

Regular (plus organizational component) meeting of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, July 15, 2013 at 7:00pm.

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Carol L. Hannan, Trustee John D. La Pierre, Clerk Leslie Ann Morelli, Treasurer Daniel P. Hendricks, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue, Attorney Ellen J. Coyne Esq. & David Mayer, Esq.

EXCUSED: Building/Zoning Codes Officer Scott C. Zarnstorff

ALSO PRESENT: Annie Crane, Sri Ram Bakshi, Linda Ketchum, Patty Good, Pam Ketchum, Nicole Sarratori, Lucas VanDervort, Maggie La Pierre, E. La Pierre, Kathy Goetz, Lee Schramm, Dorothy C. Humm, Bernie & Karen LoBracco, Tom & Sarah Bolam, Jacquie Davis, Rich Miller, Sean Ferguson, Brian Crawford, Rudy & Joan Aceto, Mark Kristansen, Rosie Rich, W. Raymond & Ute Duncan, Kathy Schmidt, Anne Varrenti, Harry Snyder, Kevin McCarthy, Ulpian Toney, Joyce Lobene, Lynda VandenBerg, Kristina Gabalski and a few others who didn't sign 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:

The Democrat & Chronicle was certainly right to give Col. Patrick O'Rorke the recognition he deserves. He was a gallant, resourceful hero loved and worshipped by his men. However, he was not the only Rochester-area hero on Little Round Top on July 2, 1864. Capt. Milo L. Starks, a farm boy from the Town of Sweden, recruited and led Company A of O'Rorke's 140th NY regiment. As I recount on page 225 of my Civil War Brockport book that was published last month by The History Press:

"O'Rorke was shot dead at the outset of the fight and, Starks became the de facto regimental commander, as he led Company A and the 140th into the fray. The Union troops drove back the Confederates and helped save little Round Top for the Federals. Starks was wounded four times, but refused to leave his men until the battle was won. An officer in the 44th NYVI, who was involved in the battle...listed seven men whom he thought saved Little Round Top that day. They included three generals, two colonels, an artillery lieutenant and--Milo Starks."

By May 1864, Starks had been promoted to major and Col. George Ryan had succeeded O'Rorke. During the Battle of Laurel Hill on May 10, the 140th attacked entrenched Confederate troops twice and were driven back. Ryan rallied his troops for a third try. He led them to within three rods of the enemy when he was shot dead. As Brian Bennett says in his superb history of the 140th, "Major Starks managed to dismount and was trying to lead the regiment on foot when a bullet hit him in the forehead and crashed through his brain, killing him instantly."

I know of no move to nominate Starks for a Congressional Medal of Honor, but the Town of Sweden Bicentennial Celebration Committee intends to honor him with an historical marker at the site of his home on South Lake Road next May 10.

OATH OF OFFICE:

Ceremonial swearing in of new Village Board members –

Mayor Blackman -

Spencerport Mayor Joyce Lobene congratulated all on a new beginning for the Village of Brockport. She said a few kind words and administered the Oath of Office to Mayor Blackman who introduced her partner Ulpian Toney.

Mayor Blackman read the following prepared statement:

I know from talking with many of you that you have high expectations of me. I will do my best to fulfill them and promise you that I will be an active, involved mayor and will try to move government business along. I come to this job as a career anthropologist, which I mention, because it means, among other things, that I like to experience things in a hands on way-- whether it be touring DPW facilities, riding along with the police, or learning about major local businesses like Allied and Sunnking by touring their

facilities. I'm also, as Chief Varrenti knows well, a data person. I like numbers and I like facts. It's equally important to me to understand how Brockport residents see their local government and what they want and expect from it. We may not always agree, but I promise to listen with an open mind. And I promise to be around to listen. I will be holding regular office hours in the village hall on Tuesday and Wednesday afternoons from 2 -4:30pm.

No doubt I will make mistakes, and I expect you will let me know when I do. Having lived through years of ratemyprofessor.com, I have some experience in coming to terms with criticism.

Turning to my fellow board members, I see this Village Board as a dynamic group of people with ideas: for taxpayer relief, for promoting Brockport and bringing people to our village, for improving the quality of life here. Very importantly, they have ideas about how to implement their ideas.

As with any change in administration, you will see some changes in VB meetings. Dept heads will be staying the whole time. You will not be asked to refrain from texting; and, if so inclined, you can even tweet. You will not hear the village mission statement recited. It's an admirable mission, but it's printed right there in a header on each meeting's agenda for all to read. Instead I've asked Bill Andrews to share with us at the beginning of each meeting, a mission-statement length Brockport Historical Moment that connects us with our rich Brockport history.

What I personally plan to do financially will not make a big impact on the village budget; rather, it has more to do with common sense and my philosophy of giving back. The common sense part: I will not be taking advantage of a village cell phone. One is all I can handle, and I frequently misplace that one. It's a small savings of taxpayer dollars, about \$500/year. Just as when I was a trustee, I will be donating a portion of my salary to village related projects that could use some financial assistance. I start, by sponsoring, along with Hanny Heyen and Jacquie Davis, one of the ornamental iron tree surrounds on Main Street.

Finally, I call your attention to an object of your most local government. I commissioned this new gavel of village resident Ed Lehman, known for his beautiful hand crafted wood products. It's the first gavel Ed has ever made, and appropriately, it's made from a Brockport walnut tree.

So, thank you for being here to welcome a new administration, and for being interested and involved in your local government.

Trustee Hannan -

Chief Varrenti said a few kind words and administered the Oath of Office to Trustee Hannan and introduced her partner Harry Snyder.

Trustee Ciciotti -

Chief Varrenti said a few kind words and administered the Oath of Office to Trustee Ciciotti and introduced her partner Kevin McCarthy.

Trustee La Pierre -

Trustee Andrews said a few kind words and administered the Oath of Office to Trustee La Pierre who introduced his wife Maggie.

PUBLIC HEARING:

Proposed Local Law to consider adopting RPTL Section 421-m tax exemption re Clinton Street Master Plan parcels –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to close the regular meeting and open the public hearing.

The following notice was published in the Village's official paper (Suburban News), and posted on the Village's official website and at Village Hall.

VILLAGE OF BROCKPORT
Notice of Public Hearing

Please take notice that the Board of Trustees of the Village of Brockport will hold a **public hearing beginning at 7:00 pm on Monday, July 15, 2013**, in the Brockport Village Hall Conference Room, 49 State Street, Brockport, New York 14420 to consider proposed Local Law of 2013 as follows:

- To consider adopting a real property tax exemption for certain new or substantially rehabilitated multiple dwellings as provided in Real Property Tax Law § 421-m. The benefit area would consist of those defined in the Clinton Street Master Plan adopted June 2010.
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multiple dwellings as provided in Real Property Tax Law § 421-m. The benefit area would consist of those defined in the Clinton Street Master Plan adopted June 2010.

