation of a shed to house rowing shells; chain link fencing around shed; as well as boat and oar racks. Additionally, the Village will attach a permanent floating dock and ramp appropriate for rowing to the north bank of the Canal, several hundred feet east of the Park Avenue Bridge. Finally, the project involves purchase of a used 4 shell (4 person boat), wakeless launch boat, oars, engine, a cox box, and megaphone to support rowing activities.

The total cost of this project is \$161,314, with a 50% match. The Village is requesting grant funding in the amount of \$79,163, which will cover all materials, the dock, ramp, wakeless launch boat, engine, used 4 shell, oars, cox box, and megaphone. Approximately \$58,751 is currently committed in the form of Village DPW labor and equipment; \$7,400 in the form of cash donations; and \$8,000 in the form of a donation of a boat and oars. \$8,000 in cash match from fundraisers and donations in 2016. Total match funding is \$82,151.

- Seymour Library – Assembly & Senate passed Library District Legislation – consider support resolution – Mayor Blackman referred to the information in the packet in which the State Assembly and State Senate have passed legislation for the Seymour Public Library District. It has to go to the Governor for signing. If it is signed, there would have to be a referendum in which people get to vote on creating the Library District and approving the library budget and selecting 9 Library Board members at large (would no longer be 3 appointed by the Brockport Village Board, 3 appointed by the Sweden Town Board, 3 appointed by the Clarkson Town Board.) The Towns, not the



Village, can act as agents for bonds and notes at the Library's request.

→ Mayor Blackman moved, Trustee Kristansen seconded in support of New York State Assembly and Senate legislation, awaiting the Governor's signature that creates the Seymour Public Library District.

Discussion:

Trustee Kristansen asked Library Director Gouveia about the issuing of bonds or notes.

Library Director Gouveia said if it were done now they would have to go to all 3 municipalities. If a district, law leaves that to Towns, not Villages. He said he and the Library Board do not foresee needing a bond in the near future. If and when it does, it would go to a public referendum as is done with school budgets. They would go to the town with the better credit rating and it would be voted on by all in the district.

Trustee Andrews said he supports the creation of a library district as he believes the present arrangement to be untenable for these reasons. 1) The 3 municipalities have the responsibility of financially supporting the library but lack the authority to manage it. He said it was mismanaged in the past necessitating some costly employee removals, improper purchasing and procurement (new roof) and municipal board liaisons being excluded from executive sessions on the personnel matters. 2) The library budget is unmanageable. The tri municipal agreement has it based on population and yet hasn't kept up with census figures. For years the same percentage increase (or flat) was done by each of the 3 municipalities. That changed last year when each did something different. Trustee Andrews said he would prefer the Village have neither the responsibility nor the authority over the Library. Trustee Andrews clarified that his remarks are not meant to disparage the current Library Director as he believes Carl Gouveia is doing a fine job.

Mayor Blackman said she had hoped and tried to get the 3 municipalities to work out the issues with the 1990 tri-municipal agreement. The Library Director has to go to each municipal board multiple times. The funding model is simply not working. By continuing to use the 1990 census numbers instead of using updated census numbers (every 10 years). That has resulted in Brockport and Sweden overpaying and Clarkson underpaying.

Trustee Ciciotti concurred that the 1990 tri-municipal agreement has not been followed. Another area is that the 3 municipalities were to rotate every 5 years the various administrative functions such as banking, accounts payable, payroll, civil service, personnel, benefits, retirement and the like. Trustee Ciciotti asked Clerk Morelli about this. She concurred and said the Village continues to handle all except having turned over banking and accounts payable and records management of each to Clarkson about 5 years ago only to learn that they simply set up the Library to handle it themselves with a little oversight from Clarkson. However, rotating the personnel functions was not realistic as whoever handles the payroll has to handle the civil service, benefits, retirement and the like.

Trustee Ciciotti said she is generally not in favor of creating districts and was opposed to the creation of the Fire District. However, the Seymour Library is a prime example of why it should be done.

Trustee Kristansen said she is also generally not in favor of creating districts, and commends Carl Gouveia for his leadership as Library Director and supports his strong recommendation to create a Library District. She has faith that the Library Board will be very cognizant of not wanting to see taxes raised. The Village budget would then have a line item that would go away.

Trustee Kristansen asked Director Gouveia if the Library Board would still need liaisons from the municipal boards. C. Gouveia said the Village liaison is the only one of recent who attends. Any level of involvement would be welcome.

→ carried 5/0 via roll call to adopt the following resolution:

RESOLVED in support of New York State Assembly and Senate legislation, awaiting the Governor's signature that creates the Seymour Public Library District.

Note: The following is the text of the Mayor's letter that accompanied the resolution:

Please find attached the resolution of the July 20, 2015 Brockport Village Board meeting in support of New York State Assembly and Senate legislation, awaiting the Governor's signature that creates the Seymour Public Library District.

Though none of the board members look favorably on the creation of new legislative districts, there are sound reasons for removing the Seymour Library from the custody of the three municipalities (Village of Brockport, Town of Sweden and Town of Clarkson). These reasons are as follows:

- The tri-municipal agreement (1990), giving control and financing of the library to the three municipalities is ineffective and has not been adhered to.
- Because the tri-municipal agreement does not specify agreement among the municipalities in respect to funding, the library director and library board members have been forced to make multiple budget appearance requests before village and town boards as the municipal boards prepare and adjust their annual budgets. These efforts are further complicated by the different budget calendars / fiscal years of the village and towns. Attempts on the part of the village mayor to get the two supervisors to minimally agree to not exceed the tax cap in their allocations to the library have not succeeded.
- The agreement specified that library allocations were to be based on population and adjusted, at minimum, at every federal census. The municipalities have continued to operate off the census at the time the tri-municipal agreement was created (1990) to the point that according to the 2010 census, in 2014-15 Clarkson underfunded the library by \$12,006, Sweden overfunded by \$10,730, and Brockport overfunded by \$1,276.
- Municipal sharing of services. The tri-municipal agreement stipulated that certain services for the library were to be shared and rotated among the three municipalities. Snow plowing, for example, is rotated, but lawn mowing proved too time consuming and has been contracted out. Until only a few years ago, the Village handled the library banking and accounts payable. The library now handles this with some oversight by the Town of Clarkson. More importantly, library employee payroll, civil service, retirement, employee benefits and workers compensation have been handled by the Village only because of the impracticality of periodically rotating these functions. Nonetheless, the presumed equal sharing of services is and has been unbalanced with the burden falling on the village.

Please feel free to contact me if I can be of further assistance.

#### **VILLAGE BOARD REPORTS:**

- o Mayor Margaret B. Blackman
  - Capitol for a Day Canal Corp workshop – Mayor Blackman shared having been interviewed by TV Channel 8 July 8<sup>th</sup> and was one of 3 Mayors invited to the July 9<sup>th</sup> event which speaks to all that Brockport has done in the way of canal enhancement, from our Welcome Center to the Summer Serenades to the Low Bridge High Water Festival to our proposed canalway grant. She said she called their attention to a canal wall break by 60 Clinton Street, the Park Avenue Bridge sidewalk issue, and the canalway grant application to bring rowing to Brockport. The Deputy Secretary for Transportation was present.
  - Erie Canal Bikers – Mayor Blackman reported that the greeting by Walk/Bike of over 600 bicyclists went well as did the Village postcards which resulted in sending out 388 of them.
  - Village Newsletter – Mayor Blackman reported that the Village newsletter is set to go out and will be inserted in the Suburban News the weekend of August 1<sup>st</sup>. Due to workload at Village office, they will switch from winter and summer to fall and spring.
  - Streetlight Replacement and Savings Act – Mayor Blackman shared that A. 6912-A (Fahy) / S. 5205 (Griffo) would permit a municipality to purchase its streetlights from its utility company. This would, in turn, allow those municipalities to upgrade and manage their streetlights, which would result in significant long-term cost savings. The status of the bill is "awaiting delivery to the Governor". Senator Orrt's office is going to provide her with a translation of the bill in laymen's terms. It would go into effect 120 days after being signed.
  - Solar Energy – Mayor Blackman said Larsen Engineers reports they are nearly complete with the analysis for Brockport that would allow them to report to the Board regarding a detailed financial projection and project feasibility. They are also working to get a PPA (purchase power agreement with solar development company) with pricing. If they can get this soon for Village Board consideration, they may be able to advance the project to submittal of a NYSEDA grant application quickly.
  - Railroad Bridge – Mayor Blackman shared that she, Trustee LaPierre, Trustee Andrews, DPW Spt. Donahue, Walk Bike Chair Duncan and muralist Stacey Kirby have been working with permission from the railroad owners towards a "Welcome to Brockport – a Victorian Canal Village" mural – panels on both sides with attention to the issue of truck damage. They are looking for grant opportunities. There is one through the Greater Arts Council for \$5,000 due in October.
  - College North Campus Infrastructure – Mayor Blackman reported having attended a meeting regarding the \$35 million project for infrastructure improvement, connectivity of campus, access and traffic flow improvements and landscaping. The closing of a section of Kenyon Street is

part of this. They have carved out a \$10.9 million piece to take place over 2016, 2017, 2018 which includes infrastructure upgrades on Kenyon, Holley Street and a section of the pedestrian mall, improved access to Tower Fine Arts from the other side of Holley Street, closing off Kenyon Street, and widening of the pedestrian mall and landscaping. The next meeting is August 14<sup>th</sup>.

