VILLAGE OF BROCKPORT

"To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

VILLAGE BOARD – MEETING AGENDA

Monday, April 20, 2015 7:00pm

Location: Village Hall conference room

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices
- **MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies
- **BROCKPORT HISTORICAL MOMENT:**
- **OATH OF OFFICE:** none
- **CERTIFICATES & PROCLAMATIONS:** none
- **PUBLIC HEARINGS:** none
- **PUBLIC COMMENT**: 5 minute limit per person / state name & address for record & speak directly to entire Board / share if this is a prepared statement & submit hard copy to Clerk after reading (& electronically next day)
- **GUESTS:**
  - Hannah Smith, College at Brockport Village Intern – brief presentation
  - Jay Nichols, Stoneyard Brewing Company & Robert Bootes, CIS Investigations (security) – Low Bridge High Water - 5/15/15 local craft beer big tent event – waive noise ordinance & authorize Water Street & municipal parking lot closure

- **CONSENSUS ITEMS:**
  - Approval of minutes – 4/6
  - Approval of bills to be paid
- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli (excused – Deputy Clerk-Treasurer Erica L. Linden to take minutes)
    - Sidewalk café permit applications
    - 2015 Events Schedule

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)
  - Treasurer – Daniel P. Hendricks
    - Financial reports for period ending 3/31/15
    - Budget Transfers & Budget Amendments
  - Building / Zoning / Code Enforcement – David J. Miller, Jr.
    - 2015 exterior property maintenance inspection schedule
    - Trash collection notice
  - Police – Police Chief Daniel P. Varrenti
    -
  - Public Works – Superintendent Harry G. Donahue
    - West Avenue water main replacement project Phase 2 – $40,000 to be included in CDBG

- **PERSONNEL ITEMS:**
  - Accept resignation of Kristin Heffernan from Housing Task Force
  - Accept resignation of Charles Book as Part Time Court Attendant effective 5/2/15
  - Authorize advertising for Part Time Court Attendant
  - Authorize advertising for DPW seasonal (summer) laborers
  - Appoint to fill various Board/Committee vacancies

- **OLD or NEW BUSINESS:**
  - Resolutions to adopt 6/1/15-5/31/16 budget & collect taxes
  - Approve & authorize Mayor to sign 6/1/15-5/31/16 agreement with J. O'Connell & Associates (grants)
  - Approve & authorize Mayor to sign 6/1/15-5/31/16 agreement with Executive Carpet Cleaning
  - RFP response re cleaning – approve & authorize Mayor to sign 6/1/15-5/31/16 agreement with H2H
  - Select EAP provider for 6/1/15 start

- **VILLAGE BOARD REPORTS:**
  - Mayor Margaret B. Blackman
    -
  - Trustee/Deputy Mayor William G. Andrews
    -
  - Trustee Valerie A. Ciciotti
    -
  - Trustee John D. LaPierre
    -
  - Trustee Katherine J. Kristansen
    -
- **EXECUTIVE SESSION**
- **ADJOURNMENT**

Upcoming:

Village Board work session: 7pm Monday, 4/27 (re: proposed Comprehensive Plan updates)
Village Board meeting: 7pm Monday, 5/4
Village Board meeting: 7pm Monday, 5/18 (with Attorney & Treasurer & Department Heads)
Village Hall closed for holiday: Friday, 5/22 & Monday, 5/25
Town Board meeting: 7pm Tuesday, 5/26 (re: public hearing with Village Board re joint comprehensive plan)
Village Board meeting: 7pm Monday, 6/1
Village Elections: Noon-9pm Tuesday, 6/16
Village Board work session: 7pm Monday, 6/22

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) five 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.

Budget Preparation Calendar

ADOPTED BY VB 10/20/14

Village of Brockport

Fiscal Year June 1, 2015 – May 31, 2016

Monday, November 3, 2014	Treasurer to notify Department Heads, and Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 15, 2014	Department Heads to submit expense estimates to Treasurer
Monday, January 26, 2015- 7 PM	Village Board work session with Treasurer and department Heads – discuss department budget requests
Monday, February 23, 2015 – 7 PM	Village Board work session with Treasurer – discuss and make revisions to budget requests (if necessary)
Monday, March 2, 2015 – 7 PM	Village Board meeting, Treasurer will provide updated information regarding budget development
Monday, March 16, 2015 – 7 PM	Village Board meeting, Treasurer will provide updated information regarding budget development
Wednesday, March 18, 2015	Treasurer to file tentative budget with Clerk (must be filed by March 20th)
Monday, March 23, 2015 – 7 PM	Village Board work session with Treasurer– discuss and make revisions to tentative budget (if necessary)
Wednesday, March 25, 2015 for March 29, 2015 edition	Clerk to publish notice of public hearing on tentative budget
Monday, April 6, 2015 – 7 PM	Treasurer to present budget to public - public hearing on preliminary budget ~~(Middle School L.G.I.)~~
Monday, April 20, 2015 – 7 PM	Village Board meeting – adopt budget (must be done by May 1st)

BCSD 4th Grade Poster Contest
2014 Winning Artist: Alexis Potter

Low Bridge High Water

BROCKPORT, NY

Canal Opening Festival

A Village of Brockport Signature Event

May 14-16, 2015

~ Thursday, May 14 ~

Tom Grasso, President of NY Canal Society:

New and Exciting Projects for the NYS Canal System

7pm at Morgan Manning House

~ Friday, May 15 ~

Local Craft Beer Big Tent Event 5-11pm Water St

Local Craft Beverages ★ Signature Eats ★ Live Music

Tasting Tickets: $15 advance; $20 at door; $5 general admission

For more information, visit: www.facebook.com/BrockportLocalCraftBeerEvents

Proceeds to: **Bring Rowing to Brockport, Camp Abilities Brockport** and **CAMP GOOD DAYS**

~ Saturday, May 16 ~

~ Barge Charge 5K Run 10am at Corbett Park, Smith Street ~

advance sign up available through www.yellowjacketracing.com

~ On The Barge Stage ~

10am-4pm at The Welcome Center, Water Street

~ Canal Opening Ceremony and Awards ~ Rowing Demo ~

Kayak Rentals ~ Golden Eagle String Band ~ Pizza Olympics Noon ~

Yoga on the Barge ~ Bollywood Dance Mania and much more!

Thank you to our Sponsors: Bonduelle; Brockport Lions Club; Brockport Merchants Association; Brockport Rotary Club; Erie Canalway National Heritage Corridor & NYS Canal Corporation; Greater Brockport Chamber of Commerce; Pro-Brockport; Stetson Club; Sunnking; Walk!Bike!Brockport!

For more information, visit:

www.facebook.com/LowBridgeHighWater

Local Craft Beer Big Tent Event

Craft Beer & Beverages

Stoneyard Brewing Co.
Swiftwater Brewing Co.
Roc Brewing Co.
The VB Brewery
Lost Borough Brewing
Three Heads Brewing
Knucklehead Craft Brewing Co.
CB Craft Brewers
Lock 32 Brewing Co.
O'Begley's
Leonard Oakes Estate Winery
Cider Creek Hard Cider
Root Beer Samplings

Signature Eats 5pm - 'til gone

Jimmy Z's ★ Barber's Grill & Taproom
58 Main ★ Union Street Eatery
Coleen's Café ★ Amora's
Java Junction ★ Calios

★ Live Music ★

Big Eyed Phish

The Dave Matthews Tribute Band

The Mike Melito Quartet

Ricky Richards and the Sound Organization

Low Bridge High Water
BROCKPORT, NY
Canal Opening Festival

A Village of Brockport Signature Event

with

Stoneyard Brewing Company

May 15, 2015

Friday, 5-11pm

Water Street,
Brockport, NY

Tasting Tickets

$15 advance*
$20 at Door*
$ 5 General Admission

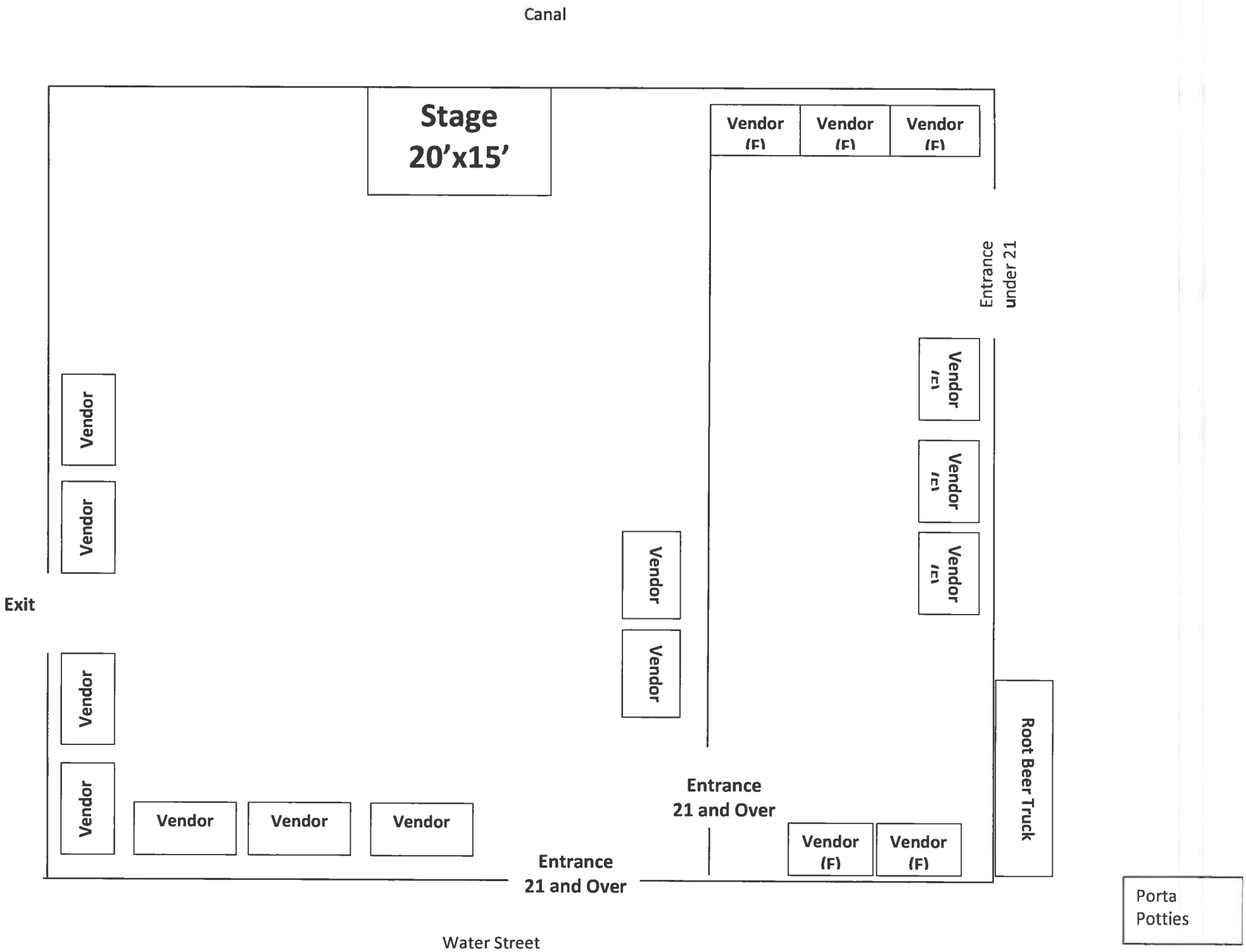
*ID Required. Minors must be accompanied by adult

Tickets and details available at
www.tentevent.eventbrite.com
Brockport Village Hall
Stoneyard Brewing Company
check with participating vendors

Proceeds to
Bring Rowing to Brockport
Camp Abilities Brockport
and **CAMP GOOD DAYS**

Thank you to our Sponsors: Bonduelle; Brockport Lions Club; Brockport Merchants Association; Brockport Rotary Club; Erie Canalway National Heritage Corridor & NYS Canal Corporation; Greater Brockport Chamber of Commerce; Pro-Brockport; Stetson Club; Sunnking; Walk!Bike!Brockport!

For more information, visit:
www.facebook.com/BrockportLocalCraftBeerEvents


Canal
Stage
20'x15'
Vendor (F)
Vendor (F)
Vendor (F)
Entrance under 21
Vendor (F)
Vendor (F)
Vendor (F)
Vendor
Vendor
Vendor
Vendor
Exit
Vendor
Vendor
Vendor
Vendor
Vendor
Entrance
21 and Over
Vendor (F)
Vendor (F)
Root Beer Truck
Entrance
21 and Over
Water Street
Porta
Potties

The Barge Charge

5k Fun Run

THE STETSON CLUB
BROCKPORT N.Y.

Low Bridge High Water
BROCKPORT, NY
Canal Opening Festival
A Village of Brockport Signature Event

May 16, 2015

~ Race Starts at 10 am ~

~ Registration & Packet Pickup 9-9:45 am ~

~ Start & Finish Line ~ at Corbett Park (Smith St/Clark St)

~ Race Entry ~ $30/$25*/$20 with Military ID.

*Race Day Only with donation of four non-perishable food items.

Applications available at Village Hall, 49 State Street
or sign up available through www.yellowjacketracing.com
For more information: thestetsonclub@yahoo.com

First 100 racers signed up receive Race T-shirt.

Children under the age of 14 are free,
but must be accompanied by an adult that is entered in the race.

Proceeds to benefit
Sgt. Clifton Rife II Memorial Scholarship.
Food will be donated to the Brockport Food Shelf.

For more information, visit:
www.facebook.com/LowBridgeHighWater

VILLAGE OF BROCKPORT
SIDEWALK CAFÉ PERMIT APPLICATION

RECEIVED
APR 14 2015
VILLAGE OF BROCKPORT

Date of Application: 4/14/15
Fee submitted: 280 ck 2034
Proof of Insurance submitted: on file
Date scheduled on Village Board agenda: 4/20/15

Note: New applicants must attend the Village Board meeting.

