

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 21, 2014 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, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue, Building Inspector/Code Enforcement Officer David J. Miller, Jr., Attorney Daniel J. Mastrella, Esq.

EXCUSED: Treasurer Daniel P. Hendricks

ALSO PRESENT: Maggie La Pierre, Kent & Rachael Blair, Serena Blair, Bill Andrews Jr., Nathan Andrews, Doug & Rhonda Steffen, Doug Kenyon, Brian Winant, Joy Levandowski, John Cohen, Matt Barone, Linda Ketchum, Pam Ketchum, Joan Hamlin, Fred Webster

CALL TO ORDER / PLEDGE: Mayor Blackman called the meeting to order and led the Pledge of Allegiance.

Mayor Blackman introduced and welcomed new Village Attorney Daniel Mastrella.

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 Town of Sweden Bicentennial Celebration Committee included in its program an Olde Home Weekend for the weekend of July 4th, inspired partly by the Old Home Week that Brockport celebrated in July 1911. So, let's take a look at the 1911 event.

The entire community was heavily involved in organizing and participating in the weeklong series of events. Four committees with 60 members organized it. Monday was Normal School Day with tours of the building for alumni. For Tuesday the 4th, an orator was imported from Watertown. A parade featuring Brockport's industries and retail trade plus any other organizations that wished to join was led by the National Guard and Company G of the 3rd Regiment performed drills. Evening saw fireworks with several set pieces and 175 aerial pieces. Wednesday was Athletic Day with an athletic meet and a baseball game. Thursday was Firemen's Day with a parade, races, drills, and contests by many neighboring fire companies. Friday was Fraternal Day with members of the various lodges, churches, and Sunday Schools parading. Saturday was Rochester Day as the village played host to visitors from the big city with speeches, another parade, and "exercises". Sunday the churches were urged to take special note of returning former members.

Throughout the week the Brockport Concert Band performed every afternoon and evening and played sacred music on Sunday. 3,000 colored electric lights illuminated downtown, and bunting hung from every commercial building and many houses. Most events at the recent Olde Home Weekend were well attended, some even breaking attendance records, but it paled in comparison to its 1911 ancestor.

OATH OF OFFICE:

Ceremonial swearing in of new elected officials -

Village Justice William G. Andrews, Jr. -

Nathan Andrews, son of Bill Andrews, Jr., administered the Oath of Office to Justice Andrews.

Village Justice Kent R. Blair -

Rachael Blair, wife of Kent Blair, administered the Oath of Office to Justice Blair.

Justice Blair shared that he has held a few positions with the Village and has a couple of old nameplates to prove it. He said Clarkson Town Justice Allyn Hammel has been very helpful thus far to he and Justice Andrews. One thing he takes seriously is that everyone that comes to a court is from a family and should be treated fairly.

Trustee La Pierre -

Maggie La Pierre, wife of John La Pierre, administered the Oath of Office to Trustee La Pierre.

PUBLIC HEARING: none

PUBLIC COMMENT:

- John Cohen of Utica Street – read the following prepared statement:

I regret that I am only now getting to a matter discussed a couple of months ago; the Monday meetings are a difficult time for me to get here.

It is with great disappointment that I've read the articles in the Suburban News, and the minutes of board meetings, that the village is not supporting the formation of a library district. Further, there seemed to be some misperceptions on what this vote would accomplish. As a resident of Brockport and a library director myself, I feel there are some points that should be clarified.

When I became director of Ogden's library, they were in the middle of their own exploration of the library district issue. It became abundantly clear as we finished the process that Ogden is essentially the perfect example of a library that does not need a district. We have only one major funding source, a municipality with which we have a strong current and historical working relationship, even as we value our independence from the town. Our board is self-selecting which works to ensure smooth board oversight. We have a trust fund that helps us get over rough patches in our funding, and a variety of other, smaller factors that would make becoming a library district a bad choice...for us.

It also became abundantly clear that Brockport is a textbook example of a library that needs a library district. 3 funders, all of which have – forgive me – a long standing and likely to continue antagonistic stance towards each other. A board appointed by these municipalities that – whether or not it works at the moment – allows for political games to be played with these boards whenever there is a vacancy. The funding situation allows political games of brinksmanship to be played with funding – whoever decides to fund the lowest amount towards the library sets the tone of the year, and if, God forbid, an emergency happened and a rise beyond the norm was needed, it is essentially impossible to convince 3 boards of its necessity. While I am unsure of Seymour's exact financial situation, my understanding is that it does not have as much ability to weather a storm on the basis of its own reserves, either.

While the need for a library district may be discussed as one of financial necessity, it is better to think of it in terms of financial *stability*. Yes, the 2 percent tax cap is in place, and yes, cuts or other measures may be needed, but the board and director being able to plan further out due to the stability of funding – to knowing that one year, the village or towns aren't going to say "You know what? Zero percent!" – can go a long way to managing the upcoming financial realities in an age of rising minimum wages, rising costs, and tax caps.

On another point, you and I may get most of our information via a click on the internet with our smart phone, but that is not necessarily true for anyone below our socio-economic status. None of us here may be rich, but we all have enough money to consider the internet a utility. It is not, however, a utility, it is a luxury to many, many, Americans, especially those in rural communities, even communities just outside major cities. In such communities, especially with a poverty rate like ours, the library is often one of the few means people have of accessing the internet, and yet, the internet is an absolute necessity to get a job at any national chain and most smaller businesses, let alone its power as an educational and communication tool. When you add in the use of the internet, library usage has been increasing over multiple years.

The members of the board who worry about this being a one-stop solution to all the problems Brockport (and all) libraries are facing are correct – it is not such a solution. It is, however, the way to get started on the path to solutions. The concerns about stability of staffing, of funding, of management, of board leadership, of fixing the library's ability to deal with critical issues, start to get better when you take this step. And if I may offer my own expertise, were I director of Seymour library, I would recommend the EXACT same path that the library is asking of Brockport, Sweden, and Clarkson.

Stephen Dubner, one of the authors of Freakonomics once said – "I noticed something about all these towns. Not all of them had a general store. Not all of them had a diner. But they all had a library! This persuaded me – rightly or wrongly – that you absolutely couldn't survive without a library. The only other thing that every town had was a firehouse."