- Canal 2025 – Mayor Blackman encouraged attendance at the 7pm August 6<sup>th</sup> open house re canalway recreation that will take place at the Seymour Library.
- Out of town – Mayor Blackman said she will be out of town and unable to attend the August 17<sup>th</sup> Village Board meeting. Trustee/Deputy Mayor Andrews will preside.
  - Trustee/Deputy Mayor William G. Andrews
    - GBDC – Trustee Andrews reported that Summer Serenades are going very well, but attendance has been sparse for Sundays on the Canal. A grant was garnered to increase publicity to attract a larger audience for the Sunday performances, but attendance is poor. Summer Serenades will continue next year, but Sundays on the Canal may not.
    - Western Monroe Historical Society – Trustee Andrews reported having attended a recent meeting and providing a report on historic preservation.
    - Sweden and Clarkson Town Board Meetings – Trustee Andrews reported having attended recent meetings of the Sweden Town Board and Clarkson Town Board.
    - Historic Preservation Board – Trustee Andrews reported that HPB member Kevin McCarthy was selected by the HPB as Chair. He did a good job presiding over the recent meeting in which they endorsed Jason Dauenhauer as an HPB applicant.
    - Main Street Grant Committee – Trustee Andrews shared that the process is moving along nicely. He commended Deputy Clerk-Treasurer Erica Linden for providing marvelous administrative support. One aspect of the grant was the replacement of 4 old concrete trash receptacles with decorative ones to match the others. There may be only 1 old concrete one left to remove or replace.
    - Brockport Community Museum Board – Trustee Andrews shared that as a member of the Interior Display Committee they rotate the 9 display cases every 4 months. Most were recently rotated with the exception of those at the Hill School as they cannot be accessed due to current construction.
    - Walk Bike – Trustee Andrews shared that he helped man the hospitality station for the recent Erie Canal bicyclists event. There was a record turnout of 660 bikers that were greeted with water, lemonade, and promotion of the Village of Brockport via postcards.
    - Town/Gown Committee – Trustee Andrews shared that he is serving on a subcommittee with Brandon St. John and have come up with a proposal to endeavor to improve rental relations.
  - Trustee Valerie A. Ciciotti
    - Congratulations to Kathy Kristansen on her official swearing in as Village Trustee, and much thanks for your service to our community.
    - Congratulations to Officers Brady, Cave, Catlin on completing their training and fieldwork to become the newest members of the BPD. I wish you a safe career and a fulfilling experience within our community as members of the BPD.
    - Concerning the letter read by Chief Varrenti concerning Officer Dawson, the individual's explanation of his handling of the situation and her expression of appreciation are the best tribute he could receive for providing the exemplary service that the BPD is known for. Thank you, Officer Dawson, and keep up the great work!
    - Housing Task Force – I met with Trustee Kristansen and Code Enforcement Officer Miller this past week to discuss matters related to quality of life issues. On the 13<sup>th</sup> the task force met, we are presently researching a quality of life issue concerning trash and refuse collection in the village. When we have completed our research we will report our findings to the board.
    - Comprehensive Plan – I have received some direction from NYSERDA concerning the Cleaner Greener Communities funding. They are now outsourcing the initial stage of the grant process for applying. As there are new requirements that just came out this year for this grant, they are sending me more detailed information concerning the application process. When received, Trustee Kristansen, Deputy Clerk-Treasurer Linden and I will meet to review.

- Code Enforcement – I would like to commend our Code Enforcement Officer David Miller, our Part Time Code Enforcement Officers Tim McElligott and Dave Rearick and Part Time Clerk Pam Krahe for all their hard work in the difficult task involved in bringing our built community up to present standards concerning state and local codes. I've heard many comments from the community that positive change is being noticed and that is encouraging. I've also heard some negative comments. Not to focus on the negative, but one business owner actually complained because of having to have an inspection of his property which cost him \$100. This inspection is required by state law every three years which averages out to \$33 a year, not a high price to pay for safety. My only comment is, our Code Enforcement department is required by state law to carry out these inspections and we as a board will support them in doing so. Also, he complained that in the 30 plus years that he owned his business he hadn't had an inspection, and he felt the need to have one now was unfair. All I can say to that is, this board is not responsible for what has happened in the past, but we are responsible for what happens in the present and providing fair and equal application of applicable codes is the goal. So, again, much thanks to CE Officers David Miller, Tim McElligott and Dave Rearick and Clerk Pam Krahe for all their hard work and noted progress being made in the Village.

- Farmers Market – Yesterday I visited the Farmers Market in the Village and was happy to see a few new vendors. There is more to the market than produce. There are baked goods, spices, flowers, sausage, honey, jams, etc. It's important to support local business and if you haven't visited the market yet I encourage you to do so soon and pick up some fresh locally sourced products at fair prices.

- o Trustee Katherine J. Kristansen

- Brockport Merchants Association – Trustee Kristansen shared having visited with many merchants July 11<sup>th</sup> during their annual sidewalk sale. There were lots of bargains. Next - Arts Fest.

- Housing Task Force – Trustee Kristansen shared having met July 13<sup>th</sup> with Trustee Ciciotti and BI/CEO Miller to discuss matters related to quality of life issues. The HTF met later that evening.

- Planning Board – Trustee Kristansen shared having attended the July 13<sup>th</sup> Planning Board meeting. Applications that were approved were a private residential retaining wall build and a combination Internet, Dish TV and mobile phone business. Tabled until August were applications regarding conversion of a dentist office to a coffee shop and apartment and conversion of a tool shop to Brockport Ambulance headquarters. Preliminary approval pending public hearing was given for a subdivision of a parcel with no improvements.

- Historic Preservation Board – Trustee Kristansen shared having attended the July 16<sup>th</sup> HPB meeting. Discussion included state level approval of the historic residential district with the application now going to the national level. The Main Street grant program is moving ahead. The HPB recommends that the Village Board refer to the Village Attorney the issue of a bird feeder in the historic commercial district resulting in bird droppings. The bird seed and droppings cover not only the garden surround in front of the business but also the sidewalk.

- DPW – Trustee Kristansen reported that on July 17<sup>th</sup> she met with DPW Spt. Donahue to tour the DPW facilities and be educated on what the DPW is all about. She thanked Spt. Donahue for taking the time to educate her about the DPW and the diverse and various services that they perform for the Village. She said she would like to see a reserve account for the future purchase of equipment that will need to be replaced. Instead of simply putting monies in the General Fund, actually earmark it for DPW equipment. Revenues from jobs performed by DPW for Monroe County could help fund it.

Treasurer Hendricks said such a reserve was already established and has some monies, it just needs to be further funded.

- Comprehensive Plan – Trustee Kristansen shared having met with Trustee Ciciotti July 19<sup>th</sup> to discuss grant applications for a comprehensive plan.

- Police Department - Trustee Kristansen congratulated Police Officers Brady, Cave, Catlin on becoming the newest members of the Brockport Police Department and Officer Dawson on the fine work resulting in a complimentary letter.

Chief Varrenti mentioned that while some might question Officer Dawson's actions in the handling of the situation, the violator understood and appreciated why he handled it the way he did.

- Code Enforcement – Trustee Kristansen commended the Code Enforcement team for their good work. Their efforts are really beginning to show.

- o Trustee John D. LaPierre

- Village Court – Trustee LaPierre shared that he has been working with Spt. Donahue on

plans for a proper jury box and witness stand when needed for jury trials.

- Fire Department – Trustee LaPierre mentioned that there is no longer a fire truck at the Capen Hose fire station. It is now at the new fire station on Owens Road. He said he is not sure the community is better off for this.

- Railroad Bridge – Trustee LaPierre shared that he, Mayor Blackman, Trustee Andrews, DPW Spt. Donahue, Walk Bike Chair Duncan and muralist Stacey Kirby have been working on plans for a possible mural as Mayor Blackman mentioned earlier.

9:37pm – brief recess - light refreshments. Mayor excuses Department Heads.

**ANNUAL ORGANIZATIONAL PART OF MEETING – APPOINTMENTS & ADOPTIONS:**

Meeting resumed at 9:45pm.

**ANNUAL FENCE PERMIT –**

⇒ Trustee LaPierre moved, Trustee Kristansen seconded, carried 5/0 that the following annual fence permit be renewed:

GE – 98 Lyman Street – per written request

Note: RG&E – Perry Street and Erie Street – project completed, fence permit no longer needed.

**ADVANCE APPROVAL OF CERTAIN CLAIMS –**

⇒ Trustee Andrews moved, Trustee Kristansen seconded, carried 5/0 that the Board authorizes payment in advance of audit of claims for non-discretionary costs such as insurances, public utility services, postage, freight and express charges.

**MILEAGE ALLOWANCE -**

⇒ Trustee LaPierre moved, Trustee Ciciotti seconded, carried 5/0 that the Board authorizes reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties or travel at the current IRS rate per mile as indicated in the Employee Handbook.