BUSINESS: Jimmy Z's

PERSON / PERSONS IN CHARGE: Jimmy Zisowski

ADDRESS: 53 MAIN ST

TELEPHONE: 314-7778 FAX: _____

E-MAIL: _____

WHICH DAYS OF WEEK SIDEWALK IS TO BE USED: 7 DAYS

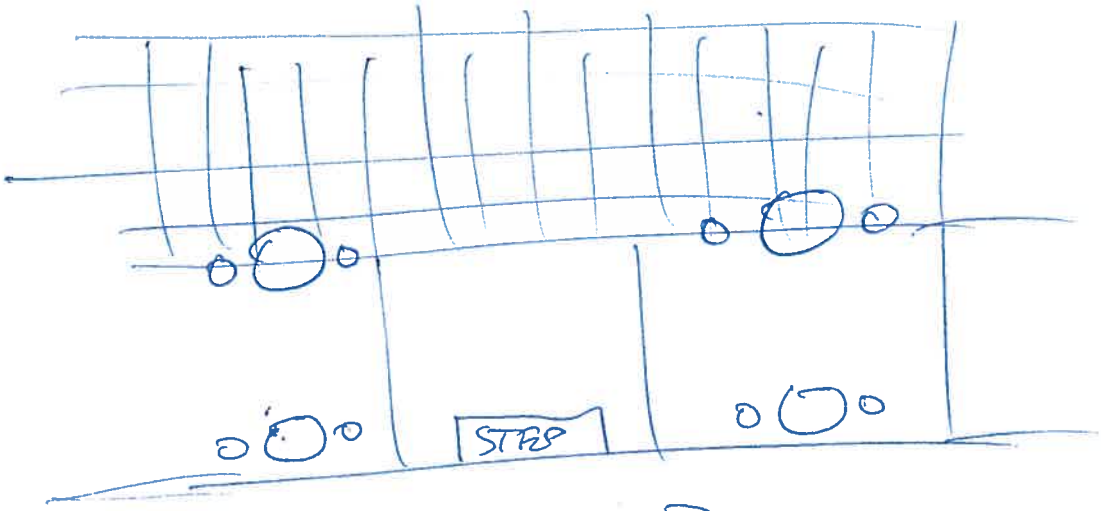
WHAT HOURS OF DAY SIDEWALK IS TO BE USED: 10am - 11pm

DESCRIBE EXACTLY WHAT WILL BE PLACED ON SIDEWALK:
(# of tables, # of chairs, umbrellas, trash receptacle, cigarette receptacle…)
4 TABLES / 8 CHAIRS OR 2 BENCHES

→ ATTACH A SIMPLE DIAGRAM WITH MEASUREMENTS & PLACEMENT OF TABLES & CHAIRS…

APPLICANT AGREES TO ABIDE BY THE REGULATIONS SET FORTH IN VILLAGE OF BROCKPORT CODE REGARDING SIDEWALK CAFÉS (§58-11F).

SIGNATURE OF APPLICANT



Jimmy 2s

Jimmy 2s

RECEIVED
APR 15 2015
VILLAGE OF BROCKPORT

VILLAGE OF BROCKPORT
SIDEWALK CAFÉ PERMIT APPLICATION

Date of Application: 4/15/15
Fee submitted: $200.00
Proof of Insurance submitted: ✓
Date scheduled on Village Board agenda: 4/20/15
Note: New applicants must attend the Village Board meeting.

BUSINESS: Burrito Fresco

PERSON / PERSONS IN CHARGE: Elizabeth DeLorme

ADDRESS: 77 Main St

TELEPHONE: 637-8411 FAX: 637-8413

E-MAIL: burritofresco@gmail.com

WHICH DAYS OF WEEK SIDEWALK IS TO BE USED: M-Su

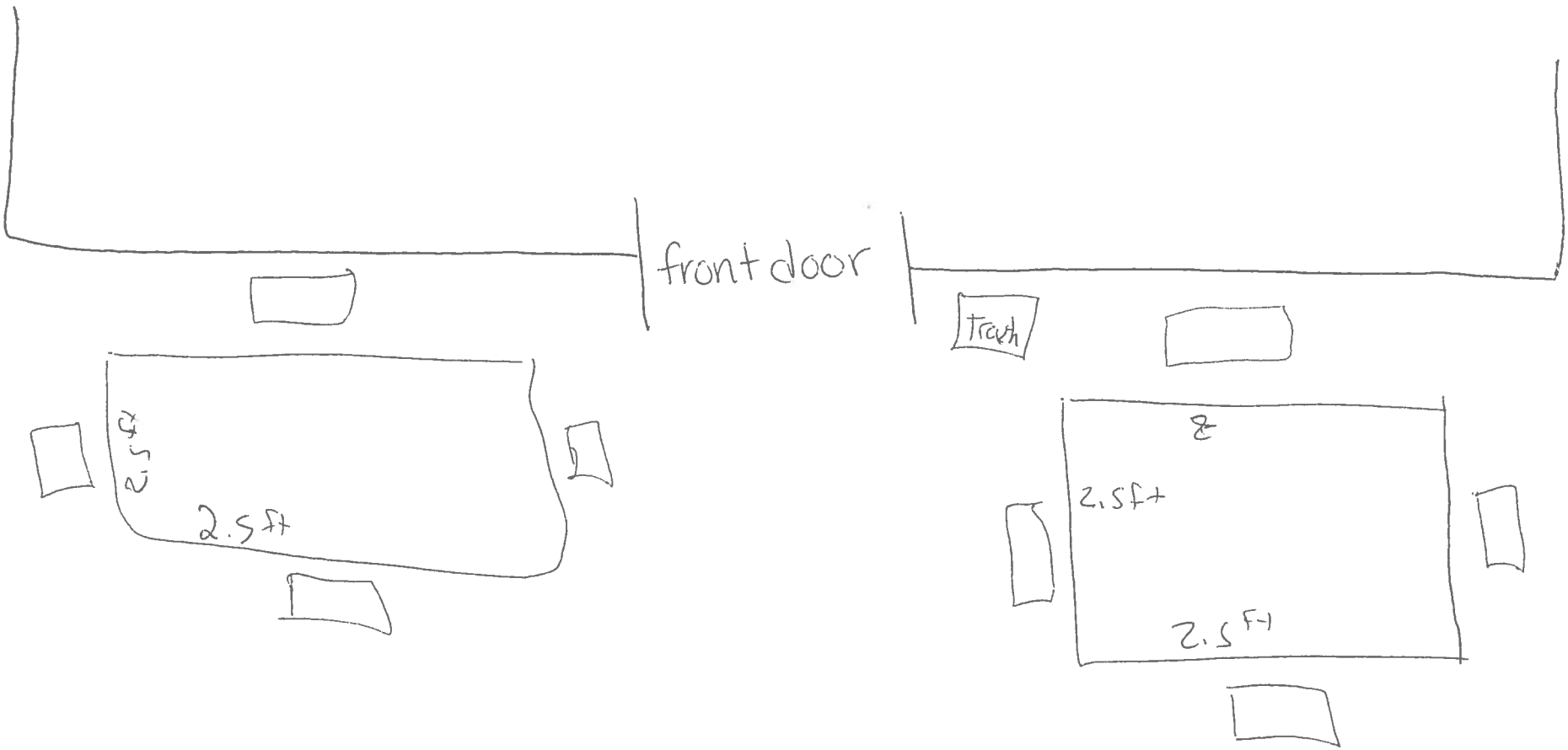
WHAT HOURS OF DAY SIDEWALK IS TO BE USED: Su-M-T 11am-10pm W-Th-F-Sa-11am-11pm

DESCRIBE EXACTLY WHAT WILL BE PLACED ON SIDEWALK:
(# of tables, # of chairs, umbrellas, trash receptacle, cigarette receptacle…)
2 tables, 8 chairs

→ ATTACH A SIMPLE DIAGRAM WITH MEASUREMENTS & PLACEMENT OF TABLES & CHAIRS…

APPLICANT AGREES TO ABIDE BY THE REGULATIONS SET FORTH IN VILLAGE OF BROCKPORT CODE REGARDING SIDEWALK CAFÉS (§58-11F).

Elizabeth DeLorme
SIGNATURE OF APPLICANT


front door
Trash
2.5 ft
2.5 ft
2.5 ft
2.5 ft

VILLAGE OF BROCKPORT
SIDEWALK CAFÉ PERMIT APPLICATION

RECEIVED
APR 15 2015
VILLAGE OF BROCKPORT

Date of Application: 4/15/15
Fee submitted: $200 ck 4920
Proof of Insurance submitted: on file
Date scheduled on Village Board agenda: 4/20/15
Note: New applicants must attend the Village Board meeting.

BUSINESS: Main Street Pizzeria

PERSON / PERSONS IN CHARGE: Robert D. Chapin

ADDRESS: 13 Main Street Brockport NY 14420

TELEPHONE: (585) 637-8760 FAX: —

E-MAIL: chapindl@rochester.rr.com.

WHICH DAYS OF WEEK SIDEWALK IS TO BE USED: 7

WHAT HOURS OF DAY SIDEWALK IS TO BE USED: 11:00am – 10pm

DESCRIBE EXACTLY WHAT WILL BE PLACED ON SIDEWALK:
(# of tables, # of chairs, umbrellas, trash receptacle, cigarette receptacle…)
3 Tables, 12 chairs, 1 trash can
(Same as last year.) 2 umbrellas

→ ATTACH A SIMPLE DIAGRAM WITH MEASUREMENTS & PLACEMENT OF TABLES & CHAIRS…

APPLICANT AGREES TO ABIDE BY THE REGULATIONS SET FORTH IN VILLAGE OF BROCKPORT CODE REGARDING SIDEWALK CAFÉS (§58-11F).

Debra S Chapin
SIGNATURE OF APPLICANT

VILLAGE OF BROCKPORT

49 State Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence

info being formatted by Erica into poster/handout - will be done very soon

TO: Village Board, Department Heads, Village Historian, Tree Board, Walk Bike Brockport Action Group, Brockport Merchants Association, Greater Brockport Chamber of Commerce, BISCO, Lion's Club, Kiwanis Club, Elks, Rotary, Navy Club, Brockport Area Veterans Club, Western Monroe Historical Society, Generation Cool, Seymour Library, Town of Sweden, SUNY College at Brockport, Catholic Migrant Ministry, Greater Brockport Development Corporation, and other event planners I may have missed…

FROM: Leslie Ann Morelli, Village Clerk

Leslie Ann Morelli

RE: **2015 Events Schedule**

DATE: January 2015

last chance for inclusion - need by 1/31

Happy New Year!

It's time to gather information to be able to put together a 2015 events schedule. The schedule gets posted on the Village website, made available at the Village Hall, Welcome Center, Seymour Library, Town Hall, Senior Center, Community Center etc. It will also be used in marketing efforts with local media.

Thanks again to Norm Frisch for his design/formatting help the last few years!

I haven't heard anything new regarding the group that was looking into creating a greater Brockport events schedule via a paid subscription to an automated scheduling system. Therefore, I continue my willingness to solicit and gather information on behalf of the Village.

We want to include your group's 2015 event(s) if they are to be held within the Village of Brockport limits and open to the public. ***Please refer this to the appropriate person to consult your group and by March 7th email me at lmorelli@brockportny.org with the basic details of your 2015 events.***

Keep in mind that some events may need the approval of the Village Board as well as the cooperation of the Department of Public Works, Police Department, or Code Enforcement Office. This is particularly true if it involves a street closure request or the use of Village property or facilities. The Village Board meets at 7pm the 1st and 3rd Monday of each month. Agenda items are due one week prior. Department Heads (DPW Superintendent, Police Chief, and Code Enforcement Officer) are in attendance at the 3rd Monday meetings. If Main Street (NYS Route 19) closure is requested, please remember that you need to apply to NYS DOT.

If I am not informed about an event, I can't include it in the schedule, so be sure to e-mail me your information by March 7th. Thanks very much.

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

Village of Brockport

Statement of Actual & Estimated Revenues - General Fund

Statement of Actual & Estimated Revenue

Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A0599.0000					
Appropriated Fund Balance	300,000.00			300,000.00	
A1001.0000					
Real Property Taxes	2,600,390.00		2,599,287.07	1,102.93	99.96
A1081.0000					
In-Lieu-Of Taxes	39,091.00		39,091.03	0.03-	100.00
A1090.0000					
Int & Penalties on Taxes	12,000.00	5,110.21	10,720.23	1,279.77	89.34
A1120.0000					
County Sales Tax	1,507,067.00		1,213,061.34	294,005.66	80.49
A1130.0000					
Utility Gross Receipts Tax	75,000.00	924.12	55,165.19	19,834.81	73.55
A1170.0000					
Franchise Tax	74,822.00	70,534.00	70,534.00	4,288.00	94.27
A1230.0000					
Clerk/Treasurer Fees	1,000.00	144.50	1,414.00	414.00-	141.40
A1520.0000					
Police Fees	1,000.00	45.00	240.00	760.00	24.00
A1560.0000					
Safety Inspections	15,000.00	3,198.60	24,578.60	9,578.60-	163.86
A1640.0000					
Ambulance Charges			32.05	32.05-	
A1710.0000					
Public Works Services	3,000.00		11,950.44	8,950.44-	398.35
A1789.0000					
Docking Fees	2,500.00		3,590.00	1,090.00-	143.60
A2089.0000					
Farmers Market Fees	1,500.00		2,746.27	1,246.27-	183.08
A2110.0000					
Zoning Fees	500.00		2,400.00	1,900.00-	480.00
A2115.0000					
Planning Fees	600.00		1,235.00	635.00-	205.83
A2389.3000					
Monroe County - DWI	10,300.00	60.00	14,724.59	4,424.59-	142.96
A2389.8001					
Monroe Cty CDBG-Perry Street			4,684.34	4,684.34-	
A2389.9001					
SCS Contribution- Crossing Guards	5,000.00		5,000.00		100.00
A2401.0000					
Interest & Earnings	4,000.00			4,000.00	
A2401.1000					
Int Earned-Spec Reserves			148.81	148.81-	
A2401.3000					
Interest & Earnings- Asset Forfeiture			0.02	0.02-	
A2450.0000					
Comissions	2,500.00			2,500.00	
A2545.0000					
Bus / Occupation License	15,000.00	2,025.00	48,950.00	33,950.00-	326.33
A2590.0000					
Permits	5,000.00	200.00	3,700.00	1,300.00	74.00
A2610.0000					
Fines & Forfeitures	100,000.00	7,705.00	45,987.29	54,012.71	45.99
A2650.0000					
Scrap Sales	1,000.00		225.90	774.10	22.59
A2655.0000					
Minor Sales	3,500.00			3,500.00	
A2665.0000					
Sale of Equipment		3,072.50	9,425.00	9,425.00-	
A2680.0000					
Insurance Recoveries	6,500.00		1,450.50	5,049.50	22.32
A2690.0000					

Statement of Actual & Estimated Revenue

Village of Brockport
For Period Ending 03/31/2015
Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
Other Comp - Reimbursement A2701.0000	2,500.00		400.00	2,100.00	16.00
Refund of P/Y Exp A2705.0000	20,000.00		960.00	19,040.00	4.80
Gifts & Donations A2770.0000		1,824.00	5,923.00	5,923.00-	
Other Unclassified A3001.0000	500.00		4,286.92	3,786.92-	857.38
State Aid - AIM A3005.0000	110,000.00			110,000.00	
State Aid-Mortgage Tax A3089.7000	30,000.00		23,837.21	6,162.79	79.46
State Aid - Other A3089.7001	10,975.00			10,975.00	
State Aid, CHIPS A4089.4002	177,248.43			177,248.43	
New York Main St. Grant A4089.400C	200,000.00			200,000.00	
Revenues - Court Grant A9999.0000	15,088.28			15,088.28	
Acct for Exp.Transfers A9999.1000		5,561.32	77,680.23	77,680.23-	
C/S Misc for Reclassification			2,099.18	2,099.18-	
Report Totals	**5,352,581.71**	**100,404.25**	**4,285,528.21**	**1,067,053.50**	**80.06**