That, to me, is an astoundingly poignant statement. The two things a community needs are a firehouse and a library. One protects the lives and property of the community, the other nurtures that community's minds and souls.

I would have difficulty supporting candidates in the future who show a lack of enthusiasm towards libraries. I urge you to reconsider your stance on this issue, to vote once again and to work with the

library to move forward.

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GUESTS:

- Rural Health Social Work – Angela Allen – re rural medical unit/VA – Clerk Morelli shared that the representative contacted her today and rescheduled for the 8/18 meeting.
- SUNY College at Brockport – Matt Barone – application - Homecoming Parade Sat. 9/20 3:30pm – Matt Barone presented the application. Department Heads previously reviewed it and signed off on it.

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to grant the parade permit for SUNY College at Brockport’s Homecoming Parade to be held Saturday, 9/20/14 from 3:30pm-4:30pm with route to start at parking lots D & D-1 on Holley Street, head East on Holley Street, turn right onto Monroe Avenue, turn right onto Utica Street, turn right onto Residence Drive, turn right onto Commencement Drive, turn right onto Holley Street. End at parking lot D & D-1 on Holley Street.

In early September Clerk Morelli will put out a courtesy notice of the temporary street closures to property owners of the affected areas and will post it on the Village website.

- BCSD – BHS Student Council – Luke Bamburoski – application - Homecoming Parade Sat. 9/27

5pm – Luke Bamburoski presented the application. Department Heads previously reviewed it and signed off on it.

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to grant the parade permit for Brockport High School Student Council’s Homecoming Parade to be held Saturday, 9/27/14 from 5pm-6:30pm with route to start with line up on College Street and Utica Street. Move south to Utica Street, turn right onto Adams Street, turn left at traffic light onto Allen Street, through BCSD campus. End at Brockport High School.

In early September Clerk Morelli will put out a courtesy notice of the temporary street closures to property owners of the affected areas and will post it on the Village website.

CERTIFICATES & PROCLAMATIONS: none

CONSENSUS ITEMS:

- **APPROVAL OF MINUTES:**

→ Trustee Andrews moved, Trustee Ciciotti seconded, carried 5/0 that the minutes of the 07/07/14 meeting be approved as amended.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Hannan moved, Trustee Ciciotti 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>	7/18/14	\$113,027.57
FUND (F): <u>Water</u>	7/18/14	\$40,238.70
FUND (G): <u>Sewer</u>	7/18/14	\$874.28
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust & Agency</u>	-	-
		\$154,140.55 grand total

CLERK REPORT: Clerk – Leslie Ann Morelli

○ Tax collection update - Clerk reported tax collection at 82% to date. The second installment of Village taxes is due by August 1st. Delinquent notices get sent in September.

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

- Treasurer – Daniel P. Hendricks (excused)
 - Financial reports for period ending 6/30/14 – Note that Treasurer Hendricks provided for period ending 5/31/14, not 6/30/14 as stated on the agenda.
 - Budget Transfers & Budget Amendments –

→ Trustee Hannan moved, Trustee La Pierre seconded, carried 5/0 to authorize the following budget transfers:

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Account #	From	Account #	To	Amount	Explanation of Transfer
F1990.4000	Contingency	A1210.4000	Mayor – contractual	\$145.00	(1)
F1990.4000	Contingency	A1210.4010	Mayor – telephone	\$70.00	(2)
F1990.4000	Contingency	A1325.4000	Clerk/Treasurer	\$25.00	(3)
F1990.4000	Contingency	A1325.4070	Clerk/Treasurer	\$175.00	(4)
F1990.4000	Contingency	A1325.4100	Clerk/Treasurer	\$1,320.00	(5)
F1990.4000	Contingency	A1325.4090	Clerk/Treasurer	\$1,850.00	(6)
F1990.4000	Contingency	A1490.4030	Public Works	\$150.00	(7)
F1990.4000	Contingency	A1620.4020	DPW	\$125.00	(8)
F1990.4000	Contingency	A1620.4030	Clinton St - Electric	\$165.00	(9)
F1990.4000	Contingency	A1620.4031	State St - Electric	\$1,100.00	(10)
F1990.4000	Contingency	A1620.4034	Main St sign - Electric	\$40.00	(11)
F1990.4000	Contingency	A1620.4052	Janitorial supplies – State St	\$100.00	(12)
F1990.4000	Contingency	A1620.4070	DPW	\$105.00	(13)
F1990.4000	Contingency	A1640.4000	Garage - contractual	\$90.00	(14)
F1990.4000	Contingency	A1670.4000	Central Postage	\$615.00	(15)
F1990.4000	Contingency	A3120.4000	Police - contractual	\$2,000.00	(16)
F1990.4000	Contingency	A3120.4020	Police - supplies	\$1,400.00	(17)
F1990.4000	Contingency	A3120.4040	Police - fuel	\$4,900.00	(18)
F1990.4000	Contingency	A3120.4130	Police – computer supplies	\$300.00	(19)
F1990.4000	Contingency	A3620.4030	Code Enforcement	\$12,300.00	(20)
F1990.4000	Contingency	A5110.4010	Street maintenance	\$170.00	(21)
F1990.4000	Contingency	A5110.4090	Street maintenance	\$400.00	(22)
F1990.4000	Contingency	A5110.4130	Street maintenance	\$60.00	(23)
F1990.4000	Contingency	A5110.4090	Street maintenance	\$60.00	(24)

- (1) Funds for contractual – costs exceeded budget estimates
- (2) Funds for telephone – costs exceeded budget estimates
- (3) Funds for contractual – costs exceeded budget estimates
- (4) Funds for copier – costs exceeded budget estimates
- (5) Funds for publications – costs exceeded budget estimates
- (6) Funds for miscellaneous – costs exceeded budget estimates
- (7) Funds for postage – costs exceeded budget estimates
- (8) Funds for natural gas – costs exceeded budget estimates
- (9) Funds for electricity – costs exceeded budget estimates
- (10) Funds for electricity – costs exceeded budget estimates
- (11) Funds for electricity – costs exceeded budget estimates
- (12) Funds for janitorial supplies – costs exceeded budget estimates
- (13) Funds for DPW telephone – costs exceeded budget estimates
- (14) Funds for contractual – garage – costs exceeded budget estimates
- (15) Funds for postage – costs exceeded budget estimates
- (16) Funds for police – contractual – costs exceeded budget estimates
- (17) Funds for police – office supplies – costs exceeded budget estimates
- (18) Funds for police – gasoline – costs exceeded budget estimates
- (19) Funds for police – computer supplies – costs exceeded budget estimates
- (20) Funds for code enforcement – costs exceeded budget estimates
- (21) Funds for telephones – costs exceeded budget estimates
- (22) Funds for miscellaneous – costs exceeded budget estimates
- (23) Funds for physicals – costs exceeded budget estimates
- (24) Funds for grass seed – costs exceeded budget estimates

- Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
 - Update – BI/CEO Miller said it is an exciting time to be here. The 2 part time BI/CEO’s start 7/28. The street by street inspection program he created has begun with 106 inspections resulting in 24 violation notices which is about what he expected for the streets he started with. The new software is in place and he and part time BI/CEO Clerk Krahe participated in 2 days of training on it. It has the ability to produce an inspection report like the one for the street by street program.

- Police – Police Chief Daniel P. Varrenti
 - Request Officer Sarratori attend Juvenile Officer School – Chief Varrenti shared that then-Officers, now Sergeants Wheat and Mesiti have this training and it is time to get another

officer trained. Officer Sarratori expressed an interest and he supports it. The school will be in Syracuse 8/25-8/29. The total cost will be \$1,004 to come from the PD budget's training/conference line.

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to authorize Officer Sarratori attending Juvenile Officer School as described.

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- Quarterly report – Chief Varrenti referred to the quarterly report distributed to the Board and available on the website. He said they could contact him if they have any questions.

- Community notification & dissemination of a level 3 sex offender – Chief Varrenti shared a community notification of a level 3 sex offender, Eric A. Spikes, residing at 88 Fair Street, Apartment 1. Level 3 on the New York State Sex Offender Registry means that the New York State Division of Criminal Justice Services has determined the risk to the community as high. In accordance with the Sex Offender Registry Act, the Brockport Police Department disseminated information about this subject to entities with vulnerable populations. It can also be obtained by calling 1-800-262-3257 or <http://www.criminaljustice.state.ny.us/nsor>.

- Perception versus Reality – Chief Varrenti commented that perception is not always reality. Officers act on information provided to them. Likely the public does not know this information. He shared an example of BPD having effected an arrest following a driver into their own driveway because they were driving with a suspended license. Questions arose from someone who witnessed this. He encourages residents to contact him if they see something they question. He will do his best to explain it. If he has to look into it, he will do so and get back to the person. It is not appropriate to question the officer as they are doing their job.

- Public Works – Superintendent Harry G. Donahue
 - Declare surplus & authorize for sale on Auctions International 1 plasma cutter & 2

chain falls -

→ Trustee La Pierre moved, Trustee Hannan seconded, carried 5/0 to declare surplus and authorize for sale on Auctions International 1 plasma cutter and 2 chain falls.

Trustee Andrews shared with DPW Spt. Donahue that he was impressed with the quick action of DPW employees in picking up a dead skunk before he even had a chance to notify them of it.

- **PERSONNEL ITEMS:**

- Drops/Additions – Welcome Center Greeters - none
- Drops/Additions – Police Explorers / SPARTAC -

Clerk Morelli requested a current list of Police Explorers & SPARTAC.

Police Explorers

→ Trustee Hannan moved, Trustee Ciciotti seconded, carried 5/0 to accept the following membership changes to the Police Explorer program: drops: Michael Carlson, Ashlee Wilmier, Robert Wright, Jack Merritt / adds: Brandon Nicosia, Ashlyn Miller, John Stoia, Josh Craig, Josh Wilson, Alexandra Hoffman / continuing: Ryan Breach, Ceallachan Kelly, Diana McMillion, Dwight McMillion.

SPARTAC – is temporarily inactive. No changes.

- **OLD or NEW BUSINESS:**

- Authorize Mayor to execute contract with NYSDEC for \$10,820 grant for tree planting -

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to authorize the Mayor to execute the contract documents with NYS DEC regarding the 2013-14 Urban and Community Forestry Grant – Round 12 – Contract No. T305103 for tree planting project for grant funds in the amount of \$10,820.

- Authorize Mayor to execute contract with NYSDEC for \$6,900 grant for tree management -

→ Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 to authorize the Mayor to execute the contract documents with NYS DEC regarding the 2013-14 Urban and Community Forestry Grant – Round 12 – Contract No. T305112 for tree management project for grant funds in the amount of

\$6,900.

○ Proposed amendments to 1/6/14 resolution as to ELK Museum Committee composition –

→ Trustee Andrews moved, Trustee Ciciotti seconded, to adopt the following:

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MISSION STATEMENT: The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

PURPOSE: The purpose of this motion is to reorganize the governing body of the Emily L. Knapp Museum.

BOARD MEMBERS: The Emily L. Knapp Museum shall be managed by a Board composed of the Village Historian and no fewer than five nor more than eight other members. All Board members shall be residents of the Village of Brockport. The Museum Board may recommend prospective members to the Mayor. All members shall be nominated by the Mayor of the Village of Brockport and appointed by the Board of Trustees of the Village of Brockport. The Museum Board members shall select a Chair from among its members. The Board members may create and fill from among its members other Board offices. The Museum Studies/Public History Program of the College of Brockport may propose to the Mayor one of its faculty members for non-voting membership on the Board to be nominated by the Mayor and appointed by the Board of Trustees. The initial appointments of the members of the Board shall be for one, two, or three years. The members in each category shall be determined by lot, the number of members in each category being as nearly equal as possible. All appointments and reappointments thereafter shall be for three-year terms. A member of the Board of Trustees shall serve as liaison to the Museum Board without a vote.

VOLUNTEERS: The Museum Board may be assisted in its operations by volunteers who shall indicate their availability by filing "Position Interest Forms" with the Village Clerk, who shall solicit the recommendation of the Museum Board Chair. Volunteers shall be appointed for indeterminate terms by the Board of Trustees upon nomination by the Mayor and shall serve at the pleasure of the Board of Trustees. Village residency is not required for volunteers.