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

By Order of the Brockport Village Board

Leslie Ann Morelli
Village Clerk
Village of Brockport

Public comment: none

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

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 pursuant to Part 617 of the implementing regulations pertaining to the State Environmental Quality Review Act (SEQRA) the lead agency has determined that the proposed action described below WILL NOT have a significant effect on the environment and is therefore considered an unlisted action, negative declaration – and to adopt Local Law #2 of 2013 as follows:

A Local Law to Adopt a Real Property Tax Exemption for Certain New or Substantially Rehabilitated Multiple Dwellings as Provided in Real Property Tax Law §421-m

**VILLAGE OF BROCKPORT LOCAL LAW #2-2013
Adopted July 15, 2013**

BE IT ENACTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF BROCKPORT AS FOLLOWS:

Section 1. Legislative Intent

The intent of this legislation is to encourage revitalization of low-and-moderate-income multiple dwellings in order to improve the quality of such property and to preserve and expand the tax base of nearby property.

Section 2. Authority

This local law is adopted pursuant to Section 421-m of the Real Property Tax Law, which expressly authorizes a local government’s governing body to provide a real property tax exemption for certain multiple dwellings that are constructed or substantially rehabilitated in benefit areas designated by the local government body.

Section 3. Definitions

For the purposes of this Article, all words will carry their customary meanings except as expressly defined herein.

BENEFIT AREA—The Benefit Area will consist of those tax lots lying along the South line of Clinton Street and those tax lots between the North line of Clinton Street and the South line of the Erie Canal, bounded on the East by the West line of Main Street and on the West by the West lines of the properties with the tax map numbers of 068.52-1-1.3 and 068.52-3-3.

MULTIPLE DWELLING—As used in this Article the term “Multiple dwelling” means a dwelling, other than a hotel, which is to be occupied or is occupied as the residence or home of three or more families living independently of one another, whether such dwelling is rented or owned as a cooperative or condominium.

Section 4. Application of statutory provisions; limitations thereon

A. The partial exemption from taxation and special ad valorem levies established under RPTL §421-m shall be granted and applied in the Benefit Area by the Village of Brockport in accordance with the provisions, conditions and limitations set forth thereunder, and also subject to the following conditions and limitations:

construction or reconstruction of the multiple dwelling, the exemption shall be calculated based on the taxation and ad valorem levies that would have been due in the absence of such pre-construction (or reconstruction) exemption.

Section 5. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered

Section 6. Effective Date

This local law shall take effect immediately upon the filing with the Secretary of State.

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to authorize the Village Attorney to pursue implementation through COMIDA.

Trustee Andrews will pursue through the Town of Sweden.

PUBLIC COMMENT: None

GUESTS:

- SUNY BSG President Sean Ferguson – potential concert 8/30 9-11:30pm – S. Ferguson reminded that he was at the last meeting. He said he wished to return this evening and introduced other BSG Officers. They have spoken with Chief Varrenti regarding a potential outdoor concert. He said he understands that some past BSG events have caused noise and other concerns. They propose to position the stage so that the noise is kept to the college campus as much as possible. It would be in the middle of the campus pointing west beyond the residence halls.

Chief Varrenti confirmed that he met with the BSG reps last Tuesday and had a good, open conversation. He would think the Village Board would need to suspend the local noise ordinance for the duration of the concert. However, a previous Village Attorney was of the opinion that it doesn't apply to SUNY. Chief Varrenti said he respectfully disagrees. Even if the Board suspends the local noise ordinance, the Police Department enforces the NYS disorderly conduct law. Chief Varrenti said he is surprised BSG is not utilizing the newly constructed SERC on campus as it is perfect for such events and would not be subject to noise or weather concerns. He said he understands BSG has a process within the college to go through channels and have not yet completed that.

S. Ferguson said the first couple of weekends of the college year can be rowdy. BSG is trying to get students to stay on campus and take advantage of events and programs. Students always enjoy concerts, promotions and giveaways. BSG just didn't want the Village caught off guard. He said they intend to sponsor a community clean up event in the Village.

Chief Varrenti said they will work together. While enforcing the laws they will warn to gain compliance. He said he does not think Village Board action is necessary this evening as BSG is still working with the college through its planning process.

Mayor Blackman thanked the BSG officers for attending. The Board appreciates continued communication.

CERTIFICATES & PROCLAMATIONS: None

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Hannan moved, Trustee Andrews seconded, Mayor Blackman in favor, Trustees Ciciotti and La Pierre abstained due to not yet being on the Board, carried 3/0/2 that the minutes of the 06/25/13 meeting be approved as amended.

→ Trustee Andrews moved, Trustee La Pierre seconded, Trustee Ciciotti abstained due to absence, carried 4/0/1 that the simple minutes of the 07/09/13 work session be approved as written.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Hannan moved, Trustee Andrews 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>	7/15/13	\$21,157.80
FUND (F): <u>Water</u>	7/15/13	\$38,070.99
FUND (G): <u>Sewer</u>	7/15/13	\$4,272.05
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	7/15/13	\$100.00
		\$63,600.84 grand total

CLERK REPORT: Clerk – Leslie Ann Morelli

- Sidewalk Café Permit – Red Bird Café – 25 Main Street – Clerk Morelli referred to the application in the packet.

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to approve the 6/28 application for a sidewalk café permit for Red Bird Café at 25 Main Street for the remainder of the 2013 season – limited to 2 tables and 8 chairs (plus umbrellas and trash receptacle) as outlined in application Mondays-Wednesdays 10am-5:30pm, Thursday-Friday 10am-8pm, and Sundays Noon-3pm. Tables and chairs must match and be kept in good repair. They should be against the building only in front of the restaurant’s storefront. They must provide their own trash receptacle for use during café hours as pulling a Village trash receptacle near the café is frowned upon.

● **DEPARTMENT REPORTS:** (Treasurer & Department Heads are in attendance the 4th Tuesday of each month)

- Treasurer – Daniel P. Hendricks (excused)
 - Brief budget orientation – Treasurer Hendricks made a brief Power Point presentation (attached at the end of the minutes) to orient the new Trustees to the budget.
 - Financial reports for period ending 6/30/13 – Treasurer Hendricks referred to the reports included in the packet.

Clerk Morelli reminded that the Park Place PILOT fees still need to be re-negotiated. Treasurer Hendricks will review the proposal with the Village Attorney and he and Mayor Blackman will get this accomplished by fall.

- Budget Transfers & Budget Amendments – none
- Building / Zoning / Code Enforcement – Codes Officer Scott C. Zarnstorff (excused)
- Police – Police Chief Daniel P. Varrenti
 - Personnel items (further in minutes)
 - Hyper Reach Message – Chief Varrenti referred to a hyper reach message having been sent to phone numbers in Brockport Sunday regarding a Monroe County SWAT Team “active shooters” training today at SUNY.

Trustee La Pierre said it is his understanding that if people want such messages directed to their cell phone, as some no longer have a home phone, they need to register the number with hyper reach. Chief Varrenti said that is correct. This can be done through the Brockport Police Department website. It’s a simple electronic form to complete & hit submit.

Chief Varrenti shared that the command officers and range officers participated in the drill. Similar training is planned for August. It is progressive and worthwhile training, but costly as overtime is involved. Saving lives - priceless.

- DPW – Chief Varrenti thanked DPW Spt. Donahue for having the crew take down the old shed at Monika Andrews Children’s Park on Utica Street. It was an eyesore and drew vandalism.
- United Way - Chief Varrenti and Clerk Morelli displayed the certificate of achievement for coordinating this year’s United Way campaign. More employees participated this year than in the recent past. They indicated wanting to improve upon their success next year.
- AAA Safety Awards Breakfast - Chief Varrenti reported that Police Departments and Crossing Guards were recognized at the annual AAA awards breakfast. Brockport

Police Department received a platinum award, the highest of the awards. It was one of 7 recipients in NYS. It will be displayed at the Police Department. This is the fourth or fifth received in recent years.

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- Child Safety - Chief Varrenti shared that Brockport Police Department will partner with Walk Bike Brockport Action Group and share a tent at the upcoming Brockport Arts Festival. They will provide child fingerprint/dna kits. He has ordered 500 kits – free of charge.

- Village Board - Chief Varrenti congratulated officials in their new positions and said he looks forward to working with this Village Board. He appreciates their energy and positive attitude.

- Public Works – Superintendent Harry G. Donahue

- Village Board – DPW Spt. Donahue congratulated officials in their new positions and said he looks forward to working with this Village Board.

- Personnel items (further in minutes)

- Auction results (further in minutes)

- Projects – DPW Spt. Donahue reported that the Barry Street water main replacement project is underway. The sanitary sewer connection of 5 houses on West Avenue in front of Remington Woods subdivision is in the process of getting easement descriptions reviewed by the property owners. They will then go to the Village Attorney to draft the proper language. There were a couple of water main breaks over the past weekend in the Clark Street area. Crosswalk striping is underway. Various sections of sidewalk replacements are underway.

Mayor Blackman and Trustees expressed appreciation for the crosswalk striping and sidewalk repairs throughout the Village.

- Monroe Avenue Storm Sewer Replacement - DPW Spt. Donahue referred to the blurb in this past weekend’s Suburban News from County Legislator Rockow indicating that the CDBG application has been approved to install 840 feet of storm sewer piping and new catch basins for the drainage on Monroe Avenue. Replacing the old infrastructure will ensure proper drainage and keep streets in smooth driving condition.

- **PERSONNEL ITEMS:**

- Authorize advertising – Deputy Clerk-Treasurer vacancy -

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to authorize advertising the Deputy Clerk-Treasurer vacancy as follows:

**DEPUTY CLERK-TREASURER
VILLAGE OF BROCKPORT**

The Village of Brockport seeks individual to assist the Clerk, Treasurer, and Deputy Clerk in a variety of clerical and financial functions with focus on customer service (phones/front counter/drive-up window) daily receipts, records management.

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

Full time 40 hours per week. \$15 per hour plus benefits. New York State Retirement System. Position is Civil Service Exempt - appointed by Mayor with confirmation by Trustees to serve a 2-year term. Reappointment consideration is given at end of each 2-year term. Initial appointment will be for a 6-month probationary period.

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

Application deadline: Noon, Friday, August 2, 2013

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- Accept resignation – Part Time Police Officer D. Pietrantonio effective 7/1/13 –

→ Mayor Blackman moved, Trustee Hannan seconded, carried 5/0 to accept with regret the resignation of Dominique Pietrantonio as Part Time Brockport Police Officer effective 7/1/13.

She is wished well in her new position as Full Time Webster Police Officer.

- Accept retirement – Police Sergeant A. Mesiti effective 8/21/13 –

→ Mayor Blackman moved, Trustee Andrews seconded, carried 5/0 to accept with regret the retirement of Adam Mesiti as Brockport Police Sergeant effective 8/21.

He is wished well and invited to receive a retirement proclamation at the 8/19/13 Village Board meeting.

- Promotion – Police Officer P. Wheat to Sergeant effective 8/1/13 –

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to authorize the promotion of Officer Paul Wheat to Sergeant effective 8/1/13.

He is wished well in his new position and invited to be ceremonially sworn in at the 8/19/13 Village Board meeting.

- Search Committee update re DPW Laborer vacancy – DPW Spt. Donahue shared having received 19 applications by the 7/12 deadline. He will put together a search committee to review the applications and determine who they wish to interview.

- Drops/adds: Explorers/SPARTAC/Welcome Center Greeters/Knapp Museum & Library of Local History Committee –

Police Explorers

Clerk Morelli requested a current list of Brockport Police Explorers.

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to accept the following membership changes to the Police Explorer program: drops: Maurice Aubrey, Josh D. Carlson, Ania Horton, Nicholas M. Toscano, Danielle Watkins / adds: Michael D. Carlson, Ryan T. Breach, Ceallachan M. Kelly, Diana M. Mcmillion, Dwight S. Mcmillion, Ashlee E. Wilmier, Robert L. Wright, Jack S. Merritt

SPARTAC (temporarily inactive)

Walk Bike Brockport Action Group
No changes.

Welcome Center Greeters

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to appoint Jasmine Hart, Madeleine Hart, Frances Phillips, Anne Macpherson, Jamie Spiller as Welcome Center Greeters.

Emily L. Knapp Museum & Library of Local History Committee

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to appoint Christine Hunt and Deborah Foss Talley as members of the Emily L. Knapp Museum and Library of Local History.

- **OLD BUSINESS:** None

- **NEW BUSINESS:**

- Award bids – Auctions International bid results – surplus DPW equipment – DPW Spt. Donahue referred to the various bid results included in the packet and recommended accepting the high bid on all with the 2 following bids as backup should the high bid fall through. He commented on not having to pay to dispose of tires and instead making money on selling them. He also commented on the surprising high bid on the truck.

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to accept the high bids for all items with the 2 following bids as backup should the high bid fall through. This includes the high bid of \$10,800 for the 2003 Ford F550 Dump Truck VIN #1FDAF57P03ED85341 with plow.

○ Authorize Mayor to execute contract – CLG – State & National Register Nominations – Trustee Andrews said he hadn't yet received the contract and would request it be placed on the agenda once he does.

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○ Authorize Mayor to execute contract – Stacey Kirby's canal themed mural – Mayor Blackman shared that this is being funded by a grant through the Arts Council of Greater Rochester with the matching component being the proceeds of the recent successful Walk Bike Brockport Action Group Arts & Aesthetics Committee's Stone Soup Art Auction.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to authorize the Mayor to execute the following contract.

from the Studios of Stacey Kirby

Commission #
ML0613

Mural Commission Contract

Client : Village of Brockport

Start date : July 1st 2013

Location : DPW
Building

Description of Murals

The Brockport Community Mural presents a scene overlooking the canal and the North end of downtown Brockport, New York, around the time of the 1914 expansion of the Erie Canal to the Barge Canal. It features the bridge that spanned the canal before the current bridge was installed; a steam shovel with the name of Brockport company "Cleveland & Sons" that excavates a section of the North bank; a pair of mules; in the foreground a canal worker and a pair of swallows; and a plaque or banner stating "The expansion of the Erie Canal to the Barge Canal, 1914, Brockport, NY" near the bottom.

Total Cost : \$5300

Payment Schedule : First payment of \$1766 with contract (due by 7/31/13)

Second payment of \$1766 by **09/01/13**

Third payment of \$1768 upon completion of the mural.

- It is understood that the wall on which the mural panels are mounted will be repainted prior to mounting.
- It is understood that the artist retains the right to reproduce any images of the painting and immediate environment.
- It is further understood that the Village of Brockport retains the right to reproduce the mural image in publicizing and promoting the village of Brockport

Clients Signature

Date

Artists Signature

Date

○ Authorize Mayor to execute contract – Urban Forestry LLC for tree re-inventory (per grant) – Mayor Blackman shared that this is being funded by a grant through NYS DEC with the matching component being the \$50 per tree planted reimbursement from National Grid.

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to authorize the Mayor to execute the contract with Urban Forestry LLC.

○ Authorize grant application – NYS Office of Community Renewal's Main Street program – Main Street Revitalization – Mayor Blackman referred to the grant summary in the packet.

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

RESOLVED, to authorize application to the Office of Community Renewal's Main Street Program through the NYS Consolidated Funding Application for improvements to historic Main Street as part of economic development and revitalization.

The Village of Brockport will apply for \$200,000 in grant funds to implement the Main Street Revitalization Project, which will allow for building renovations and streetscape improvements to be conducted in a target area representing the north end of Main Street. Grant funds will also cover grant administration expenses. The application will be submitted to the 2013 Main Street Program, for consideration during the third funding round of the New York State Consolidated Funding Application. **MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 9**

- Authorize grant application – NYS DOT Transportation Enhancement Program – Canalfront Improvement – Mayor Blackman referred to the grant summary in the packet.

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to adopt the following resolution:

RESOLVED, to authorize application to the NYS Department of Transportation's Transportation Enhancement Program (TEP) for improvements to Brockport's canal corridor.

The Village will submit an application for the 2013 round of the Transportation Enhancement Program. Grant funds will allow the Village to make significant improvements to the aesthetic quality, safety, and accessibility of the canalfront transportation system that includes the Canal path on the north side, the parallel trail and adjoining streets on the south side, and three connecting bridges.

The Village is both the Sponsor and the Applicant for this project. If this project is funded, the Village agrees to enter into a formal agreement with NYS Department of Transportation; pay project costs up front and then request reimbursement of eligible costs; and accept responsibility for the project development in accordance with federal requirements.

VILLAGE BOARD REPORTS:

- Mayor Margaret B. Blackman
 - Meet and Greets – Mayor Blackman shared that Clerk Morelli has begun setting up various “meet and greet” meetings for her with each Department Head, Clerk, Treasurer, Foreman, clerical staff, Historian, I.T. Vendor, Webmaster etc. She has also requested meetings with Sweden Supervisor and Deputy Supervisor, Clarkson Supervisor, BCSD Spt. As time goes on she'll schedule with Village Attorney, Village Engineer, various Insurance Brokers, community groups, etc.
 - SUNY - Mayor Blackman shared having met with SUNY's Michele Reed who will likely be at the 8/5 Village Board meeting to discuss the 8/24 Saturday of Service in which they propose to go door to door in the historic core of the Village to provide information and further Town/Gown relations.

Mayor Blackman shared having met with SUNY's Finance VP Willis in which they discussed PILOT (payment in lieu of taxes) fees. It is not surprising that no SUNY school wants to be the first to agree to PILOT. It is a SUNY-wide issue and needs to be pressed as such. They discussed the matter of forming a Village Court and that President Halstead had previously indicated a willingness to provide space for such at no charge on the SUNY campus. It was too good to be true. SUNY has concerns of students going to classes near a room used for Village Court and of violators who may have been banned from campus having to attend court there. Therefore, a Village Court will not be on the SUNY campus. Mayor Blackman said the matter of a Village Court is continuing to be looked into and will be reported on down the line.

Mayor Blackman said VP Willis brought up Governor Cuomo's Start Up NY tax free zones concept. She copied the information for the Board. Participation in such would need careful consideration.

Mayor Blackman shared having met with SUNY BSG Officers in which they discussed their proposed concert as well as the idea of a modest addition to the fee to help defray costs for services such as Police and Fire. She will return to them in January or February to continue that discussion.

- 4th of July - Mayor Blackman shared that she and Trustee Andrews led the children's parade as part of the 4th of July event at the Morgan Manning House. Even though it rained, everyone had a good time.

- Trustee/Deputy Mayor William G. Andrews
 - Lois McClure – Trustee Andrews reported that the Lois McClure ship did not come to the Village as planned 6/28-6/28 due to high water on the Mohawk River. It may stop on the way back from Buffalo at the end of August. GBDC had planned a picnic and concert by the Golden Eagle String Band while the tours took place.

- Town of Sweden Bicentennial Celebration Committee - Trustee Andrews reminded everyone that 2014 is the Town of Sweden Bicentennial. Events are planned for every month.

He is involved in several of them including but not limited to the matter mentioned at the top of the

meeting, a tour of the High Street Cemetery, and “Old Home Week” inviting former Brockporter’s back for picnics. A directory is being compiled and planning is underway.

- Landmark Society - Trustee Andrews said the Landmark Society was so pleased with the 2013 conference held in Brockport that they are building on the success and planning to make it a statewide conference at The Little with various field trips.

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- Parks & Trails NY - Trustee Andrews shared that Parks & Trails NY has asked Brockport to participate in a traffic count on particular upcoming days. He has arranged for volunteers from the Welcome Center and Walk Bike Brockport Action Group. People will also have the option of completing a survey.

- CLG - Trustee Andrews referred to the successful CLG (Certified Local Government) grant application (the Village’s 16th – more than any other municipality in NYS) regarding the Park Avenue/State Street /South Street / High Street Cemetery/ Hartwell Hall preparation of nominations to the State and National Historic Registers. A contract will be forthcoming. The CLG reps were concerned the Village wasn’t asking for enough money and encouraged applying for additional funding if needed.

Trustee Andrews said he, Mayor Blackman and available members of the Historic Preservation Board recently had lunch with Alma Brown of Clinton Brown Associates the organization awarded the project after RFP’s regarding the creation of a Brockport Historic Preservation Board website. This, too, is via a CLG grant.

- Civil War Book - Trustee Andrews shared that his new book has been published regarding the Civil War and Brockport.

- Trustee Valerie A. Ciciotti

- Thanks – Trustee Ciciotti said she has nothing yet to report, but wished to thank all the supporters behind the scenes of the campaign and those who voted for her. She is pleased to have the opportunity to serve the community in this capacity and work with her fellow Board members.

- Trustee Carol L. Hannan

- Project House – 65 Fayette Street – Trustee Hannan shared that the Revitalize Brockport Project House at 65 Fayette Street is essentially complete. There will be an open house Saturday from 10am-5pm. She thanked all those who worked on the rehabilitation of the house including Chief Varrenti. It just goes to show what can happen to a historic house that some thought should have been demolished. She hopes it will soon be occupied again as a single family home. Any profits after costs are being donated to GBDC to spearhead further such projects.

- Trustee John D. La Pierre

- Thanks – Trustee La Pierre thanked Mayor Blackman for interviewing and then selecting him to appoint to fill her seat on the Village Board. He is pleased to have the opportunity to serve the community in this capacity and hopes to be of value.

Break - 8:45pm

Mayor said the rest of the meeting is the organizational component. If the Department Heads wished to leave, they are welcome to. Chief Varrenti stayed.

ORGANIZATIONAL PART OF MEETING:

→ At 8:52pm

ORGANIZATIONAL - APPOINTMENTS & ADOPTIONS:

ANNUAL FENCE PERMITS –

⇒ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 that the following annual fence permits be renewed:

GE – 98 Lyman Street
RG&E – Perry Street and Erie Street

ADVANCE APPROVAL OF CERTAIN CLAIMS –

⇒ Trustee Hannan moved, Trustee La Pierre 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.

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 11

MILEAGE ALLOWANCE -

⇒ Trustee La Pierre moved, Trustee Hannan 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 Hannan moved, Trustee Ciciotti 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)
Elected Officials (N/A – none take NYS ERS through Village)				
Appointed Officials				
Village Clerk	Leslie Ann Morelli	8	07/01/13-06/30/15	Y
Deputy Clerk	Deborah C. Herzog	8	07/01/13-06/30/15	Y

ADOPT VILLAGE STOP SIGNS & TRAFFIC SIGNAL LIGHT -

⇒ Trustee La Pierre moved, Trustee Hannan 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) Candlewick Drive at Havenwood Drive (westbound)
- 22) Carolin Drive at Clark Street (northbound and southbound)
- 23) Carolin Drive at West Avenue (northbound)
- 24) Centennial Avenue at Allen Street (westbound)
- 25) Centennial Avenue at Main Street (eastbound)
- 26) Central School Drive and Centennial Avenue (northbound)
- 27) Chappell Street at Adams Street (northbound)

**MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page
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- 28) Chappell Street at Centennial Avenue (southbound)
- 29) Cherry Drive at Clark Street (northbound)
- 30) Cherry Drive at Evergreen Road (southbound)
- 31) Clark Street at Carolin Drive (eastbound and westbound)
- 32) Clark Street at Evergreen Road (eastbound)
- 33) Clark Street at Kimberlin Drive (westbound)
- 34) Clark Street at Main Street (eastbound)
- 35) Clark Street at Smith Street (eastbound and westbound)
- 36) Clinton Street at Main Street (eastbound)
- 37) Cloverwood Drive at Candlewick Drive (northbound)
- 38) Coleman Creek Road at Central School Drive (northbound)
- 39) Coleman Creek Road at Main Street (eastbound)
- 40) College Street at Main Street (eastbound)
- 41) College Street at Utica Street (westbound)
- 42) Commencement Drive at Holley Street (northbound)
- 43) Cyrus Way at McCormick Lane (northbound)
- 44) Erie Street at Beach Street (eastbound and westbound)
- 45) Erie Street at Perry Street (eastbound and westbound)
- 46) Erie Street at Utica Street (eastbound and westbound)
- 47) Evelyn Drive at Glendale Road (westbound)
- 48) Evergreen Road at Clark Street (northbound)
- 49) Fair Street at Quaker Maid Street (eastbound)
- 50) Fayette Street at East Avenue (northbound)
- 51) Frazier Street at Fayette Street (westbound)
- 52) Frazier Street at Glendale Road (eastbound and westbound)
- 53) Frazier Street at Keable Court (eastbound and westbound)
- 54) Gardner Alley at Clinton Street (northbound)
- 55) Gardner Alley at King Street (southbound)
- 56) Glendale Road at Barry Street (southbound)
- 57) Glendale Road at East Avenue (northbound)
- 58) Glendale Road at Frazier Street (northbound and southbound)
- 59) Gordon Street at Spring Street (southbound)
- 60) Gordon Street at State Street (northbound)
- 61) Graves Street at Clark Street (southbound)
- 62) Graves Street at West Avenue (northbound)
- 63) Havenwood Drive at East Avenue (northbound)
- 64) High Street at Park Avenue (westbound)
- 65) Hillcrest Parkway at Main Street (westbound)
- 66) Holley Street at Main Street (eastbound)
- 67) Holley Street at Perry Street (eastbound and westbound)
- 68) Holley Street at Utica Street (eastbound and westbound)
- 69) Idlewood Drive at Clark Street (southbound)
- 70) Idlewood Drive at West Avenue (northbound)
- 71) Keable Court at Barry Street (southbound)
- 72) Keable Court at Frazier Street (northbound)
- 73) Kimberlin Drive at Clark Street (southbound)
- 74) Kimberlin Drive at West Avenue (northbound)
- 75) King Street at Utica Street (westbound)
- 76) Liberty Street at Fayette Street (eastbound)
- 77) Liberty Street at Main Street (westbound)
- 78) Lincoln Street at King Street (northbound)
- 79) Locust Street at Barry Street (northbound)
- 80) Lyman Street at Fayette Street (westbound)

- 81) Lyman Street at Locust Street (eastbound)
- 82) Market Street at Main Street (westbound)
- 83) Market Street at Park Avenue (eastbound)
- 84) Maxon Street at Kenyon Street (westbound)
- 85) Maxon Street at Utica Street (eastbound)
- 86) McCormick Lane at East Avenue (northbound)
- 87) Meadowview Drive at Clark Street (northbound)
- 88) Meadowview Drive at Evergreen Road (southbound)
- 89) Mercer Street at Chappell Street (eastbound)
- 90) Monroe Avenue at Holley Street (westbound)
- 91) Monroe Avenue at Main Street (eastbound)
- 92) Monroe Avenue at Utica Street (eastbound and westbound)
- 93) Morgan Court at Evergreen Road (eastbound)
- 94) Oxford Street at Spring Street (southbound)
- 95) Oxford Street at State Street (northbound)

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 13

- 96) Park Avenue at South Street (east and west of triangle)
- 97) Park Avenue at State Street (northbound and southbound)
- 98) Quaker Maid Street at South Avenue (southbound)
- 99) Quarry Street at Locust Street (westbound)
- 100) Queen Street at Clinton Street (northbound)
- 101) Queen Street at Erie Street (northbound and southbound)
- 102) Queen Street at Holley Street (southbound)
- 103) Smith Street at Clark Street (northbound and southbound)
- 104) Smith Street at West Avenue (northbound)
- 105) South Avenue at Brook Terrace (eastbound)
- 106) South Avenue at Main Street (westbound)
- 107) South Avenue at Owens Road (eastbound)
- 108) South Avenue at Quaker Maid Street (westbound)
- 109) South Street at Main Street (westbound)
- 110) South Street at Park Avenue (eastbound)
- 111) State Street at Park Avenue (eastbound and westbound)
- 112) Union Street at Park Avenue (eastbound)
- 113) Utica Street at Adams Street (southbound)
- 114) Utica Street at Clinton Street (northbound)
- 115) Utica Street at College Street (northbound and southbound)
- 116) Utica Street at Erie Street (northbound and southbound)
- 117) Utica Street at Holley Street (northbound and southbound)
- 118) Utica Street at Monroe Avenue (northbound and southbound)
- 119) Victory Drive at Barry Street (southbound)
- 120) Victory Drive at Frazier Street (northbound)
- 121) Water Street at Market Street (southbound)
- 122) Westwood Drive at Glendale Road (westbound)
- 123) Willowbrooke Drive at West Avenue (northbound)

Traffic Signal Light:

- 1) Adams Street & Kenyon/Allen Streets
-

ACCEPT RESIGNATIONS / or do not wish to be considered for renewal / or inactive -

⇒ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to accept the following resignations or non-interest for appointment renewal with thanks for their service: Bernard E. Daily for service on the Planning Board since July 2009, Todd Longstreth for service on the Tree Board since July 2009, Anita Wicks for service on the Parks Committee since June 2008.

(Thanks also to Michael Snyder for his service on the ZBA since August 2012, Willard Bird for his service as Emergency Coordinator for EOP since January 2013, and Christopher R. Martin for his service as Public Information Officer for EOP since January 2013.)

APPOINTMENTS AND RE-APPOINTMENTS -

Mayor Blackman previously announced Trustee Andrews as Deputy Mayor.

⇒ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 that the following appointments be made:

Official Newspaper..... Suburban News

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

Official Depositories..... JP Morgan/Chase

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

External Auditor.....1-year term renewal to 6/30/14..... Raymond F. Wager, CPA, P.C.

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

Village Attorney.....previously renewal to 5/31/14.....Harris, Chesworth, O'Brien, et al

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 14

⇒ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 that the following appointment be made:

Special Counsel re dog cases (as needed).....1-year term renewal to 6/30/14.....James D. Bell, Esq.

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

Environmental Attorney (as needed)...1-year term renewal to 6/30/14.....Ronald G. Hull, Esq. Underberg & Kessler LLP

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

Village Engineer.....1-year term renewal to 6/30/14.....Chatfield Engineers, PC

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

Village Clerk.....2-year term renewal to 6/30/15.....Leslie Ann Morelli

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

Village Treasurer.....2-year term renewal to 6/30/15.....Daniel P. Hendricks

⇒ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 that the following appointment be made:

Deputy Village Clerk.....2-year term renewal to 6/30/15.....Deborah Herzog

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

Village Historian.....1-year term renewal to 6/30/14..... Jacqueline Morris

Museum Director.....1-year term renewal to 6/30/14 Jacqueline Morris

⇒Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 that the following appointments be made:

Volunteer Videographer (for Village Board meetings).....1-year term to 6/30/14...Pamela Ketchum

⇒Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 that the following appointments be made:

Emergency Coordinator (re EOP)...1-year term to 6/30/14.....Laurence C. Vaughan

⇒Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 that the following appointments be

made:

Public Information Officer (re EOP)...1-year term to 6/30/14.....Kent R. Blair

⇒Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 that the following appointments be made:

Planning Board.....5-year term to 6/30/18 appoint.....Kevin J. McCarthy
Zoning Board of Appeals.....complete a term to 6/30/17 appoint.....Douglas R. Wolcott
Zoning Board of Appeals.....5-year term to 6/30/18 appoint.....Laurence C. Vaughan
Historic Preservation Board.....complete a term to 6/30/15 appoint.....Sriram Bakshi
Historic Preservation Board.....3-year term to 6/30/16 reappoint.....Kevin J. McCarthy
Historic Preservation Board.....3-year term to 6/30/16 reappoint.....Jacqueline Morris
Tree Board.....4-year term to 6/30/17 appoint.....Chris Collier
Tree Board.....4-year term to 6/30/17 appoint.....Sandra P. Cain
Tree Board.....4-year term to 6/30/17 reappoint.....Hannelore G. Heyen
Ethics Board.....4-year term to 6/30/17 reappoint.....Katherine Kristansen

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 15

Parks Committee.....complete a term to 6/30/16 appoint.....Linda Ketchum
Parks Committee.....4-year term to 6/30/17 appoint.....Lindsay Macmillan
Parks Committee.....4-year term to 6/30/17 reappoint.....Hannelore G. Heyen

ADOPT MEETING SCHEDULE -

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

Village of Brockport Meetings
August 2013 – August 2014

Adopted by Village Board 7/15/13

Village Board Meetings

Meetings begin at 7pm and are held at Village Hall

1st & 3rd Monday of each month as follows:

Submittal Deadline: Wednesday by Noon prior to meeting date

August 5, 2013	January 6, 2014
August 19, 2013	January 20, 2014 – NONE due to holiday
September 2, 2013 – NONE due to holiday	February 3, 2014
September 16, 2013	February 17, 2014 – NONE due to holiday
October 7, 2013	March 3, 2014
October 21, 2013	March 17, 2014
November 4, 2013	April 7, 2014 (<i>includes budget hearing – different venue</i>)
November 18, 2013	April 21, 2014
December 2, 2013	May 5, 2014
December 16, 2013	May 19, 2014
	June 2, 2014
	June 16, 2014 – NONE due to room prep for Village Elections
	July 7, 2014 (<i>includes swearing in</i>)
	July 21, 2014 (<i>includes organizational component</i>)
	August 4, 2014
	August 18, 2014

Plus the following work sessions the **4th Monday** as follows:

July 22, 2013	January 27, 2014
August 26, 2013	February 24, 2014
September 23, 2013	March 24, 2014
October 28, 2013	April 28, 2014
November 25, 2013	May 26, 2014 – NONE due to holiday
December 23, 2013 – NONE due to proximity to holiday	June 23, 2014
	July 28, 2014
	August 25, 2014

Planning Board Meetings

Meetings begin at 7pm and are held at Village Hall

2nd Monday of each month (only upon application)

Submittal Deadline: Monday by Noon at least 2 weeks prior to meeting date

August 12, 2013
September 9, 2013
October 14, 2013 – NONE due to holiday
November 11, 2013 – NONE due to holiday
December 9, 2013

January 13, 2014
February 10, 2014
March 10, 2014
April 14, 2014
May 12, 2014
June 16, 2014
July 14, 2014
August 11, 2014

Zoning Board of Appeals Meetings

Meetings begin at 7pm and are held at Village Hall

1st Thursday of each month (only upon application)

Submittal Deadline: Tuesday by Noon at least 3 weeks prior to meeting date

August 1, 2013
September 5, 2013
October 3, 2013
November 7, 2013
December 5, 2013

January 2, 2014
February 6, 2014
March 6, 2014
April 3, 2014
May 1, 2014
June 5, 2014
July 3, 2014 – NONE due to proximity to holiday
August 7, 2014

**MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page
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Historic Preservation Board Meetings

Meetings begin at 7:15pm and are held at Village Hall

3rd Thursday of each month unless otherwise noted (as needed)

August 15, 2013
September 19, 2013
October 17, 2013
November 21, 2013
December 19, 2013

January 16, 2014
February 20, 2014
March 20, 2014
April 17, 2014
May 15, 2014
June 19, 2014
July 17, 2014
August 21, 2014

Other Boards and Committees:

Meeting schedules and locations vary

Seymour Library Board, Tree Board, Code Review Committee, Walk Bike Brockport Action Group, Parks Committee, Welcome Center

Management Committee, Emily L. Knapp Museum & Library of Local History Committee, Ethics Board

UPSTATE NEW YORK MUNICIPAL WORKERS' COMPENSATION PROGRAM

REPRESENTATIVES:

⇒ Trustee Hannan 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 585-637-5300 X15
DPW Spt as Alternate Director (Harry G. Donahue)
hdonahue@brockportny.org 585-637-1060
Village Clerk as Facilitator (Leslie Ann Morelli)
lmorelli@brockportny.org 585-637-5300 X12

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

Discussed at 7/9 work session. For further discussion at 7/22 work session and adoption at 8/5 meeting.

FEE SCHEDULE -

⇒ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to adopt the following fee

schedule: (The only change is increase the sewer rate for out of district users and adding "annual" per Village Code as to rental registrations.)

**VILLAGE OF BROCKPORT
FEE SCHEDULE
AMENDED 7/15/13**

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.....\$25.00
- Travel trailer / dumpster approval.....\$25.00

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 17

- Other (special permit or authorization required by code).....\$150.00

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
- Zoning Map (color).....\$5.00
- Sign Permit.....\$30.00 per sign
- Sidewalk Café Permit.....\$200.00
 - \$150 of the \$200 is returnable at the end of season if no violations.
- Hawking & Peddling Permit 1 to 7 days.....\$100.00
6 months or less.....\$250.00
1 year.....\$500.00
- Parade / Procession Permitno 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)
- Facilities Use Permit\$25.00 deposit
- Electrical Inspection Agency Permit.....\$150.00 (annually)
- Demolition permit – Residential structures.....\$30.00
- Demolition permit - Commercial structures.....\$50.00
- Demolition permit – Industrial structures.....\$100.00

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

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 18

POLICE DEPARTMENT FEES

- Copy of Police Report.....no charge
- Fingerprinting (NON-Village resident/merchant).....\$15.00
- Record Check.....\$5.00

Pay at Village Hall for fingerprinting or Brockport record check 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 doubled if not paid or contested within 10 days.

Fines tripled if not paid or contested within 30 days.

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

BUILDING / FIRE APPLICATION FEES

RESIDENTIAL NEW HOME CONSTRUCTION – includes Certificate of Occupancy inspection fee:

- 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
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$100.00 each item

RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling) - includes Certificate of Occupancy inspection fee:

- 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
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$100.00 each item

COMMERCIAL NEW CONSTRUCTION – (additions, remodeling) – includes Certificate of Occupancy Inspection fee:

- 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
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$100.00 each item

RESIDENTIAL ACCESSORY STRUCTURES – includes Certificate of Compliance inspection fee:

- 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
- Inspection deficiency – 3 or more non life-safety items.....\$25.00 each item
- Inspection deficiency – any life-safety items.....\$50.00 each item

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 19

RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS

- Residential rental registration.....\$50 per property per calendar year
- Single family rental Code 210.....\$50
- Two family rental Code 220.....\$100
- Three family rental Code 230.....\$150
- Townhouses Code 411.....\$20.00 per unit
- Apartment building Code 411.....\$150.00 per building
- Inn / rooming house Code 418.....\$100.00
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$10.00 each item
- Re-inspections for non-compliant results after 30 days will double the C of O fee

OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES

- Educational.....\$100.00 (annually)
- Place of Public Assembly 100 persons or greater\$100.00 (annually)
- Assembly uses 50 – 100 persons.....\$50.00 (annually)
- Manufacturing.....\$100.00(annually and/or as local conditions require)
- Fairs/festivals.....\$200.00 (annually)
- Repair/service garages.....\$100.00 (3 year intervals)
- Mercantile over 5000sqft.....\$100.00 (3 year intervals)
- Business use over 5000sqft.....\$100.00 (3 year intervals)
- Food service establishments.....\$35.00 (yearly and/or as local conditions require)
- Other.....\$100.00 (yearly and/or as local conditions require)
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$100.00 each item
- Re-inspections for non-compliant results after 30 days will double Operating Permit fee

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

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
3/4" and 1" with 5/8" or 3/4" meter and under.....	\$1,000.00
3/4" and 1" with 1" meter.....	\$1,880.00
1 1/2" 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
3/4" and under	\$250.00
1".....	\$300.00
1 1/2" 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.

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.

EMERGENCY OPERATING PLAN –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to confirm (on file).

PURCHASING / PROCUREMENT POLICY –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to confirm as follows:

**Village of Brockport
Purchasing / Procurement Policy
Amended 7/24/12
Confirmed 7/15/13**

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 **MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 21**

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

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

VILLAGE VEHICLE USAGE POLICY –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to confirm as follows:

**Village of Brockport
Vehicle Usage Policy
Amended 07/24/12
Confirmed 07/15/13**

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

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 23

\$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 MEDIA RESPONSE AND SUBMISSION POLICY –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to amend and adopt as follows:

Village of Brockport Media Response and Submission Policy
Amended 7/15/13

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.

VILLAGE BOARD MEETING PROCEDURES POLICY –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to amend and adopt as follows:

**VILLAGE OF BROCKPORT
VILLAGE BOARD
MEETING PROCEDURES
Amended 7/15/13**

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 24

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

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 25

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 Mayor has not appointed a Deputy Mayor, 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 **MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 26**

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.

IDENTITY THEFT PREVENTION POLICY –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to confirm as follows:

**Village of Brockport
Identity Theft Prevention Program
Effective December 1, 2009
Confirmed 7/15/13**

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.”

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 27

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

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 28

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

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 29

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.

SELECTION PROCESS OF MEMBERS TO BOARDS & COMMITTEES –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to amend and adopt as follows:

**Village of Brockport
Selection Process of Members to Boards and Committees
Amended 7/15/13**

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 30

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>.

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 31

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.

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 32

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

MINUTES OF VILLAGE BOARD MEETING HELD July 15, 2013 continued.....page 33

- Task Force Committee
- Open Roster Committee

<u>Name</u>	<u>Terms</u>	<u>Members</u>
<u>Boards by Statute (State & Village law)</u>		
Planning Board	5-year	5
Zoning Board of Appeals	5-year	5
<u>Standing Boards/Committees</u>		
Code Review Committee	5-year	7 + BZ officer
Emily Knapp Museum &	None set	unlimited
Library of Local History Committee		
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>		

Open Roster Boards/Committees

Walk! Bike! Brockport Action Group	None	Unlimited
Welcome Center/Canalfront Management Cmte	None	6
Welcome Center Canalfront Greeters	None	Unlimited

FINANCIAL MANAGEMENT/ INVESTMENT POLICY-

Treasurer and Auditor are reviewing the July 1997 policy for future update.

CLOSE ORGANIZATIONAL PART OF MEETING:

→ At 9:05pm

ADJOURNMENT:

→ At 9:05pm, Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk

Village of Brockport
 2013-2014
 Budget Orientation

July 15, 2013

Budget Includes the following funds:
 General Fund
 Water Fund
 Sewer Fund

General Fund Revenues

**2013 – 14 BUDGET
 GENERAL FUND REVENUES**

REVENUES	2013-14 BUDGET
TAX LEVY	\$2,414,833
OTHER TAX ITEMS	138,000
NON PROPERTY TAX	1,601,000
DEPT. INCOME	27,100
INTERGOV'T. CHARGES	5,000
USE OF MONEY	3,000
LICENSES & PERMITS	20,000
FINES & FORFEITURES	50,000
SALES & COMP. FOR LOSSES	13,000
MISCELLANEOUS	8,000
STATE AID	217,975
FUND BALANCE	200,000
TOTAL	\$4,697,908

General Fund Expenditures

**2013 – 14 BUDGET
 GENERAL FUND**

APPROPRIATIONS	2013-14 BUDGET
GEN. GOV'T. SUPPORT (Codes A1010-A1990)	\$739,573
PUBLIC SAFETY (Codes 3120-3620)	1,353,244
TRANSPORTATION (Codes 5110-5650)	947,734
ECONOMIC ASSISTANCE (6410 - 6520)	7,000
CULTURE & RECREATION (7140 - 7415)	205,952
HOME & COMM. SERV. (Codes 7510 - 8560)	39,240
EMPLOYEE BENEFITS (Codes 9010-9070)	1,395,165
TRANSFER TO RESERVES (Codes 9800)	10,000
TOTAL	4,697,908

Water Fund Revenues

**2013-14 BUDGET
WATER FUND**

REVENUES	2013-14 BUDGET
METERED WATER SALES	\$582,000
METERED WATER SALES O/G	493,486
SERVICE CHARGES	2,000
INTEREST & PENALTIES	12,500
INTEREST INCOME	1,000
INTEREST INCOME - RESERVES	250
TOTAL	\$1,089,986

Water Fund Expenditures

**2012-13 BUDGET
WATER FUND**

APPROPRIATIONS	2013-14 BUDGET
ENGINEERING	\$5,000
INFORMATION TECH.	3,500
INSURANCE	20,760
CONTINGENCY	29,250
SUPER./ADMIN.	92,590
SOURCE OF SUPPLY	450,000
TRANSMISSION/DIST.	331,359
EMPLOYEE BENEFITS	95,575
DEBT SERVICE	61,952
TOTAL	\$1,089,986

Sewer Fund Revenues

**2013-14 BUDGET
SEWER FUND**

REVENUES	2013-14 BUDGET
SEWER FEES	\$139,300
INTEREST & PENALTIES	3,000
TOTAL	\$142,300

Sewer Fund Expenditures

**2013-14
BUDGET
SEWER FUND**

APPROPRIATIONS	2013-14 BUDGET
EQUIPMENT	\$50
CONTRACTUAL	40,121
VEHICLE PARTS	4,600
DEBT SERVICE	97,529
TOTAL	\$142,300

QUESTIONS