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - General Fund

Date: 04/15/2015

Time: 3:48:58PM

Statement of Expenditures, Encumbrances & Appropriations

User: DAN

Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1010.1000 Trustees-Personal Services	13,777.00	1,148.00	11,480.00			2,297.00	83.33
A1010.4000 Trustees-Contractual Expenses	34,200.00		34,179.24			20.76	99.94
A1010.4030 Trustees-Conference Exp	1,990.00		144.65			1,845.35	7.27
A1010.4031 Publications	1,700.00		1,687.54			12.46	99.27
A1010.4090 Trustees-Miscellaneous	760.00	99.00	554.00		55.00	151.00	80.13
A1110.1000 Court - Personnel Services	26,440.00	5,393.13	26,233.02			206.98	99.22
A1110.2000 Court - Equipment	3,000.00		2,424.47			575.53	80.82
A1110.4000 Court - Contractual Services	30,114.62	1,975.23	29,512.31		199.03	403.28	98.66
A1110.4010 Court - Bldg. Renovations	41,123.59	5,680.67	38,404.17		328.96	2,390.46	94.19
A1110.4060 Court - Postage	200.00	118.55	164.30			35.70	82.15
A1210.1000 Mayor-Personal Services	9,867.00	822.25	9,532.98			334.02	96.61
A1210.4000 Mayor-Contractual Expenses	100.00					100.00	
A1210.4010 Mayor-Telephone	1,500.00	131.89	1,318.84			181.16	87.92
A1210.4050 Mayor-Conference Exp	500.00		195.00			305.00	39.00
A1210.4090 Mayor-Miscellaneous	50.00				10.00	40.00	20.00
A1320.4000 Auditor-Contractual Expenses	12,750.00	1,340.00	3,400.00			9,350.00	26.67
A1325.1000 Clrk/Treas-Personal Services	139,683.00	12,075.40	101,438.84			38,244.16	72.62
A1325.4000 Clrk/Treas-Total Contractual Expense	2,300.00	25.00	1,953.20			346.80	84.92
A1325.4010 Clrk/Treas-Telephone	7,750.00	370.54	3,928.19		55.20	3,766.61	51.40
A1325.4020 Clrk/Treas-Office Supplies	4,250.00	732.47	3,625.02		504.87	120.11	97.17
A1325.4025 Supplies (Grant foe Records Mgt)	2,000.00					2,000.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
.1325.4030 Clrk/Treas-Computer Supplies	10,000.00		9,702.04		250.00	47.96	99.52
.1325.4050 Clrk/Treas-Membership Fees	600.00		410.00			190.00	68.33
.1325.4060 Clrk/Treas-Postage	5,650.00	561.28	5,200.58		249.12	200.30	96.45
.1325.4070 Clrk/Treas-Copier Expenses	4,000.00	497.25	3,533.20			466.80	88.33
.1325.4080 Clrk/Treas-Payroll Expense	4,100.00	570.76	4,057.92			42.08	98.97
.1325.4090 Clrk/Treas-Miscellaneous	7,700.00	99.00	7,591.18		84.02	24.80	99.68
.1325.4100 Clrk/Treas - Publications	4,925.00	415.36	4,298.98		521.60	104.42	97.88
.1325.4110 Clrk/Treas-Training	950.00		207.29			742.71	21.82
.1325.4120 Clrk/Treas-Tax Bill Processing	2,000.00		1,103.35			896.65	55.17
.1420.4000 Law-Total Contractual Expenses	36,685.00		7,406.50			29,278.50	20.19
.1420.4016 Village Attorney- Harris, Chesworth &	24,315.00	2,500.00	24,315.00				100.00
.1440.4000 Engineer-Total Contractual Expense	4,445.00		176.00			4,269.00	3.96
.1440.4020 Engineer-Chatfield Engineers	555.00	285.25	512.75			42.25	92.39
.1450.4000 Total Contractual Expenses	770.00		770.00				100.00
.1450.4010 Elections-Inspector Salaries	220.00		110.00		110.00		100.00
.1450.4020 Elections-Legal Notice Publication	200.00				200.00		100.00
.1450.4030 Elections-Supplies	310.00					310.00	
.1490.1000 Pub Wrks Admin-Total Personal Ser	120,837.00	6,213.00	68,276.50			52,560.50	56.50
.1490.4020 Pub Wrks Admin-Conference Exp	250.00		245.00			5.00	98.00
.1490.4030 Office Supplies/Postage	800.00	17.66	763.17			36.83	95.40
.1490.4040 Permits, Licenses, Fees	250.00		189.00			61.00	75.60

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Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1490.4090							
Pub Wrks Admin-Miscellaneous	500.00		179.98			320.02	36.00
A1620.4020							
Natural Gas-DPW	6,000.00	1,040.32	4,543.87			1,456.13	75.73
A1620.4021							
Bldgs-Gas 1 Clinton Street	1,500.00	221.11	1,063.30			436.70	70.89
A1620.4022							
Bldgs-Gas 49 State Street	2,000.00	252.70	1,382.20			617.80	69.11
A1620.4030							
Electric-DPW	7,500.00	1,247.92	7,468.24			31.76	99.58
A1620.4031							
Bldgs-Electric-1 Clinton Street	13,500.00	1,219.72	13,078.47			421.53	96.88
A1620.4032							
Bldgs-Electric-49 State Street	5,500.00	764.29	5,452.43			47.57	99.14
A1620.4034							
Elec- Main St Sign	420.00	21.23	245.77			174.23	58.52
A1620.4050							
Bldgs-Janitorial Supplies	950.00		906.66			43.34	95.44
A1620.4051							
Bldgs-Janitor Supplies- Clinton St	4,650.00	378.00	4,508.23		106.00	35.77	99.23
A1620.4052							
Bldgs-Janitor Supplies-State Street	4,500.00	255.00	3,292.57		1,090.00	117.43	97.39
A1620.4060							
Bldgs-Repair Items	9,350.00	99.01	2,693.04		1,400.00	5,256.96	43.78
A1620.4070							
Telephone - DPW	2,160.00	111.75	1,086.33			1,073.67	50.29
A1620.4090							
Bldgs-Miscellaneous	4,375.00	543.28	3,123.36		1,234.17	17.47	99.60
A1640.4000							
Central Garage- Contractual Expens	1,750.00				796.18	953.82	45.50
A1640.4010							
Fasteners	1,000.00		277.12			722.88	27.71
A1640.4020							
Auto -Electrical	650.00		383.10			266.90	58.94
A1640.4040							
Tools	1,350.00	168.70	1,330.90			19.10	98.59
A1640.4050							
Welding Supplies	650.00		290.53			359.47	44.70
A1640.4060							
Fuel Additives/Oil	2,525.00		1,060.00			1,465.00	41.98
A1640.4061							
Oil Expeditures (Not Fuel Oil)	500.00	297.33	331.25			168.75	66.25

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Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
1640.4070 Shop Supplies	2,500.00	301.31	1,830.97			669.03	73.24
1640.4080 Hydraulic Supplies	1,000.00					1,000.00	
1640.4090 Miscellaneous	4,425.00		2,970.08		143.96	1,310.96	70.37
1670.4000 Central Mailing	1,500.00	637.18-	953.90-			2,453.90	63.59-
1680.2000 IT Hardware Software	5,500.00	2,559.00	5,408.91			91.09	98.34
1680.4000 IT Hardware Software	20,100.00	850.00	20,077.32			22.68	99.89
1910.4000 Unallocated Insurance	45,200.00		45,169.45			30.55	99.93
1920.4000 Municipal-Membership Dues	5,100.00		4,640.00			460.00	90.98
1950.4000 Taxes on Village Property	1,300.00		1,192.70			107.30	91.75
1990.4000 Contingency-Allocation Only	44,115.07					44,115.07	
3120.1000 Police-Total Personal Services	1,018,820.00	76,294.58	879,836.88			138,983.12	86.36
3120.1030 Police-P/T Officers	10,000.00					10,000.00	
3120.1040 Police-Crossing Guards	12,728.00					12,728.00	
3120.1055 Police-Secretaries P/T	43,721.00	4,034.60	43,625.98			95.02	99.78
3120.1060 Overtime	75,000.00	16,177.86	147,241.95			72,241.95-	196.32
3120.2010 Police-Vehicles	49,071.00		49,071.00				100.00
3120.2020 Police-Firearms	6,500.00		3,427.22		1,994.08	1,078.70	83.40
3120.2040 Police-Office Furniture/Equip	250.00		203.87			46.13	81.55
3120.2051 Police-Computer Software	2,400.00		1,073.91		1,128.91	197.18	91.78
3120.4000 Police-Total Contractual	2,805.00		2,783.71			21.29	99.24
3120.4001 Police - Insurance Law Enforcement	17,200.00		17,188.60			11.40	99.93

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

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Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
\3120.4010 Police-Telephone	9,050.00	896.32	9,037.59			12.41	99.86
\3120.4020 Police-Office Supplies/Postage	4,850.00	55.64	4,460.61		363.74	25.65	99.47
\3120.4030 Police-Fleet Maintenance	3,300.00	558.19	2,004.69		222.64	1,072.67	67.49
\3120.4031 Police-Fleet Repairs	3,375.00	142.82	3,357.06			17.94	99.47
\3120.4032 Police-Fleet Supplies & Equip	14,375.00	279.90	13,635.77		163.45	575.78	95.99
\3120.4040 Police-Fuel	20,000.00	3,052.37	18,193.12			1,806.88	90.97
\3120.4060 Police-Maintenance Contracts	2,825.00	88.75	2,152.83		650.00	22.17	99.22
\3120.4065 Office Equip Lease/Rental	7,600.00	690.42	3,354.88			4,245.12	44.14
\3120.4080 Police-Quarter Master Unit	9,065.00	138.00	6,570.43		2,490.04	4.53	99.95
\3120.4090 Police-Miscellaneous	500.00		473.66			26.34	94.73
\3120.4100 Affiliations	190.00		150.00			40.00	78.95
\3120.4105 Training, School, Conferences	1,454.00		1,454.00				100.00
\3120.4110 Police-Publications	600.00	95.50	466.00			134.00	77.67
\3120.4120 Police-Supplies/Life Safety Supplies	4,000.00	724.70	2,333.75		474.22	1,192.03	70.20
\3120.4130 Police-Computer Supplies	1,300.00		268.91		155.98	875.11	32.68
\3120.4140 Police-Medical/Psychological	1,700.00					1,700.00	
\3120.4150 Police-Special Enforcement	2,500.00				321.51	2,178.49	12.86
\3120.4155 Police- STOP DWI	10,300.00		156.55			10,143.45	1.52
\3120.4160 Police-Bike Patrol	400.00		25.00			375.00	6.25
\3120.4165 Police - Traffic Safety Grant	4,200.00					4,200.00	
\3120.4170 Police-Explorer Post	1,300.00		192.50		1,036.10	71.40	94.51

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from A to A

CCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
3120.4175							
Police - Monroe County "Crackdown"	7,800.00					7,800.00	
3120.4176							
Impact Tools Grant	31,200.00					31,200.00	
3120.4180							
Police-Community Service	1,050.00					1,050.00	
3120.4200							
Police-Postage	500.00		33.09			466.91	6.62
3120.4210							
Police-Technicians	250.00					250.00	
3120.4220							
Police-Special Events	220.00					220.00	
3120.4230							
Police-NYS Accreditation	250.00		32.67			217.33	13.07
3120.4240							
Police-Less Lethal Training Equip	1,030.00		1,027.67			2.33	99.77
3310.4010							
Traffic Control-Signal	600.00	52.87	492.42			107.58	82.07
3310.4020							
Traffic Control-Paint	1,500.00					1,500.00	
3310.4030							
Traffic Control-Signs	2,500.00		524.24			1,975.76	20.97
3310.4040							
Traffic Contrro-Channels & Posts	1,300.00		310.50			989.50	23.88
3310.4090							
Traffic Control-Miscellaneous	400.00					400.00	
3620.1000							
Safety Insp-Total Personal Services	85,156.00	7,092.06	78,538.88			6,617.12	92.23
3620.2000							
Safety Insp-Equipment	1,200.00		160.44			1,039.56	13.37
3620.4000							
Safety Insp-Total Contractual Expens	100.00		21.00			79.00	21.00
3620.4010							
Cellular/Telephone	1,500.00	131.00	954.54			545.46	63.64
3620.4020							
Training	2,600.00	98.92	2,594.91			5.09	99.80
3620.4030							
Safety Insp-Computer Supplies	1,950.00		1,661.08			288.92	85.18
3620.4040							
Fuel	1,580.00	31.03	442.21			1,137.79	27.99
3620.4050							
Association Dues	250.00		196.00			54.00	78.40

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Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3620.4080							
Safety Insp-Uniforms	200.00		175.00			25.00	87.50
A3620.4090							
Miscellaneous	920.00		917.79			2.21	99.76
A3620.4200							
Postage	2,100.00	117.90	1,953.36			146.64	93.02
A3620.4210							
Vehicle Maintenance	450.00					450.00	
A4540.4000							
Ambulance-Total Contractual Expen		30.00-					
A5110.1000							
Str Maint-Total Personal Services	486,624.00	42,319.08	483,561.24			3,062.76	99.37
A5110.1001							
Streets O/T	19,570.00					19,570.00	
A5110.1060							
Str Maint-Overtime	35,535.00	319.18	26,630.71			8,904.29	74.94
A5110.2080							
Str Maint-Other Equip-Over $10,000	90,250.00		27,601.55		33,091.50	29,556.95	67.25
A5110.4000							
Str Maint-Total Contractual Expense	100.00		31.30			68.70	31.30
A5110.4010							
Str Maint-Telephone	1,925.00	160.38	1,921.95			3.05	99.84
A5110.4041							
Str Maint-Diesel Fuel	24,000.00	873.61-	22,017.67			1,982.33	91.74
A5110.4042							
Str Maint-Regular Fuel	20,000.00	7,173.88	19,992.27			7.73	99.96
A5110.4050							
Str Maint-Tools	800.00					800.00	
A5110.4060							
Str Maint-Stone	2,000.00		1,858.52			141.48	92.93
A5110.4070							
Str Maint-Asphalt	79,250.00	1,834.35	31,825.55		3,600.00	43,824.45	44.70
A5110.4080							
Str Maint-Uniforms	3,500.00		2,843.23			656.77	81.24
A5110.4085							
Str Maint-Shoes/Boots	1,500.00		1,389.48			110.52	92.63
A5110.4090							
Str Maint-Miscellaneous	3,500.00		3,401.72		85.10	13.18	99.62
A5110.4100							
Str Maint-Equipment Parts	7,300.00		7,180.74			119.26	98.37
A5110.4110							
Str Maint-Truck Parts	17,000.00	390.30	11,568.99			5,431.01	68.05