TASKS OF THE MUSEUM BOARD CHAIR: The Chair of the Museum Board shall:
--serve as registrar, curator, conservator, and public educator of the Museum's collections.
--call regular, official meetings.
--provide the Village Clerk with a schedule of meetings and meeting notices.
--chair all meetings.
--submit meeting minutes to the Village Clerk.
--report to the Village Board at least annually on the state of the museum and the accomplishments and goals of the Museum Board.

TASKS OF THE MUSEUM BOARD: The Museum Board shall:
--collaborate with the liaison from the Village Board.
--ensure that all appropriate Museum records are maintained and provided to the Village Clerk.
--adopt budget requests to be submitted to the Village Board.
--maintain records of all receipts and expenditures by the Museum Board.
--provide recommendations to the Mayor with respect to the appointment and termination of volunteers.
--set museum hours and staffing schedules, subject to review by the Village Board.
--prepare and submit to the Village Board annual and short-term goals and objectives.
--review and revise goals and objectives as appropriate.

TASKS OF MUSEUM VOLUNTEERS: Museum Volunteers shall:
--assist the Museum Board in staffing the Museum.
--advise the Museum Board.
--assist the Museum Board in pursuing its goals and objectives.

Discussion:

Trustee Andrews reminded the Board that a resolution as to the Emily L. Knapp Museum and Library of Local History Committee was proposed and adopted 1/6/14. Then members of the Committee proposed revisions. There was question as to Village versus non-Village membership. It was determined the Village's policies and procedures on such were clear – that Board/Committee membership be restricted to Village residents. He said Mayor Blackman suggested he draft a proposal taking that into account as well as the members request that it be considered a Board instead of a Committee. He did so and believes all issues have been addressed and that it provides for volunteers.

Trustee Ciciotti asked if this has gone before the Historian/Chair. Trustee Andrews said it had been reviewed and accepted by Jackie Morris, Allan Berry and the like. Trustee Ciciotti asked for

clarification about the appointment of members and volunteers. Trustee Andrews clarified by referring to the proposed language.

Call to Question: Carried 5/0.

VILLAGE BOARD REPORTS:

- o Mayor Margaret B. Blackman
 - Statement – Mayor Blackman read the following prepared statement:

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Our annual organizational meeting is a good time to look back over the last year. This administration has now completed one year in office. Last year there were three of us new to our positions, so we faced a challenging learning curve. There have been bumps along the way.

Some Highlights of board accomplishments:

Financial ones

Grants — since 7/1/13. We were awarded 8 grants, at \$421,245. We have applications out for 4 more, requesting \$312,295.

Parking monies — We continued to benefit financially from the collection of delinquent parking tickets. Parking fines typically ran \$25,000-\$30,000 a year before we began collecting delinquent parking tickets. In 2013-14 fiscal year we collected \$98,210 in parking fines.

We kept the 2014-15 budget below the tax cap.

We investigated cost savings in LED street lighting.

Administrative changes

We hired a new deputy clerk treasurer, new building inspector/code enforcement officer and 2 part timers, new village attorney.

We analyzed police overtime and recommended hire of 3 fulltime officers.

We established a village court and elected two judges.

Housing

We created a housing task force, soon to be staffed.

We reviewed all village property files pursuant to codes matters.

We completed house histories for a proposed Park Avenue and State Street historic district.

We saw revisions in Village Code Chapter 36 through to law.

We began executing a complicated \$200,000 Main Street grant.

Other

Board members served on Search committees for deputy clerk treasurer, CEO, attorney, police officers, asst CEOs, DPW laborers and DPW secretary.

We worked with CGI Communications of Rochester to produce an informational/promotional video on Brockport which is on our website.

We added to Brockport's works of public art (at no taxpayer expense) by installing a mural on DPW building commemorating the enlargement of the Barge Canal.

We revived the village newsletter and produced two issues.

More challenges and unfinished work as we begin a new year in office: Village Hall will be undergoing modifications this fall to accommodate village court in the conference room so our court can be up and operating as early as possible in 2015, hopefully January. More on the specifics of that remodeling as it develops.

The Village is on solid financial footing but we do face challenges: Our health care costs are going up effective September 1 due to the affordable care act, and before May 31, 2015 we have to negotiate new contracts with our two unions.

Communication is an area where there is always room for improvement: within the board, between the

board and department heads, and especially importantly between village government and the public. At the August 18th meeting I plan to show you one step in the direction of improved communication as our web designers have just completed a design for our village website which is more visually appealing, less cluttered, more user friendly, and searchable. It will host videos of village board meetings, quick links to any document you might want to download, and offer options for informing the public of news in various areas of village government.

I will not be here for the next VB meeting, August 4th and am out of town from July 29 to August 10 (but will be back in time for the duck derby!).

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- Trustee/Deputy Mayor William G. Andrews
 - Main Street Grant Committee – Trustee Andrews shared that he continues to Chair this committee and that contractor estimates are coming in and the environmental report is being readied.

- Trustee Valerie A. Ciciotti
 -

- Trustee Carol L. Hannan
 - Olde Home Week – Trustee Hannan shared that the Mayor during the Olde Home Week of 1911 that Trustee Andrews spoke of earlier in the meeting is in a picture in the rear of the conference room. His name was Louis G. Gordon.

 - Property files – Trustee Hannan reported that she has completed the review and organization of the residential property files.

 - Code Review Committee – Trustee Hannan shared that there is a vacancy on the Code Review Committee. It meets once per month for an hour or two to read discuss and write up recommended changes to the Village Code for Village Attorney review and Village Board consideration. It is not a swift moving process, but an important one.

- Trustee John D. La Pierre
 - Main Street Grant Committee – Trustee La Pierre said work of the committee continues.

 - Parks Committee - Trustee La Pierre announced that the conversion of the former tennis court to a pickleball court at Barry Street Park has taken place. There will be a grand opening August 4th and players willing to give lessons.

7:50pm BRIEF RECESS – refreshments.

Mayor excused Department Heads if they wish to leave at this point. They stayed.