**ADOPT STANDARD WORK TIME FOR RETIREMENT PURPOSES – ELECTED & APPOINTED OFFICIALS -**

⇒ Trustee Ciciotti moved, Trustee Andrews seconded, carried 5/0 that the Board adopt the following resolution:

BE IT RESOLVED, that the Village of Brockport / Location code 40143 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)
<b>Elected Officials</b>				
(the only ones who participate in NYS Retirement through Village)				
Village Justice	Kent R. Blair	averages 1.8	07/01/14-06/30/18	N
Village Trustee	Katherine J. Kristansen	averages 1.8	07/01/15-06/30/17	N
<b>Appointed Officials</b>				
Village Clerk	Leslie Ann Morelli	8	07/01/15-06/30/17	Y
Deputy Clerk	Deborah C. Herzog	8	07/01/15-06/30/17	Y
Deputy Clerk	Erica L. Linden	8	07/01/15-06/30/17	Y

**ADOPT VILLAGE STOP SIGNS & TRAFFIC SIGNAL LIGHT -**

⇒ Trustee Ciciotti moved, Trustee Andrews seconded, carried 5/0 adopting the following stop signs and traffic signals for the Village of Brockport:

**Stop Signs:**

- 1) Adams Street at Chappell Street (eastbound)
- 2) Adams Street at Utica Street (westbound)
- 3) Allen Street at Centennial Avenue (southbound)
- 4) Anita's Lane at Anita's Lane (eastbound)
- 5) Anita's Lane at East Avenue (northbound)
- 6) Barry Street at Fayette Street (westbound)
- 7) Barry Street at Keable Court (eastbound and westbound)
- 8) Beach Street at Erie Street (northbound)
- 9) Beach Street at Holley Street (southbound)
- 10) Berry Street at Fayette Street (eastbound)
- 11) Beverly Drive at Idlewood Drive (eastbound)
- 12) Briar Rose Lane at West Avenue (northbound)
- 13) Brockview Drive at Frazier Street (southbound)
- 14) Brockway Place at Chappell Street (westbound)
- 15) Brockway Place at Main Street (eastbound)
- 16) Brook Terrace at #24 Brook Terrace (northbound)
- 17) Brook Terrace at Brookdale Road (southbound)
- 18) Brook Terrace at South Avenue (northbound)
- 19) Brookdale Road at Main Street (westbound)
- 20) Burroughs Terrace at Fair Street (southbound)
- 21) Cailyn Way at Briar Rose Lane (eastbound)
- 22) Candlewick Drive at Havenwood Drive (westbound)
- 23) Carolin Drive at Clark Street (northbound and southbound)
- 24) Carolin Drive at West Avenue (northbound)
- 25) Centennial Avenue at Allen Street (westbound)
- 26) Centennial Avenue at Main Street (eastbound)
- 27) Central School Drive and Centennial Avenue (northbound)
- 28) Chappell Street at Adams Street (northbound)
- 29) Chappell Street at Centennial Avenue (southbound)
- 30) Cherry Drive at Clark Street (northbound)
- 31) Cherry Drive at Evergreen Road (southbound)
- 32) Clark Street at Carolin Drive (eastbound and westbound)
- 33) Clark Street at Evergreen Road (eastbound)
- 34) Clark Street at Kimberlin Drive (westbound)
- 35) Clark Street at Main Street (eastbound)
- 36) Clark Street at Smith Street (eastbound and westbound)
- 37) Clinton Street at Main Street (eastbound)
- 38) Cloverwood Drive at Candlewick Drive (northbound)
- 39) Coleman Creek Road at Central School Drive (northbound)
- 40) Coleman Creek Road at Main Street (eastbound)
- 41) College Street at Main Street (eastbound)
- 42) College Street at Utica Street (westbound)
- 43) Commencement Drive at Holley Street (northbound)
- 44) Cyrus Way at McCormick Lane (northbound)
- 45) Erie Street at Beach Street (eastbound and westbound)
- 46) Erie Street at Perry Street (eastbound and westbound)
- 47) Erie Street at Utica Street (eastbound and westbound)
- 48) Evelyn Drive at Glendale Road (westbound)
- 49) Evergreen Road at Clark Street (northbound)
- 50) Fair Street at Quaker Maid Street (eastbound)
- 51) Fayette Street at East Avenue (northbound)
- 52) Frazier Street at Fayette Street (westbound)
- 53) Frazier Street at Glendale Road (eastbound and westbound)
- 54) Frazier Street at Keable Court (eastbound and westbound)
- 55) Gardner Alley at Clinton Street (northbound)
- 56) Gardner Alley at King Street (southbound)
- 57) Glendale Road at Barry Street (southbound)
- 58) Glendale Road at East Avenue (northbound)
- 59) Glendale Road at Frazier Street (northbound and southbound)
- 60) Gordon Street at Spring Street (southbound)
- 61) Gordon Street at State Street (northbound)
- 62) Graves Street at Clark Street (southbound)

- 63) Graves Street at West Avenue (northbound)
- 64) Havenwood Drive at East Avenue (northbound)
- 65) High Street at Park Avenue (westbound)
- 66) Hillcrest Parkway at Main Street (westbound)
- 67) Holley Street at Main Street (eastbound)
- 68) Holley Street at Perry Street (eastbound and westbound)
- 69) Holley Street at Utica Street (eastbound and westbound)
- 70) Idlewood Drive at Clark Street (southbound)
- 71) Idlewood Drive at West Avenue (northbound)
- 72) Keable Court at Barry Street (southbound)
- 73) Keable Court at Frazier Street (northbound)
- 74) Kimberlin Drive at Clark Street (southbound)
- 75) Kimberlin Drive at West Avenue (northbound)
- 76) King Street at Utica Street (westbound)
- 77) Liberty Street at Fayette Street (eastbound)
- 78) Liberty Street at Main Street (westbound)
- 79) Lincoln Street at King Street (northbound)
- 80) Locust Street at Barry Street (northbound)
- 81) Lyman Street at Fayette Street (westbound)
- 82) Lyman Street at Locust Street (eastbound)
- 83) Market Street at Main Street (westbound)
- 84) Market Street at Park Avenue (eastbound)
- 85) Maxon Street at Kenyon Street (westbound)
- 86) Maxon Street at Utica Street (eastbound)
- 87) McCormick Lane at East Avenue (northbound)
- 88) Meadowview Drive at Clark Street (northbound)
- 89) Meadowview Drive at Evergreen Road (southbound)
- 90) Mercer Street at Chappell Street (eastbound)
- 91) Monroe Avenue at Holley Street (westbound)
- 92) Monroe Avenue at Main Street (eastbound)
- 93) Monroe Avenue at Utica Street (eastbound and westbound)
- 94) Morgan Court at Evergreen Road (eastbound)
- 95) Oxford Street at Spring Street (southbound)
- 96) Oxford Street at State Street (northbound)
- 97) Park Avenue at South Street (east and west of triangle)
- 98) Park Avenue at State Street (northbound and southbound)
- 99) Quaker Maid Street at South Avenue (southbound)
- 100) Quarry Street at Locust Street (westbound)
- 101) Queen Street at Clinton Street (northbound)
- 102) Queen Street at Erie Street (northbound and southbound)
- 103) Queen Street at Holley Street (southbound)
- 104) Smith Street at Clark Street (northbound and southbound)
- 105) Smith Street at West Avenue (northbound)
- 106) South Avenue at Brook Terrace (eastbound)
- 107) South Avenue at Main Street (westbound)
- 108) South Avenue at Owens Road (eastbound)
- 109) South Avenue at Quaker Maid Street (westbound)
- 110) South Street at Main Street (westbound)
- 111) South Street at Park Avenue (eastbound)
- 112) State Street at Park Avenue (eastbound and westbound)
- 113) Union Street at Park Avenue (eastbound)
- 114) Utica Street at Adams Street (southbound)
- 115) Utica Street at Clinton Street (northbound)
- 116) Utica Street at College Street (northbound and southbound)
- 117) Utica Street at Erie Street (northbound and southbound)
- 118) Utica Street at Holley Street (northbound and southbound)
- 119) Utica Street at Monroe Avenue (northbound and southbound)
- 120) Victory Drive at Barry Street (southbound)
- 121) Victory Drive at Frazier Street (northbound)
- 122) Water Street at Market Street (southbound)
- 123) Westwood Drive at Glendale Road (westbound)
- 124) Willowbrooke Drive at West Avenue (northbound)

Traffic Signal Light:

- 1) Adams Street & Kenyon/Allen Streets
-

Thanks for service – term concluded -

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to thank for service the following whose terms have concluded: Jackie Morris (Historian and E.L.K. Museum Board), Kathy Goetz (Historic Preservation Board), Ian Blount & Cheryl Blount (Tree Board), Carol Brakenbury (Parks Committee), Dan Donovan (Code Review Committee), John Bush (ZBA & Code Review Committee).

APPOINTMENTS AND RE-APPOINTMENTS -

Mayor Blackman announced Trustee Andrews will continue as Deputy Mayor.

⇒ Trustee LaPierre moved, Trustee Ciciotti seconded, carried 5/0 that the following appointment be made:

**Official Newspaper**..... Suburban News

⇒ Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 that the following designation of banks or trust companies be made for the deposit of all Village monies:

**Official Depositories**..... Chase

⇒ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 that the following appointment be made:

**External Auditor**.....1-year term renewal to 6/30/16..... Raymond F. Wager, CPA, P.C.

⇒ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 that the following appointment be made:

**Village Attorney**.....1-year term renewal to 6/30/16.....Daniel J. Mastrella, Esq.

⇒ Mayor Blackman moved, Trustee Andrews seconded, carried 5/0 that the following appointment be made:

**Special Counsel (re dog cases)** ...1-year term renewal to 6/30/16.....James D. Bell, Esq.

⇒ Mayor Blackman moved, Trustee Ciciotti seconded, carried 5/0 that the following appointment be made:

**Village Engineer**.....1-year term renewal to 6/30/16.....Chatfield Engineers, PC

⇒ Mayor Blackman moved, Trustee Ciciotti seconded, carried 5/0 that the following appointments be made:

**Village Clerk**.....2-year term renewal to 6/30/17.....Leslie Ann Morelli  
**Village Treasurer**.....2-year term renewal to 6/30/17.....Daniel P. Hendricks  
**Deputy Village Clerk**.....2-year term renewal to 6/30/17.....Deborah C. Herzog  
**Deputy Village Clerk-Treasurer**.....2-year term renewal to 6/30/17.....Erica L. Linden

⇒ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 that the following appointment be made:

**Village Historian**.....1-year term to 6/30/16.....Sarah Cedeno

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 that the following appointments be made:

**Emergency Coordinator (re EOP)**...1-year term renewal to 6/30/16.....Laurence C. Vaughan  
**Public Information Officer (re EOP)**...1-year term renewal to 6/30/16.....Robert Duff



⇒ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 that the following appointments be made:

**Planning Board**.....5-year term to 6/30/20 reappoint.....Patricia Baker  
**Zoning Board of Appeals**.....5-year term to 6/30/20 appoint.....Eileen Ryerse  
**Historic Preservation Board**.....3-year term to 6/30/18 reappoint.....Lynda Vandenberg  
**Historic Preservation Board**.....3-year term to 6/30/18 reappoint.....Sri Ram Bakshi  
**Historic Preservation Board**.....3-year term to 6/30/18 reappoint.....Kory Hunsinger  
**Historic Preservation Board**.....3-year term to 6/30/18 reappoint.....Tiffany Rawlings  
**Historic Preservation Board**.....3-year term to 6/30/18 appoint.....Jason Dauenhauer  
**Ethics Board**.....4-year term to 6/30/19 reappoint.....Mark Ketchum  
**Parks Committee**.....4-year term to 6/30/19 reappoint.....Joseph Blosenhauer  
**Parks Committee**.....4-year term to 6/30/19 reappoint.....Barbara Blosenhauer  
**E.L.K. Museum Board**.....3-year term to 6/30/18 reappoint.....Allan Berry  
**E.L.K. Museum Board**.....3-year term to 6/30/18 reappoint.....Patricia O'Brien

⇒ Trustee Kristansen moved, Trustee Ciciotti seconded, carried 5/0 to authorize advertising the following vacancies with position interest forms due to the Clerk by Noon 8/20/15:

Tree Board – complete a term to 6/30/17  
 Tree Board – 4-year term to 6/30/19  
 Tree Board – 4-year term to 6/30/19  
 Ethics Board – complete a term to 6/30/17  
 Code Review Committee – 5-year term to 6/30/20  
 Code Review Committee – 5-year term to 6/30/20  
 Parks Committee – 4-year term to 6/30/19  
 E.L.K. Museum Board – complete a term to 6/30/16  
 E.L.K. Museum Board – complete a term to 6/30/16  
 E.L.K. Museum Board – 3-year term to 6/30/18

**UPSTATE NEW YORK MUNICIPAL WORKERS' COMPENSATION PROGRAM REPRESENTATIVES:**

⇒ Trustee LaPierre moved, Trustee Andrews seconded, carried 5/0 designating representatives to the Upstate New York Municipal Workers' Compensation Program:

BE IT RESOLVED that the Trustees of the Village of Brockport hereby designates the Village of Brockport's Mayor or her appointee as the Village of Brockport's member on the Board of Directors of the program;

The appointees shall be as follows:

Treasurer as Director (Daniel P. Hendricks)  
[dhendricks@brockportny.org](mailto:dhendricks@brockportny.org) 585-637-5300 X15  
 DPW Spt as Alternate Director (Harry G. Donahue)  
[hdonahue@brockportny.org](mailto:hdonahue@brockportny.org) 585-637-1060  
 Village Clerk as Facilitator (Leslie Ann Morelli)  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org) 585-637-5300 X12

**ADOPT MEETING SCHEDULE -**

⇒ Trustee LaPierre moved, Trustee Ciciotti seconded, carried 5/0 that the following schedule be adopted:

**Village of Brockport Meetings August 2015 – August 2016**  
 Adopted by Village Board 7/20/15

**Village Board Meetings**

Meetings begin at 7pm and are held at Village Hall  
**1<sup>st</sup> & 3<sup>rd</sup> Monday** of each month as follows:

<b><u>...2015 MEETING</u></b>	<b><u>NOON SUBMITTAL DEADLINE</u></b>	<b><u>2016 MEETING</u></b>	<b><u>NOON SUBMITTAL DEADLINE</u></b>
August 17	August 12	January 4	December 30
September 7 – NONE	-	January 18 – NONE	-
September 21	September 16	February 1	January 27
October 5	September 30	February 15 – NONE	-
October 19	October 14	March 7	March 2
November 2	October 28	March 21	March 16
November 16	November 10	April 4 ( <i>w/ budget hearing</i> )	March 30
December 7	December 2	April 18	April 13
		May 2	April 27

December 21	December 16	May 16	May 11
		June 6	June 1
		June 20 – NONE	-
		July 4 - NONE	-
		July 18 (w/ organizational)	July 13
		August 1	July 27
		August 15	August 10

Plus the following work sessions the 4<sup>th</sup> Monday as follows:

<u>...2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
Aug 3 (1 <sup>st</sup> Monday)	July 29	January 25	January 20
August 24	August 19	February 22	February 17
September 28	September 23	March 28	March 23
October 26	October 21	April 25	April 20
November 23	November 18	May 23	May 18
December 28 – NONE	-	June 27	June 22
		July 25	July 20
		August 22	August 17

**Planning Board Meetings**

Meetings begin at 7pm and are held at Village Hall  
2<sup>nd</sup> Monday of each month (only upon application)

<u>...2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 10	July 27	January 11	December 28
September 14	August 31	February 8	January 25
October 12 – NONE	-	March 14	February 29
November 9	October 26	April 11	March 28
December 14	November 30	May 9	April 25
		June 13	May 31
		July 11	June 27
		August 8	July 25

**Zoning Board of Appeals Meetings**

Meetings begin at 7pm and are held at Village Hall  
1<sup>st</sup> Thursday of each month (only upon application)

<u>...2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 6	July 14	January 7	December 15
September 3	August 11	February 4	January 12
October 1	September 8	March 3	February 9
November 5	October 13	April 7	March 15
December 3	November 10	May 5	April 12
		June 2	May 10
		July 7	June 14
		August 4	July 12

**Other Boards and Committees:** Meeting schedules vary – see Village website

Historic Preservation Board, Tree Board, Emily L. Knapp Museum Board, Code Review Committee, Housing Task Force,  
Welcome Center Management Committee, Walk Bike Brockport Action Group, Ethics Board – meets at Village Hall  
Seymour Library Board – meets at Seymour Library

**ADOPT BUDGET PREPARATION SCHEDULE -**

⇒ Trustee Ciciotti moved, Trustee LaPierre seconded, carried 5/0 that the following schedule be adopted:

**Village of Brockport  
Budget Preparation Calendar  
Fiscal Year June 1, 2016 – May 31, 2017  
Adopted by Village Board 7/20/15**

Monday, November 2, 2015	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 14, 2015	Department Heads & Village Justices to submit expense estimates Treasurer
Monday, January 25, 2016- 7pm	Village Board work session - with Treasurer and Department Heads discuss department budget requests
Monday, February 22, 2016 – 7pm	Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)
Monday, March 7, 2016 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development

Wednesday, March 17, 2016	Treasurer to file tentative budget with Clerk (must by March 20 <sup>th</sup> )
Monday, March 21, 2016 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Monday, March 28, 2016 – 7pm	Village Board work session - with Treasurer to discuss and make revisions to tentative budget (if necessary)
Wednesday, March 23, 2016 for March 27, 2016 edition	Clerk to publish notice of receipt of tentative budget from Treasurer and upcoming public hearing on proposed budget
Monday, April 4, 2016 – 7pm	Treasurer to present proposed budget - public hearing
Monday, April 18, 2016 – 7pm	Village Board meeting – adopt budget (must by May 1 <sup>st</sup> )

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**VILLAGE BOARD LIAISONS to departments / areas / boards / committees –**

⇒ Trustee LaPierre moved, Trustee Andrews seconded, carried 5/0 that the following be adopted:

**VILLAGE OF BROCKPORT  
VILLAGE BOARD LIAISONS  
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES  
AUGUST 2014 – JULY 2015  
Adopted by Village Board 7/20/15**

Mayor Blackman, Trustee/Deputy Mayor Andrews, Trustees Ciciotti, Hannan, La Pierre

Personnel / Human Resources	Blackman
Budget & Finance	Blackman
Town/Gown Relations (SUNY College at Brockport)	Blackman & Andrews
Intergovernmental Relations (Towns of Sweden & Clarkson)	Blackman & Andrews
Police Department	La Pierre & Kristansen
Building / Zoning / Code Enforcement Planning Board Zoning Board of Appeals Code Review Committee	Ciciotti & Kristansen
Department of Public Works Parks Committee	La Pierre & Ciciotti
History Historic Preservation Board Emily L. Knapp Museum & Library of Local History Board Brockport Community Museum	Kristansen Andrews Andrews
Economic Development Farmers Market Welcome Center Management Committee BMA (Brockport Merchants Association) GBCoC (Greater Brockport Chamber of Commerce) GBDC (Greater Brockport Development Corporation) BISCO (Brockport Integrated Service & Community Org)	La Pierre Andrews Kristansen La Pierre Andrews Ciciotti

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Tree Board	Blackman
Walk Bike Brockport Action Group	Andrews
Housing Task Force	Ciciotti
Seymour Library Board	Kristansen

### FEE SCHEDULE -

⇒ Trustee Ciciotti moved, Trustee Kristansen seconded, carried 5/0 that the following be adopted:

#### **VILLAGE OF BROCKPORT FEE SCHEDULE Adopted by Village Board 7/20/15**

To be noted on invoices: All bills and charges are payable net cash within thirty (30) days. A delinquent charge of 10% will be added for non-payment by the due date. Failure to pay may result in the re-levy of said charges plus delinquent charges on your next Village tax bill.

#### VILLAGE BOARD FEES

- Rezoning application.....\$500.00
- Blasting permit.....\$200.00

#### ZONING BOARD OF APPEALS FEES

- Area Variance.....\$200.00
- Use Variance.....\$300.00
- Interpretation.....\$150.00
- Home Occupations.....\$150.00
- Travel trailer / dumpster approval.....\$25.00
- Other (special permit or authorization required by code).....\$175.00
- Zoning Map (color).....\$5.00

#### PLANNING BOARD FEES

- Commercial / Industrial Change of use.....\$45.00
- Residential Change of use.....\$35.00
- Site plan (new construction) (less than 5 acres).....\$300.00  
includes stormwater pollution prevention plan review
- Site plan (new construction) (greater than 5 acres) .....\$600.00  
includes stormwater pollution prevention plan review
- Site plan (other).....\$250.00  
includes stormwater pollution prevention plan review
- Residential subdivisions (less than 5 acres) .....\$200.00 plus \$50 per lot  
includes stormwater pollution prevention plan review
- Residential subdivisions (greater than 5 acres).....\$600.00 plus \$50 per lot  
includes stormwater pollution prevention plan review
- Re-subdivision.....\$50.00
- Residential Fences (front yard).....\$25.00
- Commercial / Industrial Fences (includes dumpster enclosures).....\$50.00
- Residential / Commercial / Industrial parking lots.....\$50.00  
includes stormwater pollution prevention plan review
- Changes to or alteration of or extension of previous approvals.....\$50.00
- Special Meeting at request of applicant.....\$50.00 in addition to application base fee
- Public Hearing if Board deems necessary.....\$100.00 in addition to application base fee

#### ENGINEERING INSPECTIONS & STORMWATER INSPECTIONS

Engineering costs charged to the Village for site inspections or stormwater inspections shall be the responsibility of the applicant / developer. Village engineering inspections are based on time spent and will either be invoiced or utilized from the letter of credit. Village stormwater inspection fee is \$50 per inspection and will either be invoiced or utilized from the letter of credit.

#### MISCELLANEOUS

- Tax Search.....\$20.00
- Copies.....\$.25 per page
- Returned Check Charge.....\$20.00

- Sidewalk Café Permit.....\$200.00
  - \$150 of the \$200 is returnable at the end of season if no violations.
- Peddling & Soliciting Permit 1 to 7 days.....\$100.00
  - 6 months or less.....\$250.00
  - 1 year.....\$500.00
- Parade / Procession Permit .....no charge
- Fireworks Permit.....no charge
- Appliance with Freon.....\$25.00
- Garbage and Trash Pick-Up cost to Village plus \$50.00 for first calendar year (CY) offense, cost plus \$100 for second CY offense, cost plus \$250 for third CY offense.
- Garbage Cans Pick-Up.....\$25.00 per can
- Lawn Mowing.....\$150 per hour (1 hour minimum) per man plus equipment - plus \$50.00 for first calendar year (CY) offense, plus \$100 for second CY offense, plus \$250 for third CY offense.
- Weekly Commercial Waste Hauler Permit.....\$1,500.00 (annually)
- Other Commercial Waste Hauler Permit.....\$500.00 (annually)

CANAL FRONT AMMENITIES

- Boats 16' or less.....\$4.00
- Boats 17' – 30'.....\$6.00
- Boats 31' – 40'.....\$12.00
- Boats 40'.....\$15.00
- Commercial Boats.....\$20.00

POLICE DEPARTMENT FEES

- Copy of Police Report.....no charge
- Fingerprinting (NON-Village resident/merchant).....\$15.00
  - Pay at Village Hall for fingerprinting then go to Police Department.
- Parking
  - Illegally Parked.....\$30.00
  - Winter Parking Ordinance.....\$40.00
  - Fire Lane / Hydrant.....\$50.00
  - Handicapped Parking.....\$60.00\*

Fines double if unpaid after 10 days.

Fines quadruple if unpaid after 30 days.

\*Applicable NYS surcharges may be applied by the adjudicating agency.

BUILDING INSPECTION / CODE ENFORCEMENT FEES

RESIDENTIAL NEW HOME CONSTRUCTION:

- 800 – 1,100 square feet.....\$400
- 1,101 – 1,300 square feet.....\$550
- 1,301 – 1,500 square feet.....\$650
- 1,501 – 1,700 square feet.....\$700
- 1,701 – 2,000 square feet.....\$750
- 2,001 – 3,000 square feet.....\$800
- 3,001 – 5,000 square feet.....\$850
- Building permit renewal after expiration: 75% of original permit fee

RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling):

- Value of construction from \$0 - \$500.....\$65
- Value of construction from \$500 - \$10,000.....\$85
- Value of construction from \$10,000 - \$50,000.....\$105
- Value of construction from \$50,000 - \$100,000.....\$125
- Value of construction from \$100,000 - \$150,000.....\$145
- Value of construction from \$150,000 and up.....\$175
  - plus \$10.00 for each \$10,000 of construction value
- Building permit renewal after expiration: 75% of original permit fee

COMMERCIAL NEW CONSTRUCTION – (additions, remodeling):

- Value of construction from \$0 - \$500.....\$100
- Value of construction from \$500 - \$10,000.....\$120
- Value of construction from \$10,000 - \$50,000.....\$140
- Value of construction from \$50,000 - \$100,000.....\$160
- Value of construction from \$100,000 - \$150,000.....\$180
- Value of construction from \$150,000 and up.....\$200

plus \$10 for each \$10,000 of construction value

- Building permit renewal after expiration: 75% of original permit fee

**SIGNS**

- Commercial Sign Permit .....\$30.00 per sign
- Residential Sign Permit (for approved customary home occupations).....\$30.00 per sign

**RESIDENTIAL ACCESSORY STRUCTURES – includes Certificate of Compliance inspection:**

- Decks..... \$35
- Above ground pools.....\$50
- In ground pools.....\$100
- Sheds (144+sf).....\$30
- Gas appliances i.e. hot water heater, furnace.....\$20
- Gas appliances..... i.e. fireplace, gas log sets, fixed piped home generators.....\$20.00
- Temporary Construction Trailer.....\$50.00
- Building permit renewal after expiration: 75% of original permit fee

**DEMOLITION**

- Demolition permit – Residential structures.....\$50.00
- Demolition permit - Commercial structures.....\$100.00
- Demolition permit – Industrial structures.....\$200.00

**RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS**

- Residential rental registration.....\$125.00 per building per year
- Single family rental Code 210.....\$150.00
- Two family rental Code 220.....\$250.00
- Three family rental Code 230.....\$350.00
- Apartment Buildings/Townhouses Code 411.....\$350.00 or \$25.00 per unit whichever is greater
- Inn / rooming house Code 418.....\$350.00
- \*\*\*\*Property owners will be charged \$50 for each re-inspection following the 1<sup>st</sup> non-compliant re-inspection\*\*\*\*

**OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES**

- Educational.....\$100.00 (annually)
- Place of Public Assembly 100 persons or greater .....\$100.00 (annually)
- Assembly uses 50 – 99 persons.....\$50.00 (annually)
- Manufacturing.....\$100.00(annually)
- Fairs/festivals.....\$200.00 (annually)
- Repair/service garages.....\$100.00 (3 year intervals)
- Mercantile.....\$100.00 (3 year intervals)
- Business uses (including food service establishments under 49 occupants).....\$100.00 (3 year intervals)
- Other.....\$100.00 (yearly and/or as local conditions require)
- \*\*\*\*Property owners will be charged \$50 for each inspection following the 1<sup>st</sup> non-compliant re-inspection\*\*\*\*

**PLUMBING & SEWER FEES**

- Plumbing License.....\$25.00
- Plumbing Permit.....\$40.00 plus \$4.00 per fixture
- Sewer Tap Inspection (Monroe County Pure Waters).....\$250.00 plus  
If Village installed.....\$300.00  
If contractor installed.....\$125.00
- Sewer Rental Fee:
  - In District Sewer Users.....\$1.16/1,000 gallons water used
  - Out of District Sewer Users .....\$1.66/1,000 gallons water used

**WATER:  
Water Rate Schedule**

Rates for the sale of water to all customers of the Board of Water Commissioners.

**QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:**

All Water Usage	\$ 4.66 per M gallons
Minimum Billing	\$20.00 per quarter

**QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:**

All Water Usage \$ 5.99 per M gallons  
 Minimum Billing \$25.00 per quarter

**MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:**

All Water Usage \$ 4.66 per M gallons  
 Minimum Billing \$20.00 per month

**MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:**

All Water Usage \$ 5.99 per M gallons  
 Minimum Billing \$25.00 per month

**UN-METERED WATER:**

The rate for un-metered water sales shall be \$6.00 per thousand gallons

**TERMS AND PAYMENT:**

All bills and charges of the Water Commissioners are payable net cash within thirty (30) days. A delinquent charge of 10% will be added to the bill for non-payment by the due date.

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 Frozen meter fee \$100 plus equipment and labor  
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**SERVICE CONNECTIONS:**

The fees charged upon application for water service tap (including meter) to the Commissioner's are as follows:

SIZE OF SERVICE	Fee Charge
¾" and 1" with 5/8" or ¾" meter and under.....	\$1,000.00
¾" and 1" with 1" meter.....	\$1,880.00
1 ½" meter and above.....	to be charged a fee equal to the time and materials used to render the service plus 10%

The Commissioners will install the service pipe and appurtenances on public streets from the water main to and including the curb box and shutoff. Easements acceptable to the Commissioners must be furnished to them for service installation if private property is involved. Water meters will be furnished and connected by the Commissioners and will remain the property of the Commissioners. (Section IV and Section V)

Where a tap already exists, or is being installed under a Main Extension, the fees charged are as follows:

SIZE OF SERVICE	Fee Charge
¾" and under .....	\$250.00
1".....	\$300.00
1 ½" meter and above.....	to be charged a fee equal to the time and materials used to render the service plus 10%

In addition to the fee charges set forth above for the service taps and water installation, there will be an additional charge if, upon installation, the Water Department has to supply any other necessary parts in order to effect the installation.

**SERVICE DISCONTINUANCE**

Any water service account which carries an unpaid balance for two billing quarters or more is subject to discontinuance of service, and a fee of \$100.00 will be collected prior to restoration of the service.

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 Any use or attachment to an unprotected, unmetered fire hydrant for other than fire-fighting purposes is subject to an Unauthorized Hydrant Use Fee of \$500.00.

The rate for unmetered water sales shall be \$6.00 per thousand gallons.  
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**CONFIRM VARIOUS POLICIES AS LAST AMENDED -**

⇒ Trustee LaPierre moved, Trustee Ciciotti seconded, carried 5/0 that the following various policies be confirmed as last amended:

- Village Board Meeting Procedures Policy
- Village Media Response & Submission Policy
- Selection Process of Members to Boards & Committees
- Fund Balance Policy
- Financial Management/Investment Policy

- Purchasing/Procurement Policy
- Village Vehicle Use Policy
- Village Identity Theft Prevention Program
- FOIL policy
- Emergency Operating Plan

**Village of Brockport**  
**Village Board**  
**Meeting Procedures Policy**  
Confirmed by Village Board 7/20/15

**INTENT:** Every public body has an inherent right to regulate its own procedures. Legislative bodies need rules so that the will of the majority is expressed and the rights of the minority are protected.

**Section 1. MEETINGS:** The Board of Trustees for the Village of Brockport, New York shall hold regular meetings on the first and third Mondays of each month per the adopted schedule. Such meetings shall commence at 7:00pm and be conducted in the conference room of the Village Hall at 49 State Street, Brockport, New York. Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.

The Village Clerk or a Deputy Clerk shall attend every regular meeting. The Village Attorney, Treasurer, and Department Heads shall attend the second regular meeting of the month (the third Monday).

**Section 2. SPECIAL MEETINGS:** The Board of Trustees for the Village of Brockport, New York shall hold work sessions on the fourth Monday of each month per the adopted schedule.

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by any member of said Board upon notice to the entire board and Village Clerk. Notice shall be given by telephone, in person, or in writing.

**Section 3. QUORUM:** A quorum shall be required to conduct business. A quorum of the (5) five member Board of Trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

**Section 4. EXECUTIVE SESSIONS:** Executive sessions shall be held in accordance with the New York State Public Officers Law Section 105. All executive sessions shall be commenced in a public meeting.

**Section 5. AGENDAS:** The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. Items for the agenda shall be given to the Clerk by noon the Wednesday preceding the Monday meeting. However, items may be placed on the agenda at any time, including during the meeting. The agenda shall be prepared by end of day Friday prior to the Monday meeting. If necessary, a supplemental agenda shall be distributed at the beginning of the meeting.

**Section 6. VOTING:** Pursuant to Village Law, each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State Law. An abstention, silence or absence shall be considered a negative vote for the purpose of determining the final vote on a matter. A vote upon any question shall be taken verbally, and the names of the members present and their votes shall be entered in the minutes.

Once the Board has voted on a matter, the matter is closed and no member of the Board including the presiding officer may speak or comment on the matter.

When the presiding officer is out of order, he/she may be called out of order by any member of the Board.

**Section 7. MINUTES:** Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolution and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon, provided, however, that such summary need not include any matter which is not required to be made public by the New York State Freedom of Information Law. (See attachment)

MINUTES SHALL INCLUDE THE FOLLOWING:

- Name of the Board



- Date, place and time of the meeting
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other Village officials and employees present.
- Names of attendees.
- Record of communications presented to the Board.
- Record of reports made by Board or other personnel.
- Time of adjournment.
- Signature of Clerk or person who took the minutes if not the Clerk.
- Minutes are not required to be a verbatim account of the meeting.
- The State's Open Meetings Law requires minutes to include an accurate and complete record or summary of all:
  - Motions
  - Proposals
  - Resolutions
  - Any other matter formally voted upon by the board as well as the actual vote of each member of the public body.

Minutes shall contain only a summary of the discussion leading to action taken but shall not include verbatim comments. Officials desiring that a verbatim statement be included must provide such statement electronically to the Village Clerk the day following the meeting.

Minutes shall be typed and available to the Village Board within 2 weeks as per law. Minutes shall be approved at the next Board meeting. Amendments to the minutes shall require Board approval.

**Section 8. ORDER OF BUSINESS:**

Call to order / Pledge to the Flag  
 Moment of Silence  
 Guests  
 Public comment  
 Public hearings  
 Public information meetings  
 Certificates & proclamations  
 Approval of minutes  
 Approval of bills to be paid  
 Clerk & Treasurer Reports  
 Department Reports  
 Personnel Items  
 Old business  
 New business  
 Village Board reports  
 Executive Session (if needed)  
 Adjournment

**Section 9. GENERAL RULES OF PROCEDURE:** Meetings shall be conducted in accordance with the principles of Roberts Rules of Order. The Mayor shall preside at the meeting. In the Mayor's absence, the Deputy Mayor shall preside. If the Major has not appointed a Deputy Major, she will rotate Trustees to run the meeting. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members shall not be required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, were called to order, he shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motions to close or limit debate may be entertained but shall require a three-fifths vote.

A motion shall be discussed or acted upon only if any member of the totally authorized voting power – except the member that made such motion – seconds such motion.

Members of the Board, including the presiding officer, may only speak or comment on the current subject before the Board. Members of the Board including the presiding officer may not speak or comment on any subject that is not currently before the Board.

**Section 10. GUIDELINES FOR PUBLIC COMMENT:** The public shall be allowed to speak only during the public comment period of the meeting or at such time as recognized by the presiding officer.

Speakers must be visible.

Speakers must give their name, address and organization, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to (5) minutes on a given topic or extended if recognized by the presiding officer.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

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.

Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.

**Section 11. AUDITING:** The approval of the Board to pay the bills upon audit must be done by motion. Bills shall be prepared by Noon Monday the day of meeting.

(When possible, they will be prepared by end of day Friday prior to the Monday meeting.)

**Section 12. ADJOURNMENT:** The meeting shall be adjourned by motion.

**Section 13. AMENDMENTS TO THE RULES OF PROCEDURE:** The foregoing procedures may be amended from time to time by a majority vote of the Board.

**ATTACHMENT TO Section 7.**

**OPEN MEETINGS LAW "SUNSHINE LAW"**

Effective in New York State in 1977. Amendments that clarify and reaffirm the public's right to hear the deliberations of public bodies became effective on October 1, 1979.

A public body cannot close its doors to the public to discuss the subject of its choice, for the law specifies and limits the subject matter that may appropriately be discussed in executive session. The eight subjects that may be discussed behind closed doors include:

- (a) matters that will imperil the public safety if disclosed;
- (b) any matter which may disclose the identity of a law enforcement agency or informer;
- (c) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- (d) discussions regarding proposed, pending or current litigation.
- (e) collective negotiations pursuant to Article 14 of the Civil Service Law, (the Taylor Law);
- (f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- (g) the preparation, grading or administration of examinations, and
- (h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

These are the only subjects that may be discussed behind closed doors; all other deliberations must be conducted during open meetings.

A public body can never vote to appropriate public monies during a closed session. Although a public body MAY vote during a properly convened executive session, any vote to appropriate public monies must be taken in public.

NOTE: If a vote is taken during a properly convened executive session, minutes of the executive session must be taken and included in the meeting minutes.

**Village of Brockport**  
**Media Response and Submission Policy**  
Confirmed by Village Board 07/20/15

**Policy Statement** - The village board acts to ensure coordinated, coherent, professional, accurate, and reliable communication between the Village of Brockport and all media outlets. This policy is intended to sustain and reinforce a positive public image of the village by effectively disseminating timely, relevant, and interesting information.

**General Standards** – For the purpose of this policy, "statement" means spoken communication; "submission" means printed or electronic communication. Compliance with this policy requires observance of the following standards.

- § 1. Members of the village board are the official spokespersons of the village. Other village officials and employees shall not make official statements, whether unsolicited or in response to a media inquiry, except when authorized by the mayor or the village board, or to affirm or clarify facts that are part of the public record.
- § 2. Only official spokespersons shall respond to media inquiries.
- § 3. Official statements to the media, whether unsolicited or in response to an inquiry, shall accurately reflect the village's position as described by official documents such as, but not limited to formal plans, adopted policies, and approved meeting minutes.
- § 4. A village official or employee who wishes to make a personal statement regarding any village-related topic must clearly inform the media that he is making such statement as an individual, that his/her statement does not necessarily represent the position of the village, and that they are not authorized to speak for, or on behalf of the village at the time of the statement.
- § 5. Any direct quotation of a village official or employee in a statement or submission to the media must be verified by official record or acknowledged as accurate by the party quoted prior to issuance of such statement or submission.
- § 6. Communications regarding police department incidents issued by the police chief or his designee, editorials, legal notices, and advertisements are not subject to § 1.-5. of this policy.

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**Village of Brockport**  
**Selection Process of Members to Boards and Committees**  
**Amended 8/18/14**  
Confirmed by Village Board 7/20/15

*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 &amp; 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

#### **General Fund Balance Policy**

**Adopted 07/21/14**

Confirmed by Village Board 7/20/15

In an effort to protect Village citizens and/or taxpayers against potentially reducing service levels because of temporary revenue shortfalls, or to fund the need for unexpected one-time expenditures and uncontrollable emergencies and disasters, the Village of Brockport hereby adopts this General Fund Balance Policy.

The Village Board will strive to maintain an unrestricted fund balance within a range equal to 20-30% of the most current year budgeted appropriations. In preparing each year's new budget, the Village Board will calculate the amount of fund balance available for budgeting, and decide how much fund balance to use in support of the budget.

At any time, should the amount of unrestricted fund balance exceed the 20-30% range set herein, the Village Board may appropriate some or all of the "excess" fund balance for desired one-time expenditures, contributions to existing reserve funds, or the creation of new, additional reserves.

Should the amount of unrestricted fund balance be below the 20-30% range set herein, the Village Board shall develop and adopt a fiscal plan to restore the "shortfall" of fund balance to no less than the 20% minimum of the range. Such plan should resolve the shortfall in no more than 3 years.

This General Fund Balance Policy will be reviewed and modified as necessary on no less than an annual basis (as part of the Village Board's annual organizational meeting).

**Village of Brockport**  
**Comprehensive Financial Management Policy**  
**(General Municipal Law Section 39)**  
**(Annual Organizational Meeting Policy Readoption)**  
**Investment Policy**  
**Adopted 7/21/14**  
Confirmed By Village Board 7/20/15

**1. Investment Policy Purpose:**

The Board of Trustees desires to provide the finest services possible to its residents, compatible with the least cost to the taxpayers. To achieve this goal all sources of revenue, other than taxes, must be enhanced. Interest earnings offer large potential alternative revenue.

The Board of Trustees desires that excess Village monies, not needed for immediate payment of bills, be temporarily invested to earn a safe return as provided for within the Village Law, General Municipal Law, Local Finance Law and Banking Law. The priorities for investing Village monies shall be (in order of priority):

**1.1 Safety** – Funds must not be lost by the Village.

**1.2 Liquidity** – Appropriate amounts must be available for each payroll, debt service, and abstract date. No investment should mature later than the date the invested funds are anticipated to be needed and in no case, more than two years from date of purchase.

**1.3 Yield** – The highest market interest rate available (other conditions being equal) is to be solicited.

**2. Prudence:**

All participants in the investment process shall act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village's ability to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs: not for speculation, but for investment, considering the safety of the principal as well as the possible income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**3. Diversification:**

The policy of the Board of Trustees is to reduce risk by diversifying deposits and investments by: (1) bank or trust company, (2) investment instrument, and (3) date of investment maturity.

**4. Delegation of Authority**

The Board of Trustees hereby specifically delegates the authority to sign the written security and/or custodial agreements with the designated banks and to make the day-to-day investment decisions within the guidelines and limitations of this policy resolution to the incumbent position in the title of:

**4.1** Treasurer, and/or

**4.2** Mayor.

The above officers and administrators are hereby authorized to utilize the advisory services of municipal consulting firms in planning the timing, amount, maturity, bidding, placement, and reporting on any investments made hereunder.

**5. Authorized Institutions:**

The Board of Trustees authorizes the use, of the following institutions, located and authorized to do business in New York State, for placing investments and specifically prohibits using private brokerage or investment firms. Diversification of depositories increases the safety and total FDIC coverage of Village monies. Consequently, to the extent practical, more than one financial institution may be utilized. The Village must enter into a written Security Agreement with each institution. (General Municipal Law Section 10 & 11, Local Finance Law Section 165.00 (b), Banking Law Section 107 – a).

**5.1** JP Morgan Chase      Maximum deposit – unlimited

**5.2** First Niagara Bank      Maximum deposit - \$2,500,000

**5.3** M & T Bank      Maximum deposit - \$2,500,000

**6. Authorized Investment Instruments:**

The Board of Trustees authorizes the following types of investment instruments for investing Village monies with institutions authorized to do business in New York State:

**6.1** Savings Accounts

**6.2** Money Market Accounts

- 6.3 Certificates of Deposit
- 6.4 Repurchase Agreements
- 6.5 U. S. Treasury Bonds, Bills, Notes.

**7. FDIC Insurance and Coverage Collateralization:**

The primary objectives of this policy are to enhance the safety and availability of any Village monies invested. These objectives are partially met by FDIC insurance covering the first \$250,000 of Village deposits.

Any amounts exceeding the FDIC insurance limits, as presently set or subsequently revised are to be insured to the Village by requiring an allocation and pledge of appropriate collateral by the financial institution where the investment is placed. All investments must be bid specifying "with collateral". Written custodial and/or security agreements must be entered into with each financial institution (General Municipal Law, Section 10 and 11, Banking Law Section 107-a) which require the custodial bank or trust company to keep the securities they purchased as collateral for the Village separate and apart from the institution's own assets. Banking Law requires the financial institution to comply in completing the written agreements.

**8. Security Agreement:**

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. The security agreement shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Village to exercise its rights against the pledged securities, in the event the securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer or with an "assignment in blank" to the Village or its custodial bank.

**9. Custodial Agreement:**

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

**10. Collateral:**

Village deposits and investments may be secured either by obligations or securities or, in whole or in part, by a surety bond or irrevocable letter of credit.

Surety bonds must be issued by an insurance company authorized to do business in this State, the claims paying ability of which is rated in the highest rating category by at least two nationally recognized rating organizations. The surety bond must equal to 100% of the aggregate amount of deposits and the agreed upon interest.

Eligible letters of credit will be those issued by a bank or trust company (other than the bank or trust company with which the investment is placed) with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest that either:

**10.1** has commercial paper or other unsecured short term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company has commercial paper and other unsecured short term debt obligations) rated in one of the nationally recognized rating organizations; or

**10.2** is in compliance with applicable minimum federal risk based capital requirements.

**11. Eligible Securities for Collateral Purposes:**

The current market value of collateral utilized must equal or exceed the value of the collateral deposits. The currently permitted collateral may be subsequently supplemented by new instruments when approved by the Office of the State Comptroller. Permissible collateral includes (General Municipal Law Section 11, 31CFR, 203.15):

**11.1** United States obligations.

**11.2** Obligations of United States agencies, subdivisions, or departments, where payment of principal and interest is guaranteed or insured by the United States.

**11.3** Obligations of New York State.

**11.4** Obligations of New York municipal corporations, school districts, or district corporations of the State of New York.

**11.5** Obligations issued or guaranteed by United States agencies or government sponsored corporations.

**11.6** Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided: and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village within two years of the date of purchase.



**12. Transfer of Funds:**

The Board of Trustees specifically authorizes the designated officials the authority to use electronic transfer of funds, among the approved banking institutions, to assist in obtaining "federal funds" enhanced interest rates. Each such transfer shall be specifically identified in the original journal entry as a "wire transfer" and subsequently supported by the bank statement or confirmation notice to provide an audit trail.

**13. Safekeeping:**

The Board of Trustees specifically authorizes the designated officials the authority to turn over the physical custody of Certificates of Deposit and other evidence of investments for "safekeeping" possession to the bank, as provided in General Municipal Law Section 11(3), to facilitate access to funds at maturity and to eliminate having bearer certificate in the Village offices.

**14. Co-Mingling of Funds:**

The co-mingling of various funds into a single common investment is specifically authorized provided that the separate identity of each fund is maintained and the proportionate share of interest is allocated to each upon maturity of the investment. (General Municipal Law Section 10 and 11.)

**15. Written Reports:**

All investments shall be documented in written reports to the Mayor, for subsequent presentation to the Board of Trustees outlining the details of each investment including: the amount, dated and maturity dates, interest rate and the unsuccessful quotes received thereon. When investments are placed these

**Village of Brockport**  
**Purchasing / Procurement Policy**  
**Amended 8/18/14**  
Confirmed by Village Board 7/20/15

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.

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**Village of Brockport**  
**Vehicle Usage Policy**  
Confirmed by Village Board 7/20/15

**Policy Statement** – The village board may assign a village vehicle to a village official or employee (whether on a case-by-case or continual basis). The village owns and maintains such vehicles, including related equipment, explicitly to conduct official village business. Personal use and the use of vehicles, including related equipment, for the private gain of any official or employee, including related equipment, except for commuting and de minimus personal use, is prohibited.

**General Standards** – Compliance with this policy requires observance of the following standards.

- The village board shall authorize (whether on a case-by-case or continual basis) the purpose(s) for which a village vehicle may be used.
- A formal written request for any use outside the scope of normal daily use must be made 2 weeks prior to its use.
- A department head to which the village board has assigned a vehicle, including any related equipment, shall maintain the general administrative jurisdiction of said vehicle, including directing its use by a subordinate.
- A department head shall maintain under his control and jurisdiction all keys to a vehicle assigned to his department when such vehicle is not in use.
- A village official or employee shall not use a village vehicle for an unauthorized purpose.
- A village official or employee cited for a parking violation, moving violation, or any other driving infraction or offense while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such citation.
- A village official or employee operating a village vehicle shall be personally liable for fines resultant from conviction of a parking violation, moving violation, or any other driving infraction or offense committed while using a village vehicle.
- A village official or employee involved in a motor vehicle accident while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such accident; the applicable department head shall notify the mayor and file an accident report in the village clerk's office as soon as practicable and within 48 hours of such accident.
- A village official or employee shall not transport in a village vehicle persons who are not village officials or employees (exception: department supervisors issued take home vehicles may transport family members while maintaining 24/7 availability to their respective department in a non-emergency mode), or material or persons unrelated to the conduct of village business. For the purpose of this policy, persons affected by emergency situations to which village emergency

responders have responded are related to the conduct of village business.

- A village official or employee to whom a village vehicle is assigned shall not allow their spouse or another to drive said vehicle.
- A village official or employee to whom a village vehicle, excluding a police vehicle, is assigned shall lock the same when not in use.
- A village official or employee shall notify the appropriate department head of any malfunction of a village vehicle while it is assigned to him.
- No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on village vehicles at any time, except those of a limited community service nature that have been authorized by the village board.
- Village vehicles, except unmarked police vehicles, shall be clearly marked with identification as approved by the village board.
- Smoking and the use of smokeless tobacco in village vehicles are prohibited.

**Standards for Use of Police Vehicles** – The standards described by Brockport Police Department General Order 325 apply to the use of police vehicles in addition to the foregoing "General Standards."

**Taxable Fringe Benefit** – Employees authorized to use a village vehicle on a 24-hour-per-day, seven-day-per-week basis may be subject to imputed income tax regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. The village will use IRS Publication 15-B "Employers Tax Guide to Fringe Benefits," Section 3, Fringe Benefit Valuation Rules, Commuting Rule in determining any tax liability and automatically update changes to the rate as made by the IRS. The rule establishes a \$1.50 per one-way commute value as the non-cash taxable fringe value. This value will be includable in the employee's gross income and is subject to all federal withholding taxes. Employees who are assigned marked police, unmarked police vehicles or specialized vehicles carrying tools and meeting certain other eligibility criteria established by the IRS will not be subject to the commuting valuation rule.

**Village of Brockport**  
**Identity Theft Prevention Program**  
**Effective December 1, 2009**  
Confirmed by Village Board 7/20/15

## I. PROGRAM ADOPTION

The Village of Brockport ("Village") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and approval of the Village Board of Trustees. After consideration of the size and complexity of the Village's operations and account systems, and the nature and scope of the Village's activities, the Village Board of Trustees determined that this Program was appropriate for the Village, and therefore approved this Program on November 16, 2009.

## II. DEFINITIONS AND PROGRAM

### A. Red Flags Rule Definitions Used in this Program

"Identity Theft" is a "fraud committed or attempted using the identifying information of another person without authority."

A "Red Flag" is a "pattern, practice, or specific activity that indicates the possible existence of Identity Theft."

A "Covered Account" includes all utility accounts that are administered by the Village.

"Program Administrator" is the individual designated with primary responsibility for oversight of the program. (See Section VI below).

"Identifying information" is "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, computer's Internet Protocol address, or routing code.

### B. Fulfilling Requirements of the Red Flags Rule

Under the Red Flags Rule, the Village is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to customers or to the safety and soundness of the customer from Identity Theft.

### III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the Village considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. The Village identifies the following Red Flags in each of the listed categories:

#### A. Notifications and Warnings from Credit Reporting Agencies

##### Red Flags

1. Report of fraud accompanying a credit report;
2. Notice or report from a credit agency of a credit freeze on an applicant;
3. Notice or report from a credit agency of an active duty alert for an applicant;
4. Receipt of a notice of address discrepancy in response to a credit report request; and
5. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

#### B. Suspicious Documents

##### Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing customer information; and
4. Application for service that appears to have been altered or forged.

#### C. Suspicious Personal Identifying Information

##### Red Flags

1. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on an enrollment application);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another customer;
6. An address or phone number presented that is the same as that of another person;
7. A person fails to provide complete personal identifying information on an application when reminded to do so; and
8. A person's identifying information is not consistent with the information that is on file for the customer.

#### D. Suspicious Covered Account Activity or Unusual Use of Account

##### Red Flags

1. Change of address for an account followed by a request to change the customer's name;
2. Payments stop on an otherwise consistently up-to-date account;

3. Account used in a way that is not consistent with prior use;
4. Mail sent to the customer is repeatedly returned as undeliverable;
5. Notice to the Village that a customer is not receiving mail sent by the Village;
6. Notice to the Village that an account has unauthorized activity;
7. Breach in the Village's computer system security; and
8. Unauthorized access to or use of customer account information.

#### E. Alerts from Others

##### Red Flag

1. Notice to the Village from a customer, Identity Theft victim, law enforcement or other person that the Village has opened or is maintaining a fraudulent account for a person engaged in Identity Theft. 5

#### IV. DETECTING RED FLAGS

##### A. Customer Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a customer, Village personnel will take the following steps to obtain and verify the identity of the person opening the account:

##### Detect:

1. Require certain identifying information such as name, date of birth, home address or other identification; and
2. Verify the customer's identity at time of enrollment (review of driver's license or other government-issued photo identification).

##### B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, Village personnel will take the following steps to monitor transactions on an account:

##### Detect:

1. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the customer a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

#### V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event Village personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

##### Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the customer or applicant (for which a credit report was run);
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the customer with a new customer identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report ("SAR"); or
9. Determine that no response is warranted under the particular circumstances.

##### Protect Customer Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the Village will take the following steps with respect to its internal operating procedures to protect customer identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing customer account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password

protected;

4. Avoid use of social security numbers
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of customer information that are necessary for Village purposes.

## VI. PROGRAM ADMINISTRATION

### A. Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee ("Committee") for the Village. The Committee is headed by a Program Administrator who may be the Mayor of the Village or his or her appointee. Two or more other individuals appointed by the Mayor of the Village or the Program Administrator comprise the remainder of the committee membership. The Program Administrator will be responsible for ensuring appropriate training of Village staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

### B. Staff Training and Reports

Village staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. Village staff shall be trained, as necessary, to effectively implement the Program. Village employees are expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of the Village's failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, Village staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

### C. Service Provider Arrangements

In the event the Village engages a service provider to perform an activity in connection with one or more Covered Accounts, the Village will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place; and
2. Require, by contract, that service providers review the Village's Program and report any Red Flags to the Program Administrator or the Village employee with primary oversight of the service provider relationship.

### D. Non-disclosure of Specific Practices

For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other Village employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

### E. Program Updates

The Committee will periodically review and update this Program to reflect changes in risks to customers and the soundness of the Village from Identity Theft. In doing so, the Committee will consider the Village's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the Village's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

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**Freedom of Information Law (FOIL)  
Rules and Regulations  
POLICY adopted by Village Board 7/21/18 & amended 2/23/15  
Confirmed by Village Board 07/20/15**

**PUBLIC ACCESS TO RECORDS OF  
Village of Brockport**

\*Note: Village Court records are handled by the Court Clerks who utilize the Record Retention and Disposition Schedules of the New York State Unified Court System Division of Professional Court Services Office of Records Management.  
The Village Clerk is not the Records Access Office for Village Court records.

1. Purpose and scope
2. Designation of records access officer
3. Location
4. Hours for public inspection
5. Requests for public access to records
6. Subject matter list
7. Denial of access to records
8. Fees
9. Public notice
10. Severability

**Section 1 Purpose and scope.**

- (a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.
- (b) These regulations provide information concerning the procedures by which records may be obtained.
- (c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
- (d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

**Section 2 Designation of records access officer.**

- (a) The Village of Brockport is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):
- Brockport Village Clerk  
Brockport Village Hall  
49 State Street  
Brockport, NY 14420
- (b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- (1) Utilize the Record Retention and Disposition Schedule MU-1 for use by Cities, Towns, Villages, Fire Districts – available at [www.archives.nysed.gov](http://www.archives.nysed.gov). This shall serve as a subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
  - (i) Make records available for inspection; or,
  - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.
- (5) Upon request for copies of records:
  - (i) Make a copy available upon payment or offer to pay established fees, if

- any, in accordance with Section 8; or,  
 (ii) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and  
 (7) Upon failure to locate records, certify that:  
 (i) The Village of Brockport is not the custodian for such records, or  
 (ii) The records of which the Village of Brockport is a custodian cannot be found after diligent search.

**Section 3 Location.**

Records shall be available for public inspection and copying at:  
 Brockport Village Hall  
 49 State Street  
 Brockport NY, 14420

**Section 4 Hours for public inspection**

Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are: 8:30 a.m. to 4:30 p.m., Monday through Friday, except holidays

**Section 5 Requests for public access to records:**

- (a) A written request may be required, but oral requests may be accepted when records are readily available.
- (b) The records access officer shall copy the following on all written requests at time of receipt: Village Board, Village Attorney, Department Heads, and Treasurer.
- (c) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- (d) A response shall be given within five business days of receipt of a request by:  
 (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible that would enable that person to request records reasonably described;  
 (2) granting or denying access to records in whole or in part;  
 (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or  
 (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
- (e) The records access officer shall copy the following on all written responses at time of issue: Village Board, Village Attorney, Department Heads, and Treasurer.
- (f) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
- (g) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:  
 (1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;  
 (2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;  
 (3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;



- (4) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
- (5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
- (6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
- (7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

**Section 6 Subject matter list.**

- (a) The records access officer shall insure that agency personnel utilize the Record Retention and Disposition Schedule MU-1 for use by Cities, Towns, Villages, Fire Districts – available at [www.archives.nysed.gov](http://www.archives.nysed.gov). This shall serve as a subject matter list.

**Section 7 Denial of access to records.**

- (a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.

- (b) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

- (c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Brockport Village Attorney  
C/o Brockport Village Hall  
49 State Street  
Brockport, NY 14420  
(585) 637-5300

- (d) Any person denied access to records may appeal within thirty days of a denial.

- (e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the person denied access.

- (f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

- (g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government  
Department of State  
41 State Street  
Albany, NY 12231

- (h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

**Section 8 Fees.**

- (a) There shall be no fee charged for:

- (1) inspection of records;
- (2) search for records; or
- (3) any certification pursuant to this part.

- (b) Copies may be provided without charging a fee.

(c) Fees for copies may be charged, provided that:

(1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;

(2) the fee for copies of records not covered by paragraphs (1) and (2) of this subdivision shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

**Section 9 Public Notice.**

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

**Section 10 Severability.**

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

**PUBLIC NOTICE  
YOU HAVE A RIGHT TO SEE  
PUBLIC RECORDS**

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The VILLAGE OF BROCKPORT has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

Brockport Village Hall  
49 State Street  
Brockport, NY 14420

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available

2. Records Access Officer

Brockport Village Clerk  
Brockport Village Hall  
49 State Street  
Brockport, NY 14420  
(585) 637-5300

If you are denied access to a record, you may appeal to the following person(s) or body:

Brockport Village Attorney  
C/o Brockport Village Hall  
49 State Street  
Brockport, NY 14420  
(585) 637-5300

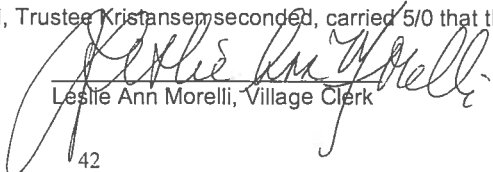
PLEASE mark "FOIL APPEAL" on the envelope.

**Village of Brockport  
Emergency Operations Plan  
adopted by Village Board 5/14/13  
Confirmed by Village Board 07/20/15**

40 pages + appendices not included in these minutes – filed separately

**ADJOURNMENT:**

→ At 9:55pm, Trustee Andrews moved, Trustee Kristansen seconded, carried 5/0 that the meeting be adjourned.

  
Leslie Ann Morelli, Village Clerk