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ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
5110.4130							
Str Maint-Physicals/Drug Testing	800.00		529.78			270.22	66.22
5110.4140							
Str Maint-Buildings	1,200.00		90.00			1,110.00	7.50
5110.4150							
Str Maint-Concrete	2,200.00		360.00			1,840.00	16.36
5110.4160							
Str Maint-Fill Material	100.00					100.00	
5110.4165							
Str Maint-Top Soil	1,000.00		976.00			24.00	97.60
5110.4170							
Str Maint-Shop Supplies	500.00		356.38			143.62	71.28
5110.4180							
Str Maint-Training/Travel	200.00		200.00				100.00
5110.4190							
Str Maint-Grass Seed	500.00		459.77			40.23	91.95
5110.4200							
Str Maint-Publications	150.00				150.00		100.00
5110.4210							
Str Maint-Manholes & Covers	1,000.00					1,000.00	
5110.4220							
Str Maint-Office Supplies	100.00					100.00	
5110.4230							
Str Maint-Equip Rental	100.00					100.00	
5112.2000							
CHIPS Work	177,248.43		172,536.83		4,711.60	0.00	100.00
5142.2000							
Snow Plowing-Equipment-Plows	7,000.00		149.71			6,850.29	2.14
5142.4010							
Snow Plowing-Salt	32,000.00	9,723.04	26,886.48		808.50	4,305.02	86.55
5142.4015							
Snow Plowing-Deicer	6,500.00		6,487.00			13.00	99.80
5142.4030							
Snow Plowing-Plow Parts	3,000.00	692.10	1,952.46			1,047.54	65.08
5142.4090							
Snow Plowing-Contractual Expenses	200.00	75.41	75.41			124.59	37.71
5182.4010							
Street Lighting-Electricity	92,000.00	9,354.86	85,371.47			6,628.53	92.80
5182.4030							
Street Lighting-Repairs	4,300.00	463.20	780.80		3,491.50	27.70	99.36
5182.4040							
Street Lighting-Parts	1,500.00	180.32	284.75			1,215.25	18.98

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A5182.4090 Street Lighting-Contractual Expenses	100.00					100.00	
A5410.4010 Sidewalks-Concrete	10,000.00		3,417.73			6,582.27	34.18
A5410.4020 Sidewalks-Stone	400.00					400.00	
A5410.4090 Sidewalks-Contractual Expenses-Mis	4,500.00		4,191.68			308.32	93.15
A5650.4020 Paint	200.00		26.87			173.13	13.44
A5650.4030 Signs	200.00					200.00	
A5650.4040 Posts	200.00					200.00	
A6410.4000 Economic Development	2,350.00		486.00			1,864.00	20.68
A6410.4200 Welcome Center	8,150.00	690.72	7,872.37			277.63	96.59
A6520.4000 Farmer's Mkt Manager	2,500.00		2,000.00			500.00	80.00
A7140.2000 Parks/Playgrounds-Total Equipment	15,750.00		15,750.00				100.00
A7140.2010 Park/Playgrounds-Playground Equip	750.00					750.00	
A7140.2020 Parks/Playgrounds-Park Equipment	5,000.00	204.08	4,853.80			146.20	97.08
A7140.4000 Parks & Playgrounds-Totals Contrac	1,500.00		724.82			775.18	48.32
A7140.4010 Parks/Playgrounds-Equipment Repai	500.00		45.90			454.10	9.18
A7140.4020 Parks/Playgrounds-Maintenance Sup	3,000.00		1,813.11			1,186.89	60.44
A7140.4030 Parks/Playgrounds-Gardening	300.00		212.94			87.06	70.98
A7140.4090 Parks/Playgrounds-Miscellaneous	100.00		91.09			8.91	91.09
A7415.4000 Seymour Library	189,052.00		189,052.00				100.00
A7450.4000 Museum-Contractual Expenses	2,500.00		322.35		281.66	1,895.99	24.16
A7460.4050 Historic Preservation project - Grant	5,600.00		5,478.65			121.35	97.83

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7470.4000							
New York State Main St. Grant - Bl	167,100.00					167,100.00	
7470.4001							
Streetscape - Contractual	6,400.00					6,400.00	
7470.4002							
New York Main St. Grant - Administ	15,000.00					15,000.00	
7470.4003							
New York Main St. Grant - Softcosts	10,000.00		1,250.00			8,750.00	12.50
7510.4000							
Total Contractual Expenses	1,400.00		495.97		900.00	4.03	99.71
7510.4090							
Historian-Miscellaneous	135.00		135.00				100.00
7515.4000							
Active Transportation Grant	50,000.00	20,595.00	20,595.00			29,405.00	41.19
7520.4010							
Publication Notices	50.00		48.30			1.70	96.60
7550.4030							
Celebrations-Christmas Decorations	500.00		419.50			80.50	83.90
7550.4040							
Celebrations-Special Events	735.00					735.00	
7550.4050							
Celebratioons-Electric	650.00	24.95	642.41			7.59	98.83
7550.4090							
Celebrations-Miscellaneous	6,215.00	1,939.00	4,520.84		1,524.00	170.16	97.26
8010.4010							
Zoning- Member Stipends	625.00	50.00	565.00			60.00	90.40
8010.4020							
Zoning-Conference Expense	155.00		155.00				100.00
8010.4090							
Zoning-Miscellaneous	90.00		60.06		25.00	4.94	94.51
8010.4300							
Zoning-Publications	135.00		131.95			3.05	97.74
8020.1000							
Planning Board-Personal Services	6,306.00	448.33	4,366.89			1,939.11	69.25
8020.4000							
Planning Board-Total Contractual Ex	800.00					800.00	
8020.4020							
Planning Board-Conference Expense	150.00		150.00				100.00
8020.4090							
Planning Board-Miscellaneous	250.00		250.00				100.00
8020.4300							
Planning Board-Publications	200.00				200.00		100.00

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\8120.4000							
Sanitary Sewers-Total Contractual E	570.00		563.42			6.58	98.85
\8120.4090							
Sanitary Sewer-Miscellaneous	180.00		138.86			41.14	77.14
\8140.400M							
Storm Sewer - Monroe Ave. CDB	37,950.00		37,881.20			68.80	99.82
\8140.4010							
Storm Sewer-Supply Parts	4,100.00		1,057.48			3,042.52	25.79
\8140.4020							
Strom Sewer-Maintenance Supplies	1,550.00		1,519.84			30.16	98.05
\8140.4090							
Storm Sewers-Miscellaneous	4,800.00		4,734.64			65.36	98.64
\8160.4010							
Refuse Collection-Monthly Trash Ren	3,950.00	344.02	3,096.18			853.82	78.38
\8160.4030							
Refuse Collection-Brush Pick-up	900.00		799.77		100.00	0.23	99.97
\8160.4040							
Refuse Collection-Special Pick-up (	50.00					50.00	
\8160.4050							
Refuse Collection-Coolant Removal	200.00					200.00	
\8170.4010							
Str Cleaning-Sweeper Repairs	1,000.00					1,000.00	
\8170.4020							
Str Cleaning-Sweeper parts	4,000.00		1,066.29		706.90	2,226.81	44.33
\8170.4090							
Str Cleaning-Miscellaneous	250.00					250.00	
\8189.4000							
Sanitation-Landfill Monitoring	12,500.00		12,310.89			189.11	98.49
\8189.4002							
Sanitation-Landfill-Testing	5,000.00		910.85		4,085.50	3.65	99.93
\8560.4010							
Equipment Repairs	1,200.00		739.98		37.20	422.82	64.77
\8560.4020							
Shade Trees-New Tree Purchases	1,500.00					1,500.00	
\8560.4030							
Shade Trees-Supplies	400.00					400.00	
\8560.4090							
Shade Trees-Miscellaneous	4,600.00		4,384.46			215.54	95.31
\9010.8000							
NYS Retirement	249,900.00		189,211.00			60,689.00	75.71
\9015.8000							
Police Retirement System Payments	307,365.00		216,184.00			91,181.00	70.33

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
9030.8000							
Social Security	164,186.00	12,985.60	139,433.47			24,752.53	84.92
9040.8000							
Workers Compensation	138,450.00		131,725.00			6,725.00	95.14
9045.8000							
Life Insurance	8,200.00	678.26	6,457.80			1,742.20	78.75
9050.8000							
Unemployement Expense	10,000.00					10,000.00	
9055.8000							
Disability Insurance	6,000.00	504.00	4,915.60			1,084.40	81.93
9055.8100							
Wellness Insurance	1,300.00		924.00			376.00	71.08
9060.8000							
Medical Insurance	395,610.00	33,468.59	309,418.03			86,191.97	78.21
9061.8000							
HRA	140,000.00		90,971.56			49,028.44	64.98
9070.8000							
Dental Insurance	60,000.00	5,575.04	53,643.90			6,356.10	89.41
9950.9240							
Proj 24 - DPW Equip Repl Reserve	10,000.00					10,000.00	
9950.9510							
Proj 51 - Smith St Bridge	10,000.00					10,000.00	
Totals for Fund: A (Fund - A)	**5,483,383.71**	**310,808.69**	**4,266,388.59**	**0.00**	**70,137.24**	**1,146,857.88**	**79.08**
Report totals	**5,483,383.71**	**310,808.69**	**4,266,388.59**	**0.00**	**70,137.24**	**1,146,857.88**	**79.08**

Village of Brockport

Statement of Actual & Estimated Revenues - Water Fund

Statement of Actual & Estimated Revenue

Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
F2140.0000					
Metered Water Sales	586,846.00	41,723.20	503,626.24	83,219.76	85.82
F2141.0000					
Meter Water Sales O/G	500,000.00	38,621.27	312,565.38	187,434.62	62.51
F2144.0000					
Water Service Charges	2,200.00	20.00	6,473.44	4,273.44-	294.25
F2148.0000					
Interest & Penalties	5,000.00	950.55	9,388.01	4,388.01-	187.76
F2401.0000					
Interest & Earnings	1,000.00		19.64	980.36	1.96
F2401.1000					
Int Earned-Spec Reserves	250.00		11.00	239.00	4.40
F2665.0000					
Sale of Equipement			35,500.00	35,500.00-	
Report Totals	**1,095,296.00**	**81,315.02**	**867,583.71**	**227,712.29**	**79.21**

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Water Fund

Village of Brockport

Statement of Actual & Estimated Revenues - Sewer Fund

Date: 04/15/2015
Time: 3:51:23PM

Statement of Actual & Estimated Revenue

User: DAN
Page: 1

Village of Brockport
For Period Ending 03/31/2015
Selecting on FUND from G to G

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
G2122.0000					
Sanitary Sewer- Sewer Charges	145,246.00	9,986.23	117,353.88	27,892.12	80.80
G2128.0000					
Sanitary Sewer- Interest and Penalties	100.00			100.00	
G2401.0000					
Interest and Earning- Sewer Fund			1.27	1.27-	
G2650.0000					
Scrap Sales - Sewer fund			1,483.40	1,483.40-	
Report Totals	**145,346.00**	**9,986.23**	**118,838.55**	**26,507.45**	**81.76**

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Sewer Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 03/31/2015

Selecting on FUND from G to G

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
G8120.2000							
Sanitary Sewers- Equipment	15,650.00		15,632.00			18.00	99.88
G8120.4000							
Contractual	29,121.00	1,474.96	19,236.81			9,884.19	66.06
G8120.4010							
Sanitary Sewers- Truck Parts	4,500.00		15.75			4,484.25	0.35
G8120.4020							
Sanitary Sewers- Supply Parts	400.00		371.48			28.52	92.87
G8120.4090							
Sanitary Sewers- Miscellaneous	50.00		24.67			25.33	49.34
G9710.6000							
Bond Principal	46,155.00					46,155.00	
G9710.7000							
Bond Interest	49,470.00					49,470.00	
Totals for Fund: G (Fund - G)	**145,346.00**	**1,474.96**	**35,280.71**	**0.00**		**110,065.29**	**24.27**
Report totals	**145,346.00**	**1,474.96**	**35,280.71**	**0.00**		**110,065.29**	**24.27**

Village of Brockport

Budget Amendments & Budget Transfers

Period Ending - March 31, 2015

Village of Brockport

Budget Amendment Form

Account Number	Description	Amount	
A75504090	Low Bridge High Water Festival	10,000.00	(1)
A8189.4000	Landfill Monitoring	9,500.00	(2)
	Total Expenditures	**$ 19,500.00**	
A2690.0000	Other Comp. - Reimbyrsement	10,000.00	(1)
A1710.0000	Public Works services	9,500.00	(2)
	Total Revenues	**$ 19,500.00**	

Purpose:

(1) Revenues and Expenditures associated with Low Bridge High Water Festival

(2) Revenues and Expenditures associated withLandfill Monitoring

Village of Brockport
Budget Transfer Form

Account Number		From: Description	Account Number	To: Description	Amount	Explanation of Transfer	
A1325.4110		Clerk/Treas Training	A1325.4100	Clerk/Treas Publications	500.00	Cost exceeded budget	1
A1490.4040		Permits/licenses/Fees	A1490.4020	Public Works Conference Exp.	50.00	Cost exceeded budget	2
A1990.4000		Contingency	A1325.4060	Postage	500.00	Cost exceeded budget	3
A1990.4000		Contingency	A1010.4090	Trustees - Misc.	500.00	Cost exceeded budget	4
A1640.4060		Fuel Additives	A1640.4040	Tools	350.00	Cost exceeded budget	5
A3120.1030		Police Part Tims Officers	A3120.1060	Police - Overtime	5,000.00	Cost exceeded budget	6
A3120.4220		Police - Special Events	A3120.4240	Police Lethal Training Equipment	30.00	Cost exceeded budget	7
				Total	6,930.00		

Purpose:
(1) Clerk/Treas Publications
(2) Public Works Conference Exp.
(3) Postage
(4) Trustees - Misc.
(5) Tools
(6) Police - Overtime
(7) Police Lethal Training Equipment

VILLAGE OF BROCKPORT
Building/Code Enforcement Department
49 State Street · Brockport, New York 14420
Telephone (585) 637-5300 Ext. 14 · Fax (585) 637-1045
Website: www.brockportny.org

2015 Exterior Property Maintenance Inspection Schedule

Start Date	End Date	Street(s)
5/4/2015	5/8/2015	Brookdale Rd, Hillcrest Pkwy, Brook Terrace
5/11/2015	5/15/2015	South Ave, Fair St.
5/18/2015	5/22/2015	Park Ave. (East side)
5/25/2015	5/29/2015	Park Ave. (West side)
6/1/2015	6/5/2015	South St, Spring St.
6/8/2015	6/12/2015	Main St. (East side)
6/15/2015	6/19/2015	Main St. (East side)
6/22/2015	6/26/2015	Water St, Market St, Union St.
7/6/2015	7/10/2015	State St, Owens Rd.
7/13/2015	7/17/2015	High St, Gordon St, Oxford St.