ANNUAL ORGANIZATIONAL PART OF MEETING – APPOINTMENTS & ADOPTIONS:

At 8:05pm

ANNUAL FENCE PERMITS –

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

MILEAGE ALLOWANCE -

⇒ Trustee Ciciotti 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 La Pierre 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:

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Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)
Elected Officials				
(the only one who takes NYS ERS through Village)				
Village Justice	Kent R. Blair	TBD	07/01/14-06/30/18	N
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
Deputy Clerk	Erica L. Linden	8	10/21/13-06/30/15	Y

ADOPT VILLAGE STOP SIGNS & TRAFFIC SIGNAL LIGHT -

⇒ Trustee Hannan moved, Trustee La Pierre 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)
- 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)

**MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page
10**

- 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)
- 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)

MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 11

- 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
-

Thank for service/ accept resignation / or do not wish to be considered for renewal -

⇒ Mayor Blackman moved, Trustee Ciciotti seconded, carried 5/0 to thank for service, accept resignation, or do not wish to be considered for renewal: Kent Blair of Planning Board & as Emergency Operating Plan Public Information Officer, Francisco Borraro of ZBA, Gordon Fox of Code Review Committee, Sue Savard and Deborah Foss-Tally of Emily L. Knapp Museum & Library of Local History Committee.

APPOINTMENTS AND RE-APPOINTMENTS -

Mayor Blackman announced Trustee Andrews will continue as Deputy Mayor.

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

Official Newspaper..... Suburban News

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

Official Depositories..... Chase, First Niagara, M&T

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

External Auditor..... 1-year term renewal to 6/30/15..... Raymond F. Wager, CPA, P.C.

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

Village Attorney..... 1-year term to 6/30/15..... Daniel J. Mastrella, Esq.

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

Village Engineer.....1-year term renewal to 6/30/15.....Chatfield Engineers, PC

Previously given 2-year renewal to 6/30/15

Village Clerk.....2-year term renewal to 6/30/15.....Leslie Ann Morelli
Village Treasurer.....2-year term renewal to 6/30/15.....Daniel P. Hendricks
Deputy Village Clerk.....2-year term renewal to 6/30/15.....Deborah Herzog
Deputy Village Clerk-Treasurer.....2-year term renewal to 6/30/15.....Erica L. Linden

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

Village Historian.....1-year term renewal to 6/30/15..... Jacqueline Morris

MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 12

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

Volunteer Videographer (for Village Board meetings).....1-year term to 6/30/15...Pamela Ketchum

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

Emergency Coordinator (re EOP)...1-year term to 6/30/15.....Laurence C. Vaughan

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

Planning Board.....5-year term to 6/30/19 reappoint.....Charles Switzer

Planning Board.....to complete a term to 6/30/15 appoint.....Patricia Baker

Zoning Board of Appeals.....5-year term to 6/30/19 appoint.....Sal Sciremammano

Historic Preservation Board.....3-year term to 6/30/17 reappoint.....William Andrews

Historic Preservation Board.....3-year term to 6/30/17 reappoint.....Pamela Ketchum

Tree Board.....4-year term to 6/30/18 reappoint.....Jacqueline Morris

Ethics Board.....4-year term to 6/30/18 reappoint.....Bernard LoBracco

Code Review Committee.....5-year term to 6/30/19 reappoint.....Arthur Appleby

Parks Committee.....4-year term to 6/30/18 reappoint.....Sandi Henschel

Parks Committee.....4-year term to 6/30/18 reappoint.....Kristin Stiles

Vacancies exist as follows:

Public Information Officer re EOP – 1-year term to 6/30/15

Housing Task Force – 6 citizens

Code Review Committee – 5-year term to 6/30/19

Parks Committee – to complete a term to 6/30/15

Parks Committee – to complete a term to 6/30/17

ADOPT MEETING SCHEDULE -

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

Village of Brockport Meetings
August 2014 – August 2015

Village Board Meetings

Meetings begin at 7pm and are held at Village Hall

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

<u>...2014 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 4	July 30	January 5	December 30
August 18	August 13	January 19 – NONE	-
September 1 – NONE	-	February 2	January 28
September 15	September 10	February 16 – NONE	-
October 6	September 24	March 2	February 25
October 20	October 15	March 16	March 11

November 3	October 29	April 6 (w/ budget hearing)	April 1
November 17	November 12	April 20	April 15
December 1	November 25	May 4	April 29
December 15	December 10	May 18	May 13
		June 1	May 27
		June 15 – NONE	-
		July 6	July 1
		July 20 (w/ organizational)	July 15
		August 3	July 29
		August 17	August 12

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

<u>...2014 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
July 28	July 23	January 26	January 21
August 25	August 20	February 23	February 18
September 22	September 17	March 23	March 18
October 27	October 22	April 27	April 22
November 24	November 19	May 25 – NONE	-
December 22 – NONE	-	June 22	June 17
		July 27	July 22
		August 24	August 19

MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 13

Planning Board Meetings

Meetings begin at 7pm and are held at Village Hall

2nd Monday of each month (only upon application)

<u>...2014 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 11	July 28	January 12	December 29
September 8	August 25	February 9	January 26
October 13 – NONE	-	March 9	February 23
November 10	October 27	April 13	March 30
December 8	November 24	May 11	April 27
		June 8	May 26
		July 13	June 29
		August 10	July 27

Zoning Board of Appeals Meetings

Meetings begin at 7pm and are held at Village Hall

1st Thursday of each month (only upon application)

<u>...2014 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 7	July 15	January 1 – NONE	-
September 4	August 12	February 5	January 13
October 2	September 9	March 5	February 10
November 6	October 14	April 2 – NONE	-
December 4	November 12	May 7	April 14
		June 4	May 12
		July 2 – NONE	-
		August 6	July 14

Historic Preservation Board Meetings

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

3rd Thursday of each month (as needed)

<u>...2014 MEETING</u>	<u>2015 MEETING</u>
August 21	January 15
September 18	February 19
October 16	March 19
November 20	April 16
December 18	May 21
	June 18
	July 16
	August 20

Other Boards and Committees: Meeting schedules vary

Tree Board, Ethics Board, Code Review Committee, Committee, Welcome Center Management Committee, Walk Bike Brockport Action Group, Emily L. Knapp Museum & Library of Local History Committee, Ethics Board – meet at Village Hall
Seymour Library Board – meets at Seymour Library

UPSTATE NEW YORK MUNICIPAL WORKERS' COMPENSATION PROGRAM REPRESENTATIVES:

⇒ Trustee La Pierre 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 –

To be addressed at the 7/28 meeting.

MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 14

FEE SCHEDULE -

To be addressed at the 7/28 meeting.

SELECTION PROCESS OF MEMBERS TO BOARDS & COMMITTEES

⇒ Trustee Ciciotti moved, Trustee Andrews seconded, carried 5/0 to amend the policy as follows:

**Village of Brockport
Selection Process of Members to Boards and Committees
Amended 7/21/14**

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 **MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 15**

approved by the Village Board--with a stipulated number of Village members, who are charged with specific duties. When the committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Village Board.

“Term” means a stipulated duration of an appointment to a particular office, board, or committee.

APPLICATION PROCESS

1. The Village Clerk shall advertise the vacancies on the By Statute, Standing, Task Force, and Open Roster (if applicable) Boards or Committees in the newspaper designated by the Village as the official newspaper and on the Village of Brockport website.
2. An applicant position interest form and a board/committee description sheet shall be available in the Village Hall office and on the Village of Brockport website, <http://www.brockportny.org>.
3. Information shall be available regarding the specific committee/board that has a vacancy (Chair’s name/contact number), web information, etc.
4. A citizen who expresses an interest in serving on a board/committee shall be made aware of the meeting schedule and essentials before applying.
5. Applicants shall be encouraged to attend a board/committee meeting as a way to familiarize themselves with member responsibilities and if their interests and skills are well suited to serve.
6. Applications shall be completed and submitted to the Village Clerk no later than the advertised filing date.
7. Upon receipt of an application, the Village Clerk shall retain the original and distribute a copy of each application to the Board of Trustees.
8. All applications shall remain on file for a period of six months from the date received. Applicants who are still available may be considered should vacancies for a particular board/committee occur during that time.

SELECTION PROCESS

1. The Mayor shall put forth the name of citizen volunteer(s) to fill vacancies and unexpired terms on boards/committees prior the vote on the candidate(s) membership to said board/ committee at a Village Board meeting. Exception: membership selection for the Ethics Committee is made by the Board of Trustees.
2. The Mayor can ask for input from Village Board members and/or committee/board chairs prior his decision to put a name forth, especially if the candidate is unknown. If still unknown or if there is more than one candidate, the Village Clerk shall set up an appointment for the applicant(s) with the chair of said board/committee for an informational meeting to discuss membership responsibilities and requirements. Their comments/recommendations shall be forwarded to the Mayor.

3. If a candidate's name is submitted by the Mayor to the Village Board for approval, the number of years of the unexpired term or vacancy shall be served by the new member. If there is more than one vacancy, the Mayor submits the candidates' names to be approved by the Village Board. Once approved, the chair of said board/committee shall determine the entry year for each new board/committee member based on his/her merits (the more expertise, the longer the term, etc.). Those boards/committees that do not have set terms need not comply.
4. Following the approval for membership to a board or committee by the Board of Trustees, the Mayor shall notify the candidate(s) in writing of the decision. The correspondence shall include dates of term, oath of office information, a current membership list of said board/committee, and a copy of the Village's code of ethics.
5. If a candidate is not approved for membership to a board/committee by the Board of Trustees, the Mayor shall send a letter of regret. That candidate's position interest form shall be kept on file for 6 months. The application/selection process would begin anew.
6. When setting up a Task Force (see Definitions), The Board of Trustees shall establish the general parameters of said Task Force. The mission, responsibilities, format, description of project, and the number participants/stakeholders, etc. shall be discussed and determined by the BOT prior to advertising for volunteers to serve on said Task Force. There is no specific term for members. The Mayor shall submit names for the BOT's approval.

MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 16

REQUIREMENTS FOR MEMBERSHIP

1. In the case the appointee has not filled out an interest form, he/she should do so to be on file with the Village Clerk.
2. Appointees on all boards/committees shall reside within the Village of Brockport unless otherwise noted (see Definitions, Page 1). Non-residents shall serve as advisors without voting rights.
3. Board/committee members shall agree to comply with all Village laws, regulations, voting rights, including ethics requirements and any conflicts of interest statutes.
4. Each member is expected to contribute to the board or committee he/she serves on the basis of individual expertise and good judgment.
5. The appointee shall be familiar with the responsibilities, meeting schedule, essentials of said position on specific Board/Committee, and meet with chair prior attending formal meeting for pertinent information, including this resolution and the Village's ethics code.
6. A member's request for a leave of absence must be discussed with the chair for approval or denial of said board/committee prior to departure (length of leave, reason, etc.).
7. If a member is absent without cause for three consecutive regular or special meetings without communication and/or prior authorization, the chairperson of a board/committee shall inquire as to the member's intent to serve. If a member chooses no longer to serve, he/she shall send a letter to inform the Village Clerk, who will forward it to the Village Board for action. If unexcused absences continue without communication to said board/committee chair, the board/committee chair may notify the Mayor as to the member's lack of attendance. If further action is warranted, the Mayor may recommend to the Board of Trustees to terminate membership. A written notice from the Mayor will constitute authorization for this purpose. The Mayor shall appoint another member to the vacancy. Note: Individual boards or committees may determine the procedure of keeping an attendance record.
8. The Village Clerk shall send a communication annually (April) to board and committee members whose terms are to expire at the end of the fiscal year and inquires if the member wishes to be considered for re-appointment by the Board of Trustees. If not, the Board of Trustees shall accept a letter of resignation.
9. Resignations of board/committee members shall be distributed by Village Clerk to the Mayor and the Village Board for acceptance.

TERMS OF OFFICE

1. Under Village Law 3-308, Separate boards of commissioners, any board established shall be composed of not less than three (3) members...and no term shall exceed five (5) years.
2. The length of terms of office shall be determined by NYS statute and the Village Board of Trustees, and be applicable to the Boards by Statute, and Standing Boards/Committees. The terms (e.g. 5-year term has been established) shall be staggered, and the initial terms of said members shall be as follows:
 - One member for a one-year term
 - One member for a two-year term
 - One member for a three-year term
 - One member for a four-year term
 - One member for a five-year term
3. Vacancies shall be filled by the Mayor for the remainder of the unexpired term of the vacant board/committee position.