The goal for these inspections is to uphold a quality standard of exterior property maintenance for all property owners, as regulated by the New York State Property Maintenance Code and the Code of the Village of Brockport. Exterior property areas and structures must be maintained in good repair and in a sanitary condition to reflect a positive impression of not just the owner, but of the entire neighborhood and Village.

Exterior of Structures and General Maintenance

The exterior of every structure and/or accessory structure, including fences, shall be maintained in good repair and be free of conditions reflective of deterioration or inadequate maintenance. For example, siding materials must be maintained in good repair without holes, loose or rotting materials, or peeling paint. Roof shingles must be in good repair, not worn or missing.

Exterior Property Areas

Premises shall be maintained so that lawns, hedges, and bushes shall not become overgrown and unsightly where exposed to public view and shall not constitute a blighting factor that impairs the good residential character of the neighborhood. Junk, debris, garbage/trash, litter and other similar items, including noxious or offensive materials, shall not be allowed to accumulate on a property. Garbage for

Mayor Margaret B. Blackman
Trustee / Deputy Mayor William G. Andrews
Trustees Valerie A. Ciciotti, John D. La Pierre, Katherine Kristansen

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collection shall be in approved, covered containers and have proper screening or enclosures. Motor vehicles parked outdoors must be in operable condition, in good repair, and carrying a current inspection and registration.

Inspection Process

During the inspection process, all inspections will be conducted from Village streets, sidewalks or rights-of-way, and at no point will an inspector enter private property unless permission is given by the property owner to enter the premises. Property owners are encouraged to ask questions and be involved. ***BE PROACTIVE! NOT REACTIVE!*** If you know you have an issue, don't wait until the scheduled week of inspection to find out it's a violation. Please remedy the condition. Your neighbors will appreciate it!

What to expect AFTER the initial inspection

If there are property maintenance violations observed on premises, the property owner will be afforded an opportunity to rectify deficiencies within an allotted timeframe based on the severity of the issue(s). You will receive a Notice of Violation detailing the code citation and section of code it violates, and it will contain the time deemed necessary to complete.

If at any time throughout this process, there are questions or concerns, please feel free to contact me and I will get back to you as soon as I can.

VILLAGE OF
BROCKPORT
49 State Street
Brockport, New York 14420

David J. Miller Jr.
Code Enforcement Officer
Building Inspector / Fire Marshal

PHONE: (585) 637-5300 X14 FAX: (585) 637-1045
E-MAIL:dmiller@brockportny.org
WEBSITE: http://www.brockportny.org
Cell:(585) 435-5720

Mayor Margaret B. Blackman
Trustee / Deputy Mayor William G. Andrews
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TRASH COLLECTION NOTICE

As students prepare to move out at the end of the year, refuse left behind is an issue that Village residents have dealt with on an annual basis. This year, the Village is taking a proactive stance, to ensure that the community will remain safe and sanitary during the move out period.

Beginning Monday, May 12, 2015 Village Code Enforcement Officers will begin patrolling neighborhoods to make note of addresses where refuse items are being piled up. At the end of each property's regular garbage collection day, the Village of Brockport Department of Public Works will be making rounds to clean up any items left behind. Please note that this is ***not*** a free pick up. The property owner will be billed for the collection of any refuse by the Department of Public Works. To ensure this does not take place, contact your refuse collection company to verify what they will pick up and make sure any items left behind are brought back from the road.

Please keep all refuse in containers with adequately sealed lids and ensure that all refuse is placed neatly at the curb for collection. Do not place any refuse in the road or block any sidewalks. Refuse may not be placed curbside more than 24 hours prior to scheduled collection. Electronic items will ***not*** be picked up by refuse collectors.

If you have any questions or concerns, please feel free to contact the Building/Code Enforcement Department at (585) 637-5300 Ext. 14

Thank you for doing your part to help our Village remain clean for everyone!

Sincerely,

David J. Miller
Code Enforcement/Fire Marshal

Mayor Margaret B. Blackman
Trustee / Deputy Mayor William G. Andrews
Trustees Valerie A. Ciciotti, John D. La Pierre, Katherine J. Kristansen

Office of **the County Executive**

Monroe County, New York

Maggie Brooks
County Executive

RECEIVED
APR 16 2015
VILLAGE OF BROCKPORT

April 14, 2015

The Honorable Margaret Blackman
Village of Brockport
49 State Street
Brockport, New York 14420

Dear Mayor Blackman:

It is a pleasure for me to inform you that I intend to include $40,000 for the West Avenue Water Main Replacement Phase 2 project on the list of Community Development Block Grant (CDBG) projects contained in the 2015 Annual Action Plan for Housing and Community Development in Suburban Monroe County.

The Action Plan will be released for public comment on May 6th and considered by the County Legislature during the June legislative cycle. The Plan will then be sent to HUD for their review and approval. Funding for your project will not be finalized until HUD formally approves Monroe County's Action Plan submission on or around August 1, 2015. You will then receive final confirmation of funding and instructions to begin your project.

The largest portion of our CDBG program will fund public works and housing projects in our towns and villages. For forty years, the Community Development Block Grant has enabled Monroe County to direct available funding into our towns and villages for public works improvements, economic development, housing programs and community services that primarily benefit low to moderate-income families, the elderly and persons with special needs. By targeting our limited resources, we are able to provide the greatest benefit to communities that need these funds the most.

Once again, thank you for your participation in Monroe County's Community Development Block Grant program. I look forward to our continued partnership and the completion of another successful project.

Sincerely,

Maggie Brooks

Maggie Brooks
Monroe County Executive

xc: J. McCann

110 County Office Building • 39 West Main Street • Rochester, N.Y. 14614

(585) 753-1000 • *fax:* (585) 753-1014 • *www.monroecounty.gov* • *e-mail:* countyexecutive@monroecounty.gov

VILLAGE OF BROCKPORT

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PART-TIME COURT ATTENDANT FOR BROCKPORT VILLAGE COURT

Brockport Village Court seeks 1 individual to serve as Court Attendant part time – working with the other Court Attendant, Village Justices, and Court Clerks (all part time). The work involves maintaining order in the courtroom; convening, recessing and making announcements; directing attendees as to courtroom procedures and regulations; seeing that courtroom is ready for proceedings; taking charge of jury; and answering inquiries about courtroom procedures.

Successful candidate should have: working knowledge of courtroom procedures; skill in addressing a group and giving clear, concise directions; ability to follow directions; ability to maintain order and control over a group; ability to observe and analyze problem situations and exercise good judgment when dealing with situations; ability to maintain confidentiality about court cases; ability to deal effectively with the general public; emotional maturity; tact; proper dress; physical condition commensurate with the demands of the position.

Part time, # of hours will vary each week, typically Fridays from 1pm until court adjourns.
$12.50 per hour. No benefits. New York State Retirement System.
MUST be a Monroe County resident.

Note: This position is currently classified by Civil Service as competitive. Initial hire will be classified as provisional until an exam is offered. For permanency, provisional hire must take and pass exam being reachable on the certification of eligibles. If the Village's application to have the position re-classified as non-competitive gets approved, the exam will not be necessary.

Employment application can be obtained at Brockport Village Hall Monday-Friday 8:30am-4:30pm
or from the Village website: www.brockportny.org

Completed applications must be turned in with cover letter to:
Leslie Ann Morelli, Brockport Village Clerk
Village of Brockport
49 State Street, Brockport, NY 14420
or lmorelli@brockportny.org

Application deadline: Noon, Friday, May 1, 2015

Dated: 4/20/15

For publication in Suburban News and posting on Village website and at Village Hall.

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

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Seasonal Employment Opportunity
Village of Brockport DPW

SUMMER EMPLOYMENT
The Village of Brockport Department of Public Works
is seeking 4 individuals to serve as Seasonal (summer) Laborers.
Work week shall be Monday - Friday 7:00am to 3:30pm, 40 hours per week.
Wage subject to experience. No benefits.
Must have a valid NYS Drivers License. Minimum age requirement is 18.
Applicants are subject to pre-employment and random alcohol/drug testing.

Employment application can be obtained at Brockport Village Hall Monday-Friday 8:30am-4:30pm
or from the Village website: www.brockportny.org.

Completed applications must be turned in with cover letter to:
Leslie Ann Morelli, Village Clerk
Village of Brockport
49 State Street, Brockport, NY 14420
Monday thru Friday 8:30 am to 4:30 pm

Application Deadline: 4pm, Monday, May 11, 2015

Dated: 4/20/15

For publication in Suburban News and posting on Village website and at Village Hall.

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VILLAGE OF BROCKPORT
BOARD / COMMITTEE / VOLUNTEER OPPORTUNITIES

Board/Committee vacancies open to Village residents:

- Tree Board
  - complete a term to 6/30/16
  - complete a term to 6/30/17

  Meets 3rd Tuesday 7pm September-May

- Parks Committee
  - complete a term to 6/30/15
  - complete a term to 6/30/17

  Meets 3rd Monday 4:30pm April, July, August, September & as needed

- Ethics Board
  - complete a term to 6/30/17

  Meets only as needed

- Emily L. Knapp Museum & Library of Local History Board
  - complete a term to 6/30/16

  Meets 4th Wednesday 6pm

- Housing Task Force
  - 2 spots - no set term

  Meets 2nd Monday 6pm

— 2 applications for 4/20 ~~or 5/4~~

Application deadline: Noon, Tuesday, April 14, 2015

Volunteer opportunities open to greater Brockport community (Village residency not required):

- Walk Bike Brockport Action Group – meets 4th Monday 4:30pm
- Emily L. Knapp Museum & Library of Local History – volunteers to take shifts — 13 applications for 5/4
- Welcome Center canal front greeters (May – October) - volunteers to take shifts

wait for 4/29 E.L.K. Museum Bd. review

Application deadline: continuous recruitment

A position interest form can be submitted from the Village website: www.brockportny.org
or obtained at Village Hall, completed and turned in to:
Leslie Ann Morelli, Village Clerk
Village of Brockport
49 State Street
Brockport, NY 14420
Monday thru Friday 8:30am to 4:30pm
or lmorelli@brockportny.org

Dated: 4/6/15 - for publication in next available edition of Suburban News and posting on Village website and at Village Hall

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

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Execution of Tax Warrant

WARRANT FOR COLLECTION OF TAXES 2015-2016 FISCAL YEAR

→ Trustee _____ moved, Trustee _____ seconded that the following resolution be adopted:

TO: Leslie Ann Morelli, Village Clerk
Per Real Property Tax Law 1426

YOU ARE HEREBY COMMANDED to receive and collect from the persons named in the tax roll the sums stated opposite their respective names, being a total of $2,645,006.97 for the following purposes:

General Fund:	
Total Taxes for Current Budget	$2,644,077.00
Relevies (property maintenance)	$929.97
TOTAL REAL PROPERTY TAXES AND OTHER CHARGES ON ROLLS	$2,645,006.97

A vote was taken and recorded as follows:

John D. La Pierre	Trustee	yes or no ___
Katherine J. Kristansen	Trustee	yes or no ___
Valerie A. Ciciotti	Trustee	yes or no ___
William G. Andrews	Trustee	yes or no ___
Margaret B. Blackman	Mayor	yes or no ___

This resolution was thereby declared duly adopted.

Date: April 20, 2015

_____ _____
Margaret B. Blackman, Mayor Leslie Ann Morelli, Village Clerk

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VILLAGE OF BROCKPORT
NOTICE TO VILLAGE TAXPAYERS

PLEASE TAKE NOTICE that the Brockport Village Board adopted the Final Budget for the Village of Brockport for the fiscal year June 1, 2015 – May 31, 2016:

RESOLVED, that the Brockport Village Board adopts the 06/01/15 – 05/31/16 General Fund budget in the amount of $5,142,387, the Water Fund budget in the amount of $1,095,296, and the Sewer Fund budget in the amount of $145,346 and that there be levied and assessed against the real property of the Village of Brockport the following sums for village government and other charges for the fiscal year 2015-2016 with a tax rate of $11.88 per thousand of assessed valuation levying the total taxes and other charges extended and levied against each parcel of real property, shown on the roll prepared and verified by the Town Assessor for the 2015-2016 fiscal year:

General Fund:		
Total Taxes for Current Budget		$2,644,077
For Relevied Property Maintenance Charges		$929.97
Water Fund:		
For Relevied Water Rents & Charges		0
Sewer Fund:		
For Relevied Sewer Rents & Charges		0
TOTAL REAL PROPERTY TAXES AND OTHER CHARGES ON ROLLS	=	$2,645,006.97

Tax rate increased slightly from $11.80 to $11.88/1,000 of assessed valuation.
Water rates remain unchanged.
Sewer rates remain unchanged.

Leslie Ann Morelli, Brockport Village Clerk

Dated: 4/20/15

For publication in Suburban News and posting on Village website and at Village Hall.

Mayor Margaret B. Blackman
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VILLAGE OF BROCKPORT
TAXPAYERS NOTICE OF COLLECTION

The Tax Roll and Warrant for the collection of Village Taxes for fiscal year June 1, 2015 - May 31, 2016 have been filed in the Village Clerk's Office. **TAX BILLS WILL BE MAILED ON MAY 29, 2015.**

To help us improve efficiency, please use the return addressed envelopes included with the bills.

Check or money order for the exact amount should be made payable to the
Village of Brockport
and mailed with payment stub to:
Village of Brockport
Dept. # 117015
P.O. Box 5270
Binghamton, NY 13902-5270

OR

Payment may be made in person to Village Hall at 49 State Street Brockport, NY 14420 Monday through Friday 8:30am – 4:30pm except holidays.

PAYMENT OPTIONS

1) Payment is due in full by July 1, 2015 without penalty
   Late penalties:
   July 2nd - 31st = 5%
   August 1st - 31st = 6%
   September 1st - 30th = 7%
   October 1st - 31st = 8%

November 1st - Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2016 County/Town tax bill with additional penalties.

OR

2) Payment may be made in 2 equal installments:
   MUST make 1st installment by July 1, 2015 without penalty
   Then make 2nd installment due by August 1, 2015 without penalty
   Late penalties:
   August 2nd - 31st = 6%
   September 1st - 30th = 7%
   October 1st - 31st = 8%

November 1st – Village taxes remaining unpaid will be turned over to Monroe County to re-levy onto the January 2016 County/Town tax bill with additional penalties.

IF YOUR TAXES ARE NOT ESCROWED IN YOUR MORTGAGE, AND YOU DO NOT RECEIVE A VILLAGE TAX BILL WITHIN THE FIRST WEEK OF JUNE, PLEASE CALL VILLAGE HALL AT 637-5300 X12.

Leslie Ann Morelli, Brockport Village Clerk

For publication in Suburban News & posting on Village website & at Village Hall.

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

J. O'Connell & Associates, Inc.
GRANTS CONSULTANTS
10646 Main Street
Clarence, New York 14031
(716) 759-8580

THIS AGREEMENT, made this _____ day of _____, 2015 by and between **J. O'CONNELL & ASSOCIATES, INC., GRANTS CONSULTANTS,** having its principal place of business at 10646 Main Street, Clarence, New York 14031, hereinafter referred to as "J. O'CONNELL & ASSOCIATES, INC.," and the **VILLAGE OF BROCKPORT** having its principal place of business at 49 State Street, Brockport, NY 14420, hereinafter referred to as "THE ORGANIZATION."

WITNESSETH:

WHEREAS, J. O'CONNELL & ASSOCIATES, INC. is engaged in the business of grants consultation; and

WHEREAS, THE ORGANIZATION is desirous of retaining the professional services of J. O'CONNELL & ASSOCIATES, INC.;

NOW, in consideration of the mutual promises and covenants contained herein, it is agreed between the parties hereto as follows:

1. That THE ORGANIZATION retains the professional services of J. O'CONNELL & ASSOCIATES, INC. for a period commencing June 1, 2015 and ending on May 31, 2016.

2. That THE ORGANIZATION agrees to pay J. O'CONNELL & ASSOCIATES, INC. for professional services rendered hereunder, the sum of Thirty-four Thousand ($34,000.00) Dollars, payable as follows: the sum of Eight Thousand Five Hundred ($8,500.00) Dollars in advance for the first three-month quarter and Eight Thousand Five Hundred ($8,500.00) Dollars for every quarter thereafter upon presentation of invoice for professional services performed by J. O'CONNELL & ASSOCIATES, INC.

3. In consideration of the sums to be paid by THE ORGANIZATION, J. O'CONNELL & ASSOCIATES, INC. agrees to:

(1) Conduct a needs assessment of THE ORGANIZATION, to identify potentially fundable programs;

(2) Present identified programs into a form that becomes acceptable to the grant reviewer;

(3) Conduct an on-going review of available funding sources that allows THE ORGANIZATION immediate knowledge of multiple sources;

(4) Prepare organizational background statements, and formal letters of intent to submit to the granting agencies;

(5) Develop COMPLETE proposals into written form that keeps them in compliance with the grant guidelines;

(6) Follow-up on all grant applications that have been submitted on THE ORGANIZATION'S behalf;

(7) Attend meetings with THE ORGANIZATION, ORGANIZATION staff, ORGANIZATION board members, government officials; and,

(8) Prepare periodic status reports that keep THE ORGANIZATION informed as to the progress of the grants activities.

4. This Agreement can be terminated if J. O' CONNELL & ASSOCIATES, INC., breaches or violates any of the contract terms, both parties will attempt to negotiate a settlement that is acceptable to all parties. If an acceptable settlement or arrangement cannot be agreed upon by both J. O'CONNELL & ASSOCIATES, INC., and THE ORGANIZATION, each party will have available to them any and all appropriate legal remedies.

5. This Agreement may be terminated by THE ORGANIZATION by providing notification in writing delivered via the U.S. mail, overnight courier service or in person, stating said contract is being terminated. THE ORGANIZATION will be responsible for payment to J. O'CONNELL & ASSOCIATES, INC. for all work performed until J. O'CONNELL & ASSOCIEATES, INC. receives such written termination.

6. This Agreement may not be changed, modified or altered except upon the express written consent of the parties hereto.

7. If THE ORGANIZATION requests the presence of J. O'CONNELL & ASSOCIATES, INC. at an out of town meeting, travel is billable at the IRS rate or coach class airfare (whichever is less). Out of town travel would be outside of the Western New York Area, or 200 miles round trip from the offices of J. O'CONNELL & ASSOCIATES, INC.

8. J. O'CONNELL & ASSOCIATES, INC. is a professional grants consulting firm, and as such is an independent contractor, and in no way shall be deemed as an employee of THE ORGANIZATION.

Date: April 6, 2015

J. O'CONNELL & ASSOCIATES, INC.,
GRANTS CONSULTANTS

BY Jean K O'Connell

JEAN K. O'CONNELL,
PRESIDENT

Date: _____

VILLAGE OF BROCKPORT,

BY_____

MARGARET BLACKMAN,
MAYOR

J.O'Connell&Associates,Inc.
GRANTS CONSULTANTS

Village of Brockport

Summary Report of Grant Activity

4/3/2015

Project	Funding Source	Date Submitted	Amount Requested	Amount Received
Status: Pending				
Exhaust Extrication System	FEMA -AFG	12/5/2014	$90,846	
Decentralization Grant (DEC)	Arts & Cultural Council for Greater Rochester	12/5/2014	$3,774	
Pending Subtotal:			**$94,620**	
Status: Funded				
Low Bridge, High Water Festival	Erie Canalway National Heritage Corridor	2/13/2015	$500	$500
Construction, Equipment	Justice Court Assistance Program (JCAP)	10/22/2014	$30,000	$15,088
Sagawa Park Mural Project	Erie Canalway National Heritage Corridor	10/17/2014	$7,000	$7,000
Playground - Pickle Ball Court	Rochester Area Community Foundation Playground Fund	9/17/2014	$2,000	$700
Bullet Proof Vests	U.S. Department of Justice (DOJ) - Office of Justice	5/13/2014	$1,105	$1,058
Historical Records - Emily Knapp Museum	NYS Archives (LGRMIF)	2/28/2014	$15,741	$15,741
Low Bridge, High Water Festival	Erie Canalway National Heritage Corridor	2/11/2014	$500	$500
Urban Forestry Project - Tree Management	NYS Department of Environmental Conservation (DEC) - Urban Forestry	12/5/2013	$6,900	$6,900
Urban Forestry Project - Tree Planting	NYS Department of Environmental Conservation (DEC) - Urban Forestry	12/5/2013	$10,820	$10,820
Operation IMPACT Tools - Overtime	NYS Division of Criminal Justice Services (DCJS)	11/25/2013	$37,800	$31,200
Summer Serenades - Decentralization Grant	Greater Rochester Arts Council Grant	10/31/2013	$2,686	$2,686
Walk/Ride	Genesee Transportation Council - UPWP	10/18/2013	$50,000	$50,000
Seymour Library - Local History Room Expansion	NYS Education Department (NYSED)	8/30/2013	$119,139	$119,139
Main Street Project	NYS Office of Community Renewal (OCR)	8/12/2013	$200,000	$200,000
Bullet Proof Vest Partnership Grant	U.S. Department of Justice (DOJ)	5/16/2013	$1,150	$853
Inactive Records	NYS Archives (LGRMIF)	3/1/2013	$16,105	$16,105
Event/Festival Sponsorship Program	Erie Canalway National Heritage Corridor	1/31/2013	$500	$500
Historic Mural on DPW Building	Greater Rochester Arts Council Grant	12/13/2012	$2,843	$2,843

* Pre-applications require approval and submittal of full application before funding is awarded.

Project	Funding Source	Date Submitted	Amount Requested	Amount Received
GIS Application	NYS Archives (LGRMIF)	2/2/2004	$17,167	$15,000
Funded Subtotal:			**$521,956**	**$496,634**
Status: Denied				
Capacity Building Grant Program	Arts & Cultural Council for Greater Rochester	11/7/2014	$3,587	
Feasibility Study and Structural Analysis of Village Hall	Preservation League of NY Technical Assistance Grants (TAG)	8/25/2014	$3,000	
Transportation Alternatives Program (TAP) - Safe Routes to Schools - Sidewalks	NYS Department of Transportation (DOT)	6/11/2014	$265,554	
Mural Fence Project	Rochester Area Community Foundation - Historical Preservation	5/23/2014	$11,000	
Website for Museum	Erie Canalway National Heritage Corridor	10/25/2013	$7,000	
Transportation Enhancements Program (TEP) - Canal/Visitor Center Enhancements	NYS Department of Transportation (DOT)	8/16/2013	$785,770	
LOI - Back-up Generators	NYS Department of Emergency Management - Hazard Mitigation Grant Program	8/1/2013	$20,000	
COPS Hiring Grant	U.S. Department of Justice (DOJ)	6/4/2013	$125,000	
Seymour Library - Historical Preservation	Rochester Area Community Foundation	5/20/2013	$17,100	
Denied Subtotal:			**$1,238,011**	
Status: Current				
Grant Administration - Main Street Project	NYS Office of Community Renewal (OCR)			
Recreational Trails Program (RTP) - CFA	NYS Office of Parks Recreation & Historic Preservation (NYSOPRHP)			
Floating Dock - CFA	NYS Canal Corporation			
Historical Maps	NYS Archives			
Current Subtotal:				
Status: Cancelled				
Community Impact Grant - Rehab of Abandoned Houses	Home Depot Foundation			
Canalway Grant TBD	NYS Canal Corporation			
Cancelled Subtotal:				
Status: Approved*				
Get Ready! Grant - Organization Consultation	Museum Association of NY	4/17/2014		$2,500
Approved* Subtotal:				**$2,500**
GRAND TOTAL:			**$1,854,587**	**$499,134**

* Pre-applications require approval and submittal of full application before funding is awarded.

Executive Carpet Cleaning
84 Carrie Marie Lane
Hilton, NY 14468
(585) 392-0182

March 31, 2015

Brockport Village Offices
49 State Street
Brockport, NY 14420

Attn: Leslie Morelli

Estimate for carpet maintenance at the Brockport Village Hall for the fiscal year 6/1/15-5/31/16. Cleaning will be done twice a year and charged per occasion. Cleaning dates will be determined by Leslie and Executive Carpet Cleaning.

Village Hall 1st floor, back stairs, 2nd floor office. Total per occasion $475.00.

E.L.K. Museum stairs, 2nd and 3rd floors at Village Hall. Total per occasion $225.00.

Estimate for carpet maintenance at the Brockport Police Department for the fiscal year 6/1/15-5/31/16. Cleaning will be done twice a year and charged per occasion. Cleaning dates will be determined by Bambie and Executive Carpet Cleaning.

Conference room, men's locker room, office, patrol room, women's locker room, upper hall, steps, interview rooms 1 & 2, processing, reception, lower hall, Chief's office. Total $450.00 per occasion.

Estimate for carpet maintenance at the Brockport Welcome Center for the fiscal year 6/1/15-5/31/16. Cleaning will be done once per year. Cleaning date will be determined by Harry and Executive Carpet Cleaning. Total will be $130.00

Estimate for carpet maintenance at the Department of Public Works for the fiscal year 6/1/15-5/31/16. Cleaning will be done twice per year and charged $100.00 per occasion. Cleaning dates will be determined by Harry and Executive Carpet Cleaning.

Thank you,

Jeff Helmer

_____

_____

VILLAGE OF BROCKPORT

49 State Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence

VILLAGE OF BROCKPORT
Request for Proposals
Professional Cleaning Services

The Village of Brockport seeks proposals for professional cleaning services 6/1/15-5/31/16 for Village buildings as follows:

- Village Hall at 49 State Street (1st floor & part of 2nd floor) – weekly year-round
- Police Department at 1 Clinton Street – weekly year round
- DPW at 38 East Avenue (offices, restroom, break room) – weekly year round
- Welcome Center at 11 Water Street – weekly during season May 1st – October 15th
- Emily L. Knapp Museum & Library of Local History at 49 State Street (2nd & 3rd floors) – twice/year

To be least disruptive to operations, cleaning is to be done during the daytime hours on a Tuesday or Wednesday morning. Proposal should price out each building separately as well as separate twice/year window cleaning, but not steam cleaning of carpets as that is under separate contract with a carpet cleaning vendor.

After March 17th and prior to submitting a proposal, contact Trustee John D. LaPierre at jlapierre@brockportny.org to arrange for a tour of the buildings.

Proposals (with DBA, insurance, references) are due by Noon, Friday, April 10, 2015 by e-mail to:

Leslie Ann Morelli
Village Clerk
Village of Brockport
49 State Street
Brockport, NY 14420
lmorelli@brockportny.org

For publication in 3/8/15 Suburban News.
For posting on Village website and Village buildings bulletin boards.

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: March 2, 2015

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

Leslie Ann Morelli
Village Clerk
Village Of Brockport
49 State Street
Brockport, NY 14420
lmorelli@brockportny.org

Dear: Leslie Ann Morelli

Date 04/09/2015

I would like to thank you for again giving H2H Facility Services the opportunity to earn your business. We strive to ensure we are providing services at that highest level of quality as we maintain communication, visional presents, continuous training to our staff and I clean work environment for you and your staff.

At **H2H**, provides solutions that protect your business and improves the aesthetics and environment. Wherever possible, we use products that are Certified Green Seal approved and provide low VOC's for the health and well-being of all. We minimize indoor air pollutants and maximize technology to provide you with best in class performance.

At **H2H** we promise a quote that will meets your budget based on the level of services your requesting in additional to ensure he provide quality services that are dedicated, reliable professional. Every service provider in your Business is trained and appropriately certified; thoroughly background checked, uniformed and wears H2H identification at all times.

We commit to meeting your expectation...

Sincerely,
Andrew Gray- Vice President

Lowanda Jones- President

The H2H Pledge:

You are entrusting us with the safety and security of your place of business and/or those of your tenants. We take this responsibility very seriously and pledge that:

1. All personnel that we assign to your business/home has been verified for the previous seven years (on the date that the background check is performed) using the following methods: **(a)** social security/address/alias check; **(b)** county level criminal records check using counties of domicile derived from the person's social security number; (c) national criminal and sex offender database checks; and (d) E-Verify to verify right to work in the United States.
2. All of our representatives will wear professional-looking attire as designed by H2H management.
3. No one under the age of 18 or who is not a part of your assigned work crew or management will be permitted on your jobsite for any reason. Alcohol and drug use by any member of your assigned work crew will not be tolerated and anyone who appears to be intoxicated or working in an unsafe manner will be immediately removed from your work site and will be permanently replaced.
4. Our authorized service providers will maintain an OSHA compliant safety program and train all employees on "Right to Know" and other relevant safety issues and procedures that are directly related to the safe delivery of the services, including, but not limited to, the safe operation of all required equipment and the proper use of and hazards associated with all chemicals used in service delivery. The program will include an exposure control plan related to the OSHA standards regarding exposure to blood borne pathogens and/or infectious materials, if appropriate.

If you have any questions regarding the H2H pledge, please contact your Service Area General Manager who is responsible for the enforcement of this pledge at your location.

Sincerely,

Andrew Gray
Owner

Terms & Conditions of Service

1. The undersigned ("Client" or "you") hereby engages Hand to Hand Facility Services ("H2H" or "we") to perform services according to the attached scope of work (the "Services").

2. As a courtesy, for contracted recurring services, we will issue an invoice to you for Services dated on the first of each month for the current month of Service, and you agree to pay **H2H** the amount that is due on or before the tenth of the month. For work order or non-recurring services, we will issue an invoice immediately upon completion of the Services and you agree to pay **H2H** within ten days of the billing date. Late payments will incur interest at a rate of 1.5% per month or the maximum amount legally chargeable (a minimum of $15 will be charged as a late fee). Special Services (such as periodic stripping and waxing floors) that are amortized in the monthly billing fee, but are not delivered monthly, will become immediately due and payable in full if this agreement is terminated for any reason. Any Services delivered as a sales incentive or promotion will become due and payable in full if this agreement is terminated for any reason, or if you breach this agreement, during the initial term. You agree to reimburse our costs for any and all other collection fees and expenses.

3. Services will only be provided on the following days if it is explicitly indicated on the Federal Holiday Work Schedule as an "included" service day. If Services are performed on a Federal Holiday that is not included as an included service day then an additional charge of 2X the imputed daily rate will be charged in the next invoice. These days include: New Year's Day, Birthday of Martin Luther King, Jr., Presidents Day, and Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. All charges for Services on included days that are Federal Holidays are included on a pro-rated basis in the monthly fee.

4. ☐ This agreement will be for 12 consecutive month (a) the last date written on the attached signature page or (**b**) the actual date that H2H commences providing the Services. The contact will automatically renew on each consecutive anniversary of this agreement upon the same terms and conditions, unless either party gives the other party written notice of its intention to terminate at least 30 days.

5. ☐ This agreement is month to month upon the term and conditions. If either party decides to cancel services, either party must give written notice to terminate at least 30 days prior to cancelation.

6. You acknowledge and agree that all or any portion of the Services may be assigned or delegated to a H2H authorized independent contractor or other third party.

7. The individual signing below on your behalf is your duly authorized representative. If he or she is not so authorized, the undersigned signatory shall be individually responsible for all obligations hereunder.

Client initial: _____

Once you have reviewed the terms and condition please ensure box 4 or 5 is checked

Proposal Of services

This agreement is made between **H 2 H Facility Services Inc.** And (Client) Village Of Brockport

CLIENT agrees to abide by the Terms and Conditions as attached.

Service Provided: Janitorial Cleaning services

Village Hall- 49 State St. (1st and 2nd Floors) Weekly- year around-$ 150.00,

Windows $15.00 two times Per Year

Police Department at 1 Clinton St. –Weekly year round $ 300.00, Windows $10.00 two times per year

DPW- 38 East Ave (offices, restrooms, break room) – Weekly Year around-$120.00

Windows $10.00 two times per year

Welcome Center- 11 Water Street – Weekly, during May1st –October 15th-$83

Windows $10.00 two times per year

Emily L Knapp Museum & library History -49 State St (2nd and 3rd floor) twice /year -$140 per clean

Windows $20.00 two times per year

Revision 04/09/2015

Start date:

Client		**H2H Facility Services**	
By:	_____	**By:**	_____
Title:	_____	**Title:**	_____
Date:	_____	**Date:**	_____

This proposal assumes that if it is granted, all parties will work together to maintain a mutually agreeable service solutions. We reserve the right to withdraw this proposal if it is not accepted within 30 days.

Please **FAX** signed agreement to:

ATTN: Andrew Gray
(800)-516-0211– office
(585) 453-8060- Rochester
(585)453-8207- Fax
(407) 766-1073- Florida
Handtohand011@gmail.com

www.h2h-facility-service.com

Federal Holiday Schedule

Work Schedule for National Holidays	Frequency
New Year's Day	Not Included
Martin Luther King Jr. Birthday	Not Included
Washington's Birthday	Not Included
Memorial Day	Not Included
Labor Day	Not Included
Columbus Day	Included
Veterans Day	Not Included
Thanksgiving Day	Not Included
Christmas Day	Not Included

All location: **FLOOR CARE PROGRAM**

Description of Work Element:	**Frequency:**
Vacuum, sweep, or dust mop all hard surface floors	Every Service
Vacuum all carpeted areas	Every Service
Thoroughly mop all hard surface floors (VCT) using microfiber cleaning system.	Every Service
Remove spots and small spills from floor mats	Monthly
Vacuum and straighten all floor mats.	Every Service
Vacuum Corner to Corner	Monthly

All Locations: RESTROOMS

Description of Work Element:	Frequency:
Clean & disinfect counter tops, sinks, toilets, toilet seats and urinals.	Every Service
Clean & disinfect all dispensers, fixtures, door handles, light switches and mirrors.	Every Service
Empty, clean and sanitize trash receptacles.	Every Service
Empty sanitary napkin receptacles and disinfect (where applicable)	Every Service
Sweep and thoroughly mop floor with disinfectant solution.	Every Service
Polish all dispensers, mirrors and shiny surfaces.	Every Service
High dust: air vents, and tops of doors	Monthly
Clean & disinfect walls around toilets.	Monthly

All Location: GENERAL CLEANING

Description of Work Element:	Frequency:
Dust and disinfect horizontal surfaces. Desks, credenzas, counter tops, file cabinet tops.	Every Service
Spot clean horizontal surfaces, remove spillage, cup rings, and other removable marks.	Every Service
Remove fingerprints and smudges from entrance doors and internal glass.	Every Service
Empty waste paper baskets and replace liners.	Every Service
Clean all mirrors	Every Service
Disinfect light switches, plates, door handles and other touch points.	Every Service
Disinfect telephone receivers and dust phone bases.	Monthly
Clean walls of fingerprints and smudges.	Monthly
High dust: vents, door frames, ceiling corners	Monthly
Low dust: desk frames, tables, & chairs	Monthly

Other Specialty jobs can be performed...

We can accommodate any of your building maintenance needs, including but not limited to:

- Upholstery Cleaning
- Strip and Wax Service
- Initial Deep impact clean
- Full Restaurant/Kitchen Services
- Move-in /Move-out cleaning
- Seasonal cleaning
- Construction site clean-up
- Janitorial, restroom and break room supplies
- Carpet Shampooing
- Window Cleaning
- Apartment turnover services

We strongly recommend a customized floor care program be implemented, including carpet care and hard floor care services, to maintain the appearance of your floors and prevent premature, unnecessary replacement of floor coverings.

All estimates for floor care services are based on current labor and supply costs. It is assumed that all heavy articles customer wishes floor services performed under will be removed by customer prior to commencement of floor care service and replaced by customer following completion of service.

Referral Discount

Customer referrals are greatly appreciated. Refer a customer and receive a 2.5% monthly discount off your service invoice. Valid through the entirety of the contract of the customer that you refer.

Contact Andrew Gray for more details.

Leslie Morelli

From: Leslie Morelli
Sent: Wednesday, April 15, 2015 9:54 AM
To: 'Debbie Talarico-Russell'
Subject: RE: EAP Proposals

Thanks, Debbie!

From: Debbie Talarico-Russell [mailto:debbie@usemployeebenefits.com]
Sent: Wednesday, April 15, 2015 9:36 AM
To: Leslie Morelli
Subject: EAP Proposals
Importance: High

Hi Leslie,

Nice talking to you just now ☺ Re the 2 EAP options

I have attached the two EAP proposals we spoke about. All of the "WorklifeMatters" attachments are for the Guardian. As I stated, the Guardian program is free because of the existing coverages that the Village already has with Guardian. The other proposal, from a company called ENI, is offered at a slightly higher cost (roughly 8%; actual cost is found on pg 10) than your current plan but please see below remarks from the rep regarding a richer array of services:

"Hi Debbie; as I said – they are paying a low price for such a small group. We have a much better package of services (ie. we include Smoking Cessation counseling, a great website, on-line counseling, an HRA, Mobile App, Concierge service, etc) and we have a better counseling network in that area."

Please let me know if you have any questions on either of these proposals.

I will also work on getting our Wrap Doc/SPD service agreement and "proposal" over to you as soon as possible. We do not really have a "proposal" for that so Sharon and I will create something for you.

Thanks and have a great day!

Debbie Talarico-Russell
Account Manager

US Employee Benefits Services Group.

610 Clinton Square
Rochester, NY 14604

P: 585.270.5761 x111
F: 585.546.8315
debbie@usemployeebenefits.com
www.usemployeebenefits.com

Leslie Morelli

From: Debbie Talarico-Russell <debbie@usemployeebenefits.com>
Sent: Wednesday, April 15, 2015 9:36 AM
To: Leslie Morelli
Subject: EAP Proposals
Attachments: Worklife Matters 2014 EAP.PDF; WorkLifeMatters EAP Overview 2-14.pdf; WorkLifeMatters_CommunicationMaterial_InSync Apr2013.pdf; Village of Brockport- ENI EAP Proposal.pdf

Importance: High

Hi Leslie,

Nice talking to you just now ☺

I have attached the two EAP proposals we spoke about. All of the "WorklifeMatters" attachments are for the Guardian. As I stated, the Guardian program is free because of the existing coverages that the Village already has with Guardian. The other proposal, from a company called ENI, is offered at a slightly higher cost (roughly 8%; actual cost is found on pg 10) than your current plan but please see below remarks from the rep regarding a richer array of services:

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Debbie Talarico-Russell
Account Manager

US Employee Benefits Services Group.

610 Clinton Square
Rochester, NY 14604

P: 585.270.5761 x111
F: 585.546.8315
debbie@usemployeebenefits.com
www.usemployeebenefits.com

GUARDIAN®

life
Less complicated

WorkLifeMatters
Your Confidential Employee Assistance Program

Support and guidance is just a phone call away. Professional counselors are available to assist you with family and personal issues you might be facing or questions you might have.

- Anxiety
- Dependent Care and Care Giving
- Depression
- Drug & Alcohol
- Education
- Grief Assistance
- Legal & Financial
- Lifestyle & Fitness Management
- Parenting
- Pet Care
- Work Issues
- And More

Connect to a counselor for free support services:
1-800-386-7055
Available 24 hours a day, 7 days a week

Visit www.ibhworklife.com
(User name: **Matters** Password: **wlm70101**)

WorkLifeMatters Program services are provided by Integrated Behavioral Health, Inc., and its contractors. Guardian does not provide any part of WorkLifeMatters Program services. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purposes only. It is not a contract. Only the Administration Agreement can provide the actual terms, services, limitations and exclusions. Guardian and IBH reserve the right to discontinue the WorkLifeMatters Program at any time without notice.

PUB 3755 (06/11)
2008-1241

The Guardian Life Insurance Company of America, 7 Hanover Square New York, NY 10004

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Guardian®

in sync

Value-Added Services

WorkLifeMatters℠ Employee Assistance Program

Support services employees need and appreciate.

In today's demanding workplace environment, balancing career and family while dealing with every day issues is a challenge for most any employee. Employers can help. Our comprehensive WorkLifeMatters℠ Employee Assistance Program[1], through **Integrated Behavioral Health**, provides employees with confidential, personal and web-based support on a wide variety of important and relevant topics – from stress management, dependent/elder care, nutrition and fitness – to legal and financial issues.

For companies, better supported employees can translate into improved productivity, decreased absenteeism and greater employee satisfaction. Plus our program includes valuable support services for employers too!

Better still, employers are automatically eligible for WorkLifeMatters℠ when they offer three or more qualifying lines of Guardian coverage[2] – making it the ideal complement to your overall employee protection program.

[1] WorkLifeMatters℠ Program services are provided by Integrated Behavioral Health, Inc., and its contractors. Guardian does not provide any part of WorkLifeMatters program services. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purposes only. It is not a contract. Only the Administration Agreement can provide the actual terms, services, limitations and exclusions. Guardian and IBH reserve the right to discontinue the WorkLifeMatters program at any time without notice. Legal services provided through WorkLifeMatters will not be provided in connection with or preparation for any action against Guardian, IBH, or your employer.

[2] Automatic for groups with up to 500 lives. Groups with more than 500 lives will be determined on a case by case basis.

GUARDIAN® and the GUARDIAN G® logo are registered service marks of The Guardian Life Insurance Company of America and are used with express permission

Employee Program Highlights

- Unlimited telephonic consultations with an EAP Counselor
- Referrals to local counselors with up to 3 sessions at no charge
- State-of-the-art website featuring planning tools
- Free consultations with financial and legal professionals – plus discounts on legal services

Employer Program Highlights

- Unlimited telephonic assistance on common employee/workplace issues
- Monthly newsletters and e-mail alerts
- Employee communication materials and utilization reports

WORKLIFEMATTERS℠
EMPLOYEE ASSISTANCE PROGRAM

Guardian in sync Value-Added Services

Communications Material

WorkLifeMatters℠, an Employee Assistance Program*, through **Integrated Behavioral Health**, provides a variety of communication materials to support your efforts in communicating the program to your employees and providing ongoing education and tips to help balance home and work life.

WorkLifeMatters℠ Brochure

A brochure describing the program is available to you to distribute to your employees. The brochure explains how the program works, the types of issues that the program can assist with and how to access the services. Available in English and Spanish.

Posters to Announce Your Program

These posters can be hung in prominent areas such as break rooms and bulletin boards so your employees are aware of the services available to them. Available in English and Spanish.

FrontLine Employee Newsletter

Each month, you will receive an electronic newsletter to distribute to your employees. The newsletter includes short articles on timely topics helpful to employees, such as coping with holiday stress and helping children succeed in school. Available in English and Spanish.

FrontLine Supervisor Newsletter

Each month, you will also receive an electronic newsletter to distribute to the supervisors and managers in your company. It is designed to offer support to more effectively manage their direct reports.

Monthly WorkLifeMatters Poster

This poster highlights the topic of the month from the WorkLifeMatters℠ website. You can place the poster in prominent places such as break rooms and bulletin boards to keep tips for leading a balanced life top of mind for your employees. Available in English and Spanish.

Special Email Alerts

Sent in response to significant current events, these emails contain resources and tips to help cope with the situation. Some examples of topics for past alerts include Avian Bird Flu, Hurricane Katrina, and the Virginia Tech Shooting.

Employee Program Highlights

- Unlimited telephone consultations with an EAP Counselor
- Referrals to local counselors with up to 3 sessions at no charge
- State-of-the-art website featuring planning tools
- Free consultations with financial and legal professionals – plus discounts on legal services

www.ibhworklife.com
1-800-386-7055

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Village of Brockport

FORMAL PROPOSAL

BalanceWorks®

Presented by eni

March 23rd, 2015

Your EAP Needs??

Based on working with municipalities all over the country; can we assume this covers some of the Village of Brockport's needs?

- **A proactive and attentive vendor that reaches out and is interested in employee engagement.**
- **An EAP vendor WITH A LARGE LOCAL AND NATIONAL NETWORK OF TOP-NOTCH COUNSELORS.**
- **High EAP utilization and engagement among employees and their families.**
- Help Reduce Employee Turnover: it is very hard to replace good employees who leave for a better job or for personal problems.
- An established and experienced CISD team with the capability of handling large numbers of employees in case of a large emergency or critical incident.
- Active case management for mandated employees and attentive return-to-work follow-up.
- Lowering healthcare costs, primarily mental health, as this is one of most companies' top 5 healthcare expenditures.
- Communication that the EAP is a confidential resource.

eni is an industry leading employee benefits provider specializing in Employee Assistance Programs (EAP), Corporate Wellness Programs and Health Advocacy Services. Balance *Works* is our fully integrated work/life Employee Assistance Program (EAP), designed to help your employees effectively balance the competing demands of work and life before personal problems effect professional performance.

eni has developed the most comprehensive EAP case management process in the industry. Our highly qualified EAP team members and our global network of Providers offer exceptional customer service. Our client-centered approach and unparalleled commitment to quality ensures our ability to take better care of your people. We work with you to fully customize an Employee Assistance Program and session model that will drive the most behavioral change within your organization's culture. Our flexible, comprehensive program can be seamlessly integrated into existing benefit programs.

Balance*Works* EAP Services:

eni's EAP benefit consists of goal oriented pre-paid counseling that will help to reduce your employees' use of their costly health insurance benefits for behavioral health issues. eni's EAP line is staffed 24 hours a day, 365 days a year by our Care Management staff who handle all counseling requests from our client-dedicated toll free phone number. eni's Care Managers are experienced Mental Health Professionals with Master's level degrees or higher.

When a client calls the EAP line, Care Managers will first determine if the individual is at any risk of harm, danger to self or others or if there are any imminent needs for immediate medical care or emergency services. Each Care Manager is fully trained in crisis response and has access to resources (police, ambulance, etc) for emergency situations.

Client calls are handled immediately and assessment appointments are scheduled following eni's protocol standards that include Emergency Calls (immediate), Urgent Calls (within 24 hours), and Non-Urgent or Routine Calls (within 1- 3 business days).

eni has created a proprietary intake questionnaire that documents current symptoms, previous history and current safety concerns. After conducting a thorough intake, our care management staff chooses an appropriate network provider and makes the referral directly to a carefully chosen provider. The individual attention provided by eni assures that members receive the maximum value from the EAP.

A Care Manager will follow up to make sure the appointment was made and kept, and will consult with the provider after two sessions to see if further service integration is appropriate and recommended (financial, legal, childcare, etc). To ensure continuity of care and efficiency of treatment, each and every case is managed from initial contact to case completion.

Our Care Managers work with the counselors to tailor an appropriate treatment program, and closely monitor the client's progress throughout the treatment process. If the counselor's initial evaluation indicates a need for long-term treatment or highly specialized assista ıce, a rapid referral is made to an appropriate resource.

Evaluation of our cases is done at case closure with feedback from the provider and our clients. This feature of follow-up care is an integral piece of our performance management and quality improvement process. Through this process we are able to measure the impact of our interventions and produce customized reports of these measures to our Corporate Partners. In addition, eni *continuously* tracks new clients in order to ensure that service is provided in a timely fashion and in accordance with our policies and procedures. Internal audits of these procedures are conducted to ensure that our services and our procedures are consistently improved.

Mandatory Referrals/ Supervisory Consultations

Supervisors are encouraged to contact the EAP and speak to a credentialed Care Manager in regards to any issue they are having with an employee. The Care Manager will discuss various approaches that the Supervisor can utilize when dealing with the employee or the issue of concern. They can also inform the Supervisor of the strategy to use with a troubled employee to avoid any further issues. Our Care Managers can address and provide suggested solutions to issues involving performance concerns, motivation, absenteeism, workplace conflict, and much more. Finally, if necessary and policy based, the Care Manager will walk the Supervisor through making a "mandatory referral" for an employee to seek counseling, which would be covered under the EAP.

If a Supervisor decides to make a mandatory referral, they will then provide information to the Care Manager regarding their referral, which will be documented in the clinical database. This is done to ensure that when the employee calls for services, they are flagged that the case is an administrative referral. The Care Manager will then inform the Supervisor of the complete mandated process. Once the referred employee calls the EAP, an eni Care Manager will discuss procedures regarding release of information and timelines for communication with them as well as providing the employee with a referral to a counselor in our provider network. The Care Manager will follow up to make sure the appointment was made and kept, and will consult with the provider to ensure that the employee has met all stipulations detailed in the initial mandatory referral.

National Provider Network

eni's provider network covers ***100%*** of your employees locally and nationally, guaranteeing that your entire population will have access to a qualified counselor from the start of the contract. In addition, our national provider network consists of over 40,000 credentialed counselors, which enables us to provide coverage wherever your employees are located now and in the future. We also have an extensive network of global providers.

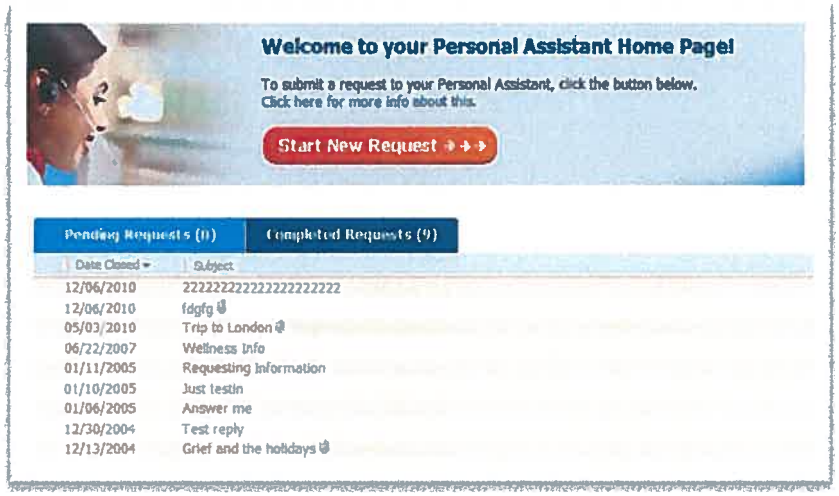
Our directories are continuously updated and housed in our eCura® Information System. eCura®'s Relationship Manager Module is used to record personal, organizational and demographic information about our providers. Our Clinical Module uses a unique system to provide a graphic representation of the provider and level of care ranking for placement. The screen is divided into sections, color-coded to designate which provider is most appropriate for that member, suitable for that member, or not available. eni's provider matching process identifies the providers who are qualified to handle the member's specific needs and located in the closest geographic proximity to the member's address. eCura® is an integrated system, which has the unique ability to track all facets of care rendered from initial call through closing of the case.

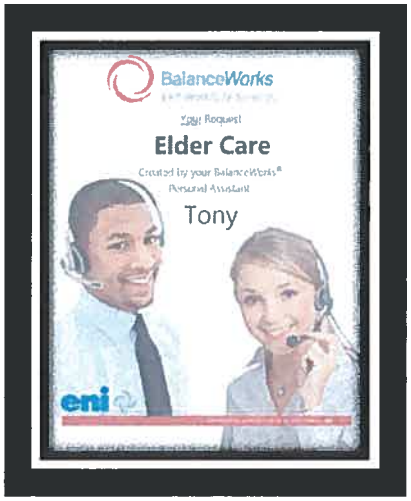
Work/Life Services:

Personal Assistants

A Personal Assistant is a work/life expert that acts as a human search engine to complete personal tasks and projects, compile research, and provide referrals at our client's request. Personal Assistants can be reached via phone or web portal. Every employee is assigned their own PA who is available 24/7 to respond to requests on virtually any topic. Requests are completed in 1-5 days based on selected priority, and sent in PDF format to the employee's web portal. PAs help your employees effectively manage their personal and professional lives and lower stress. Sample Requests topics include:

- Travel
- Child/Elder Care
- Wellness/Health Information
- Financial Information
- Locating Specialists
- Home Projects
- Convenience Services
- Pet Care
- Automotive Services
- Academic Information
- Gift Ideas
- Wedding Planning
- Medical Information





Personalized Web Portal

eni's exclusive web-portal further enables members to achieve work/life balance by providing a plethora of virtual resources. The web portal contains hundreds of work/life tools, articles, assessments, calculators, and interactive videos for personal and professional development. In addition, members can interact with their Personal Assistants exclusively online if they prefer. Employees may chat live with or submit requests to their Personal Assistant, manage requests, and view past requests.

Legal Consultations and Referrals

eni partners with lawyers who are available to assist your employees with issues such as divorce, custody, estate planning, lawsuits, bankruptcy, adoption, and much more. eni warm transfers clients to experienced attorneys to ensure uninterrupted service. Legal services include:

- Free telephonic legal advice or a ½ hour free in-person consultation to be scheduled within three business days if the issue cannot be resolved over the phone.
- 25% discount off the network attorney's normal fees if more extensive legal counsel is needed and the issue cannot be resolved within 1 session.
- An immediate review of legal documents.

Financial Consultation and Referrals

eni is available to assist your employees with a myriad of financial challenges including debt consolidation, refinancing, retirement planning, investment strategies, budgeting, and much more. Our financial counselors are accredited by the Association of Consumer Credit Counselors and can help your employees improve their present lifestyle and reach their future goals. Financial resources include:

- Free immediate telephonic financial advice from certified financial counselors
- A free personalized financial analysis
- Debt management
- Budgeting tools
- Home buying information
- Identity theft
- Bankruptcy information
- Student loan assistance
- Credit Counseling

Child and Elder Care Resource/Referral Services

eni will conduct a complete assessment to determine our client's elder and child care needs, budgetary constraints and selection criteria. After this thorough review, our experts will deliver an up-to-date list of appropriate care providers including fees, locations and telephone numbers. In addition, eni's Personal Assistants are always available to conduct research or provide information at our client's request and each client's personalized web portal contains a wide variety of resources. A sample of child/elder care resources that eni can assist your employees with include:

Elder Care Referrals for:

- Meal delivery services
- Home health care services
- Nursing homes
- Local and national agencies on aging
- Home modification
- Legal and financial counseling
- Estate Planning
- Disease management
- Caregiver support groups

Child Care Referrals for:

- Day care services
- Babysitting services
- Tutoring services
- Pediatricians
- After school programs
- School districts
- Colleges
- Financial aid options
- Immunizations

Employee Orientation and Benefit Awareness Campaign:

eni drives utilization of our programs through a robust employee awareness campaign that keeps the programs fresh in the minds of supervisors, faculty, staff, employees and family members. You will receive posters and Member Guides at the start of the contract. All members will also receive quarterly electronic mailings of material that promotes the EAPs value and accessibility, as well as a monthly newsletter on various behavioral health and work-life related topics. These newsletters serve to educate your workforce; while also serving as a reminder that the EAP is available should they need it, as the newsletters contain eni's contact information.

Employee Orientation and Training

The eni Institute, which is the corporate training division of eni, offers innovative, challenging, and leading-edge career training. The eni Institute offers a balanced program of training offerings that provides insight, skills, and tools for personal, managerial, and organizational improvement and development. Learn from our dynamic speakers who will lead a variety of programs, from informational lunchtime "brown bag" discussions to multiple-day off-site retreats, all designed to fit the dynamics and needs of your changing workplace. In addition, most workshops are presented by on-site instructors but alternative delivery methods, such as the interactive CDs and internet-based e-Learning, are available.

Administrative/Supervisory Training:

eni will provide training programs for Supervisors and Managers on all aspects of the EAP available in person and/or WebEx. These trainings explain the mechanics of the EAP service, how to discuss the EAP with employees, how to recognize inappropriate behavior caused outside of the workplace, how to appropriately access support services, and how to use the EAP to improve performance. Trainings can be delivered in person or via Web-Ex and can be scheduled at the time that is most convenient for you.

Ask-A-Counselor Service

This is a convenient service that offers professional advice and answers to your Members non-emergency behavioral health requests. A counselor can be easily accessed online through the employee portal. All questions and answers are within personal web portals and can only be accessed by the individual making the request. If preferred, information is also available via text message.

Balance*Works*® Newsletter

This newsletter is written by our EAP work/life experts at **eni** and will be distributed monthly via email to your HR or Benefits contact, which can then be distributed to your employee population. The newsletter includes helpful mental health and work/life tips and advice to help your employees balance their work and life.

Wellness Resources

In addition to work/life resources, employees can find articles, tools, videos, and calculators on a wide range of health, nutrition, and fitness topics. Topics include healthy eating, physical fitness, smoking cessation, diabetes, dieting, heart health, prenatal health, and more. Employees can also use health risk assessments and calculators to track wellness.

Critical Incident Stress Debriefings (CISDs)

eni provides immediate, on-site CISD support if your company experiences an emergency situation. CISD providers are available to counsel employees to ease the stress and anxiety customary in emergencies. Your staff can directly contact **eni** and we will immediately dispatch specialized counselors to the affected location. **eni** also has the capability of dispatching a large number of CISD responders in the event of an emergency that affects many employees.

Smoking Cessation

Our service provides lifestyle management support for employees who wish to quit smoking or give up tobacco. Through educational materials and telephonic wellness counseling, employees learn how to manage side effects from nicotine withdrawal, learn coping techniques and replace their unhealthy lifestyle habits with a new healthier path toward wellness.

Preferred Pricing: Full EAP- Work-Life Package with 4 Session Model

$1.25 per Employee per Month.

Includes:

- All services stated in proposal including:
- Up to **Four sessions** of Face to Face EAP Counseling **per issue** for all employees, associates, managers, supervisors and their families.
- Each new life issue gives the employee and their family members a fresh set of sessions available. Please note that this provides more coverage than aggregate programs yet is priced the same or better. **Up to the stated amount of face to face sessions are available for each covered person for each issue per year.**
- All Personal Assistant (on-line concierge) and Work/Life Services – unlimited.
- Legal and Financial Consultations.
- All EAP supervisory trainings and EAP employee orientations are included in the cost of the EAP.
- Additional on-site training or training via webinar –$250 per hour.
- EAP Employee/Supervisor Orientation training – Unlimited.
- Balance *Works* Web Portal Training Courses – Unlimited.
- Critical Incident Stress Debriefings (On-site Trauma Response) - **3 HOURS PER YEAR INCLUDED**
- Utilization Reports.