OATH OF OFFICE

The members of the Planning Board, Zoning Board of Appeals, and Standing Boards/Committees (those that have terms assigned) shall be sworn in by the Village Clerk within 30 days of the appointment/re-appointment prior to serving. The Village Clerk shall communicate with new member(s) to set up a mutually agreeable time for them to take the oath of office.

MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 17

EFFECT

The Village of Brockport Boards by Statute and Standing Boards/Committees shall abide by this resolution in whole. All committee applicants need Village Board approval and shall receive orientation from the specific board/committee chairs regarding the committee’s purpose, member responsibilities, and a copy of this resolution, and the Village’s ethics code.

VILLAGE OF BROCKPORT BOARDS AND COMMITTEES

Types

- Boards by Statute
- Standing Board/Committee
- Task Force Committee
- Open Roster Committee

<u>Name</u>	<u>Terms</u>	<u>Members</u>
<u>Boards by Statute (State & Village law)</u>		
Planning Board	5-year	5
Zoning Board of Appeals	5-year	5
<u>Standing Boards/Committees</u>		
Code Review Committee	5-year	7 + BZ officer
Emily Knapp Museum & Library of Local History Board	3-year	5-8 +1 Faculty member
Board of Ethics	4-year	4 + Village Attorney
Historic Preservation Board	3-year	9
Parks Committee	4-year	9
Seymour Library Board	5-year (limit 2 terms)	3
Tree Board	4-year	9 & advisor (s)
<u>Task Force Committee (s)</u>		
Housing Task Force		6 + BI/CEO, 1 Planning Board member, 1 Trustee
<u>Open Roster Boards/Committees</u>		
Walk! Bike! Brockport Action Group	None	Unlimited
Welcome Center/Canalfront Management Cmte	None	6
Welcome Center Canalfront Greeters	None	Unlimited

EMERGENCY OPERATING PLAN –

→ Trustee Hannan moved, Trustee Andrews seconded, carried 5/0 to confirm (on file) and recently reviewed 6/23/14.

VILLAGE VEHICLE USAGE POLICY –

→ Trustee Ciciotti moved, Trustee La Pierre seconded, carried 5/0 to confirm as follows:

**Village of Brockport
Vehicle Usage Policy**

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.

MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 18

- A department head shall maintain under his control and jurisdiction all keys to a vehicle assigned to his department when such vehicle is not in use.
- A village official or employee shall not use a village vehicle for an unauthorized purpose.
- A village official or employee cited for a parking violation, moving violation, or any other driving infraction or offense while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such citation.
- A village official or employee operating a village vehicle shall be personally liable for fines resultant from conviction of a parking violation, moving violation, or any other driving infraction or offense committed while using a village vehicle.
- A village official or employee involved in a motor vehicle accident while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such accident; the applicable department head shall notify the mayor and file an accident report in the village clerk's office as soon as practicable and within 48 hours of such accident.
- A village official or employee shall not transport in a village vehicle persons who are not village officials or employees (exception: department supervisors issued take home vehicles may transport family members while maintaining 24/7 availability to their respective department in a non-emergency mode), or material or persons unrelated to the conduct of village business. For the purpose of this policy, persons affected by emergency situations to which village emergency responders have responded are related to the conduct of village business.
- A village official or employee to whom a village vehicle is assigned shall not allow their spouse or another to drive said vehicle.
- A village official or employee to whom a village vehicle, excluding a police vehicle, is assigned shall lock the same when not in use.
- A village official or employee shall notify the appropriate department head of any malfunction of a village vehicle while it is assigned to him.
- No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on village vehicles at any time, except those of a limited community service nature that have been authorized by the village board.
- Village vehicles, except unmarked police vehicles, shall be clearly marked with identification as approved by the village board.
- Smoking and the use of smokeless tobacco in village vehicles are prohibited.

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

Taxable Fringe Benefit – Employees authorized to use a village vehicle on a 24-hour-per-day, seven-day-per-week basis may be subject to imputed income tax regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. The village will use IRS Publication

15-B "Employers Tax Guide to Fringe Benefits," Section 3, Fringe Benefit Valuation Rules, Commuting Rule in determining any tax liability and automatically update changes to the rate as made by the IRS. The rule establishes a \$1.50 per one-way commute value as the non-cash taxable fringe value. This value will be includable in the employee's gross income and is subject to all federal withholding taxes. Employees who are assigned marked police, unmarked police vehicles or specialized vehicles carrying tools and meeting certain other eligibility criteria established by the IRS will not be subject to the commuting valuation rule.

VILLAGE MEDIA RESPONSE AND SUBMISSION POLICY –

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

Village of Brockport Media Response and Submission Policy

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

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

**VILLAGE OF BROCKPORT
VILLAGE BOARD
MEETING PROCEDURES**

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
MINUTES OF VILLAGE BOARD MEETING HELD July 21, 2014 continued.....page 20

the final vote on a matter. A vote upon any question shall be taken verbally, and the names of the members present and their votes shall be entered in the minutes.

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

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

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

MINUTES SHALL INCLUDE THE FOLLOWING:

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

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

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

Section 8. ORDER OF BUSINESS:

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

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

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

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

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

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

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

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

Speakers must be visible.

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

Speakers must be recognized by the presiding officer.

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

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

All remarks shall be addressed to the Board as a body and not to any member thereof.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

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

Section 11. AUDITING: The approval of the Board to pay the bills upon audit must be done by motion. Bills shall be prepared by Noon Monday the day of meeting. (When possible, they will be prepared by end of day Friday prior to the Monday meeting.)

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

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

ATTACHMENT TO Section 7.

OPEN MEETINGS LAW "SUNSHINE LAW"

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

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

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

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

A public body can never vote to appropriate public monies during a closed session. Although a public body MAY vote during a properly convened executive session, any vote to appropriate public monies must be taken in public.
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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 Andrews moved, Trustee La Pierre seconded, carried 5/0 to confirm as follows:

**Village of Brockport
Identity Theft Prevention Program**

I. PROGRAM ADOPTION

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

II. DEFINITIONS AND PROGRAM

A. Red Flags Rule Definitions Used in this Program

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

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

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

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

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

B. Fulfilling Requirements of the Red Flags Rule

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

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

III. IDENTIFICATION OF RED FLAGS

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

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A. Notifications and Warnings from Credit Reporting Agencies

Red Flags

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

B. Suspicious Documents

Red Flags

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

C. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on an enrollment application);
3. Identifying information presented that is the same as information shown on other applications

- that were found to be fraudulent;
- 4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- 5. Social security number presented that is the same as one given by another customer;
- 6. An address or phone number presented that is the same as that of another person;
- 7. A person fails to provide complete personal identifying information on an application when reminded to do so; and
- 8. A person's identifying information is not consistent with the information that is on file for the customer.

D. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

- 1. Change of address for an account followed by a request to change the customer's name;
- 2. Payments stop on an otherwise consistently up-to-date account;
- 3. Account used in a way that is not consistent with prior use;
- 4. Mail sent to the customer is repeatedly returned as undeliverable;
- 5. Notice to the Village that a customer is not receiving mail sent by the Village;
- 6. Notice to the Village that an account has unauthorized activity;
- 7. Breach in the Village's computer system security; and
- 8. Unauthorized access to or use of customer account information.

E. Alerts from Others

Red Flag

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

IV. DETECTING RED FLAGS

A. Customer Enrollment

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

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person opening the account:

Detect:

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

B. Existing Accounts

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

Detect:

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

V. PREVENTING AND MITIGATING IDENTITY THEFT

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

Prevent and Mitigate

- 1. Continue to monitor a Covered Account for evidence of Identity Theft;
- 2. Contact the customer or applicant (for which a credit report was run);

3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the customer with a new customer identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report (“SAR”); or
9. Determine that no response is warranted under the particular circumstances.

Protect Customer Identifying Information

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

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing customer account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;
4. Avoid use of social security numbers
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of customer information that are necessary for Village purposes.

VI. PROGRAM ADMINISTRATION

A. Oversight

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

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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.

PURCHASING / PROCUREMENT POLICY –

→ Trustee La Pierre moved, Trustee Andrews seconded, to amend as recommended by the Village Treasurer, raising the limits under Guideline 3 to \$2,500.

Discussion:

Trustee Ciciotti requested action be tabled until such time as Treasurer Hendricks is at a meeting to explain his recommendation. She said she would be uncomfortable raising the limits this evening as a proposed action later in the meeting could benefit from such.

Mayor Blackman said the Treasurer's recommendation was in before the proposed action and that many municipalities have higher limits. She said Fairport's limits are \$3,000. The two items on the same agenda are unrelated.

Treasurer Andrews asked if adoption is necessary tonight. If not, table it.

→ Trustee Ciciotti moved, to table. Carried to table.

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FUND BALANCE POLICY

→ Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 to adopt the following policy upon Treasurer recommendation.

General Fund Balance Policy

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

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

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

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

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

FINANCIAL MANAGEMENT/ INVESTMENT POLICY–

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to adopt the following policy upon Treasurer recommendation. This replaces the outdated July 1997 policy.

**Village of Brockport
Comprehensive Financial Management Policy
(General Municipal Law Section 39)
(Annual Organizational Meeting Policy Readoption)
Investment Policy**

1. Investment Policy Purpose:

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

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

- 1.1 Safety** – Funds must not be lost by the Village.
- 1.2 Liquidity** – Appropriate amounts must be available for each payroll, debt service, and abstract date. No investment should mature later than the date the invested funds are anticipated to be needed and in no case, more than two years from date of purchase.
- 1.3 Yield** – The highest market interest rate available (other conditions being equal) is to be solicited.

2. Prudence:

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

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

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

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3. Diversification:

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

4. Delegation of Authority

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

- 4.1** Treasurer, and/or
- 4.2** Mayor.

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

5. Authorized Institutions:

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

- 5.1 JP Morgan Chase Maximum deposit – unlimited
- 5.2 First Niagara Bank Maximum deposit - \$2,500,000
- 5.3 M & T Bank Maximum deposit - \$2,500,000

6. Authorized Investment Instruments:

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

- 6.1 Savings Accounts
- 6.2 Money Market Accounts
- 6.3 Certificates of Deposit
- 6.4 Repurchase Agreements
- 6.5 U. S. Treasury Bonds, Bills, Notes.

7. FDIC Insurance and Overage Collateralization:

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

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

8. Security Agreement:

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

9. Custodial Agreement:

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any deposit or other liabilities. The agreement should also describe that the

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custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

10. Collateral:

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

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

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

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

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

11. Eligible Securities for Collateral Purposes:

The current market value of collateral utilized must equal or exceed the value of the collateral deposits.

The currently permitted collateral may be subsequently supplemented by new instruments when approved by the Office of the State Comptroller. Permissible collateral includes (General Municipal Law Section 11, 31CFR, 203.15):

11.1 United States obligations.

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

11.3 Obligations of New York State.

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

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

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

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

12. Transfer of Funds:

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

13. Safekeeping:

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

14. Co-Mingling of Funds:

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

15. Written Reports:

All investments shall be documented in written reports to the Mayor, for subsequent presentation to the Board of Trustees outlining the details of each investment including: the amount, dated and maturity dates, interest rate and the unsuccessful quotes received thereon. When investments are placed these reports should be presented no less than monthly (General Municipal Law Section 10).

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CLOSE ORGANIZATIONAL PART OF MEETING:

→ At 8:30pm

EXECUTIVE SESSION:

→ At 8:30pm, Trustee La Pierre moved, Trustee Andrews seconded, carried 5/0 that the Board of Trustees of the Village of Brockport enter into executive session to discuss the following:

- "collective negotiations pursuant to article 14 of the civil service law" - as it relates to the health care plan to start 9/1/14

- "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” – as it relates to architect recommended by Village Engineer for work needed at Village Hall to accommodate a Village Court.

Village Attorney Mastrella was invited to sit in.

→ At 9:12pm, Trustee La Pierre moved, Trustee Ciciotti seconded, carried 5/0 that the Board of Trustees of the Village of Brockport re-enter the regular meeting.

→ Trustee Ciciotti moved, Trustee La Pierre seconded, carried 5/0 to hold a special meeting 7/24 at 4pm to include the Village Board, Department Heads, Village Justices to discuss modifications to Village Hall to accommodate Village Court.

ADJOURNMENT:

→ At 9:13pm, Trustee Andrews moved, Trustee La Pierre seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk