

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 – WORK SESSION AGENDA

Monday, June 22, 2015 7:00pm

Location: Village Hall conference room

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.

If any action is taken, Mayor takes notes & provides to Clerk.

- **GUESTS:**

- Bill Carter, former Hilton Mayor & Tom Tilebein, former Hilton DPW Spt -
 - Re: buyback of street lights
- Dan Mastrella, Village Attorney –
 - Re: East Rochester code enforcement fees / legal case against City of Rochester

- **ACTION ITEMS (time-sensitive):**

- Approval of minutes: 6/1/15
- Approval of bills: abstracts dated 6/9/15 & 6/19/15
- Approve & authorize Mayor to execute amendment for
"All Seasons County / Village Work Agreement"
- Consider resolution in support of the preservation of the municipal bond tax exemption
- Consider resolution in support of modifications to the NYS real property tax cap

- **ITEMS FOR DISCUSSION / REVIEW:**

- Annual organizational component of 7/20/15 VB meeting
 - Begin reviewing various appointments & adoptions (policies & schedules)

- **EXECUTIVE SESSION (if needed)**

- **ADJOURNMENT**

Upcoming:

Village Hall closed for holiday: Thursday, 7/2 & Friday, 7/3

Village Board meeting: 7pm Monday, 7/6

Village Board meeting: 7pm Monday, 7/20 (with Attorney & Treasurer & Department Heads)

Includes annual organizational component (appointments & adoptions & policies & schedules)

Village Board work session: 7pm Monday, 7/27

PROPOSED

**A RESOLUTION OF THE VILLAGE OF BROCKPORT
TO ACCEPT THE AMENDMENT FOR "ALL SEASONS COUNTY / VILLAGE WORK
AGREEMENT" AND AUTHORIZE MAYOR TO SIGN THE AMENDMENT**

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on June 22, 2015 the following resolution was regularly made, seconded and carried:

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

MOVED BY: _____ SECONDED BY: _____ CARRIED __/__

RESOLVED, to accept the amendment for "All Seasons County / Village Work Agreement" and authorize the Mayor to authorize the Mayor to sign the amendment between Monroe County and the Village of Brockport.

BY ORDER OF THE Village Board of the Village of Brockport

**AMENDMENT for
"All Seasons County /Village Work Agreement"**

THIS AMENDMENT ("Amendment") shall be deemed to be dated as of the last date executed by a party hereto, by and between the COUNTY OF MONROE (the "County"), a municipal corporation acting by and through its Department of Transportation, said offices being located at 50 West Main Street, Suite 6100, Rochester, New York 14614, and Village of Brockport, located at 49 State Street, Brockport, New York 14420, hereinafter referred to as the "Village."

WITNESSETH:

WHEREAS, the parties hereto previously entered into an Agreement dated as of _____ (the "Agreement"), whereby the Village agreed to contract with the County for planned and unplanned work under the 'All Seasons County/Village Agreement' for services throughout Monroe County as set forth in the Agreement, and in accordance with the Monroe County Charter Section C6-19 B. (7); and

WHEREAS, the parties are desirous of amending the Agreement; to extend the term of the agreement for an additional one-year term for the year 2015 ; and update of the rates of Appendix 'A' and 'B'.

WHEREAS, the Village Board has authorized an amendment to the Agreement by Resolution No. _____, adopted _____, _____; and

WHEREAS, the parties wish to amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of mutual covenants, it is agreed by the parties as follows:

4. In accordance with Paragraph 1 of the General Conditions of Agreement, the term of the Agreement shall be extended for one year; from January 1, 2015 to December 31, 2015.
5. Appendix 'A' and 'B' of the Agreement are deleted in its entirety and replaced by the new Appendix 'A' and 'B' for 2015.
6. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment of the last day and year written below.

COUNTY OF MONROE

VILLAGE OF BROCKPORT

By: _____
Terrence J. Rice, P.E.
Director of Transportation

By: _____
Margaret B. Blackman
Mayor
Federal Tax ID: _____

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On the _____ day of _____ in the year 201____ before me, the undersigned, a Notary Public in and for said State, personally appeared Terrence J. Rice, Director of Transportation of Monroe County, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Signature and Stamp

STATE OF NEW YORK)
COUNTY OF MONROE) SS.

On this _____ day of _____, 201____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally know to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Signature and Stamp

APPENDIX A

**FRINGE RATES TO BE PAID PER LABOR HOUR FOR 2015
(Brockport)**

ALL HOURLY WORK	
Full Time/Regular Hours	60.38%
Full Time/Overtime Hours	40.05%
Part Time/Regular Hours	19.48%
Part Time/Overtime Hours	19.48%

APPENDIX B

MAR SERVICES

Roadside Mowing	N/A
Dead Animal Pickup	N/A
Roadside Pickup	N/A

PROPOSED

A RESOLUTION OF THE VILLAGE OF BROCKPORT IN SUPPORT OF THE PRESERVATION OF THE MUNICIPAL BOND TAX EXEMPTION

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on June 22, 2015 the following resolution was regularly made, seconded and carried:

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

MOVED BY: _____ SECONDED BY: _____ CARRIED ___ / ___

WHEREAS, the Village of Brockport, a local government doing business and providing essential services in New York State, relies heavily on the acquisition and use of municipal bonds; and

WHEREAS, the Village of Brockport is concerned about the provisions in the White House FY 2016 budget that seeks to end the long-standing tax exempt status of municipal bond interest, and

WHEREAS, the tax exemption has been a successful cornerstone of state and local infrastructure development for over 100 years, and has been effectively used to finance the vast majority of the nation's infrastructure and capital projects; and

WHEREAS, any proposal to reduce or repeal the tax exemption of municipal bonds would have a severely detrimental impact on local and national infrastructure development and the municipal bond market, thereby increasing the borrowing costs of state and local governments and creating uncertainty for potential investors; and

WHEREAS, through this critical financing tool, state and local governments are able to save approximately two-percentage (2%) points on their borrowing costs to finance public infrastructure improvements; and

WHEREAS, eliminating or limiting the exclusion of interest on municipal bonds will increase the costs borne by taxpayers for critical infrastructure projects,

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Brockport is in support of the preservation of the municipal bond tax exemption and adamantly opposes eliminating or limiting the exclusion of interest on municipal bonds.

BY ORDER OF THE Village Board of the Village of Brockport

PROPOSED

A RESOLUTION OF THE VILLAGE OF FAIRPORT IN SUPPORT OF MODIFICATIONS TO THE NEW YORK STATE REAL PROPERTY TAX CAP

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on June 22, 2015 the following resolution was regularly made, seconded and carried:

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

MOVED BY: _____ SECONDED BY: _____ CARRIED /

WHEREAS, on June 24, 2011, New York State (NYS) instituted the Real Property Tax Cap (Tax Cap); and

WHEREAS, the Tax Cap law established a limit on the annual growth of property taxes levied by local governments and school districts to two percent (2%) or the rate of inflation, whichever is less; and

WHEREAS, the Tax Cap applies to all independent school districts and local governments including counties, cities, towns, villages and special districts outside of New York City; and

WHEREAS, exceptions to the tax cap are limited to narrow exclusions arising from significant judgements of tort claims and unusually large year-to-year increases in pension contribution rates; and

WHEREAS, the current Tax Cap legislation is set to expire on June 15, 2016; and

WHEREAS, the Governor's Office would like to extend the Tax Cap for a significant period of time, if not indefinitely; and

WHEREAS, due to the fiscal constraints the Tax Cap places on local governments and the on-going and mandated costs that burden communities throughout NYS, the Village of Brockport would appreciate the opportunity suggest potential modifications to the Tax Cap; and

WHEREAS, modifications to the current law include capital budget appropriations for any project for which a period of probable usefulness is established through §11.00 of the New York State Local Finance Law should be exempt from the property tax calculation as well as the amount of any year-to-year health insurance premium increases in excess of the property tax cap calculation, or 2%, should be exempt from the property tax calculation,

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Brockport is in support of modifying the New York State Real Property Tax Cap by proposing to include capital budget appropriations for any project for which a period of probable usefulness is established through §11.00 of the New York State Local Finance Law should be exempt from the property tax calculation as well as the amount of any year-to-year health insurance premium increases in excess of the property tax cap calculation, or 2%, should be exempt from the property tax calculation.

BY ORDER OF THE Village Board of the Village of Brockport

Chapter 7

The Organizational Meeting

DATE, TIME, AND PURPOSE

There is no specific State statute that requires villages to hold an annual organizational meeting. However, references to an annual organizational meeting appear throughout State statutes, and it is clearly implied and intended that a village will hold such a meeting. The specific time and date for holding the organizational meeting is left to the discretion of the board of trustees. Many villages hold the organizational meeting on the evening of the first Monday of the month following the village election, although that is not required. It is recommended, however, that the organizational meeting be held sometime during the first month of the official year.

Pursuant to Village Law § 3-302(1), the official year of a village begins at noon on the first Monday of the month following the village election. Thus, for villages holding March elections, the official year begins on the first Monday in April. In those villages which conduct their elections in June and November, the official year begins at noon on the first Monday in July and December respectively. The organizational meeting may not be held prior to the beginning of the official year. Note that some of the villages that hold their elections in November have invoked their municipal home rule authority to change the beginning of their official year to January 1. Villages considering such a change should consult with their attorney.

MATTERS TO ADDRESS AT THE ORGANIZATIONAL MEETING

SWEARING IN ELECTED OFFICIALS

Since the term of an elected village official begins at noon on the first Monday in the month following the election, newly elected officials may file their oaths of office with the village clerk prior to the organizational meeting. If an elected official takes and files their oath of office prior to the organizational meeting, they may still participate in the ceremonial swearing-in of the newly-elected officials at the organizational meeting. The ceremonial swearing-in just that, ceremonial. Elected officials must file their oath of office with the village clerk prior to participating in any official village business, including the organizational meeting.

APPOINTMENTS

After all the newly-elected officers have been sworn in, the mayor, as the presiding officer of the board of trustees, should call the organizational meeting to order. While there is no statutory mandate as to the order in which things are accomplished at the organizational meeting, it is not uncommon for the first order of business to be the filling of the appointive offices for which terms of office have expired.

At the request of the mayor, the village clerk may prepare a list of the individuals the mayor is appointing to each office. If several appointments must be made, the mayor may submit the nominations for board approval either as a single list or individually. It is

important, however, that the minutes reflect each nomination and the board's vote on the nomination. If multiple nominations are submitted as a list, board members must be given the opportunity to vote for or against individual nominations if they so desire.

OFFICIAL UNDERTAKINGS

Certain public officials, generally those officials that have custody or control of village money, are required by law to execute an undertaking or bond. Pursuant to Village Law § 3-306, the treasurer, clerk, village justice, acting village justice, and other officers and employees as the board of trustee may require must execute an undertaking. The board of trustees may determine that the expense of the undertakings will be a village charge.

Because there are no statutory requirements for the amount of the undertaking, the board of trustees must establish the amount. Generally, the village board obtains the undertaking for the appropriate offices when it purchases other insurance, such as property and liability coverage. If a public official fails to file a required undertaking within 30 days of the commencement of their term of office, a vacancy is created in their office.¹

OFFICIAL NEWSPAPER

Designation of an official newspaper is generally effective for one year and is usually accomplished at the organizational meeting. The official newspaper must be one which has general circulation within the village. It need not be published in the village, but the board of trustees must determine that there is broad distribution of the newspaper within the village. A "penny saver" or other publication which is distributed or made available primarily for advertising purposes may not be designated as an official newspaper. If the village does not designate an official newspaper, then each time the village must publish a notice, the resolution authorizing the publication must also specify the particular newspaper in which the notice is to be published. Although villages may designate multiple newspapers as an official newspaper, NYCOM does not recommend this practice because each time a notice must be published, the village must publish the notice in each of the village's official newspapers.²

DATES FOR REGULAR MEETINGS

State law does not prescribe the number or frequency of meetings which must be held by a board of trustees. The board of trustees decides, by resolution adopted at the organizational meeting, when they will meet.

The Open Meetings Law requires local governments to notify the news media and public at least 72 hours' notice prior to the holding of any regularly scheduled meeting. This can be accomplished by notifying the public and the news media of each specified meeting. Alternatively, the board may authorize the clerk to send a single letter, fax, or email to the news media, with a corresponding public posting of a notice indicating the schedule of the regular board meetings for the upcoming year as adopted by the board of trustees at the organizational meeting. This notice to both the news media and the public should state the dates of the meetings, the places of the meetings, and the times at which the meetings will be held.

If at any time during the year, the time, date, or location of any of the regularly scheduled meetings is changed, the clerk must both notify the news media of the change and post the change.

In addition, the notice must be posted on the village's website if it has the ability to do so.³

SPECIAL MEETINGS

State law does not provide a procedure for calling or holding special meetings of the village board of trustees and, there is often confusion as to who can call a special meeting. It is not unusual to have special meetings called by the mayor alone, or by at least two trustees acting together. The board of trustees should adopt a resolution setting forth the procedure for calling special meetings. The procedure should include the method of giving notice to the members of the board. This can be accomplished at the organizational meeting.

State law does not establish a method for notifying village officials of a special meeting. The board of trustees should adopt its own notice procedure which is reasonably calculated to ensure that all members of the board of trustees receive notice of the meeting. For example, the village clerk could be responsible for contacting each member individually, or an individual trustee could be required to contact other trustees by phone, email, or in person. Since an emergency may require the calling of a special meeting on short notice, the procedure should be flexible, without any provisions which might delay the meeting. Thus, requiring notice of a special meeting to be sent by regular mail is not a recommended method for calling special meetings.

THE NEXT ORGANIZATIONAL MEETING

Since the organizational meeting for the next official year is not scheduled by operation of law, the board of trustees should establish the date. If a problem arises during the year and some board members will not be able to attend the organizational meeting as scheduled, it can be changed. However, the organizational meeting is a meeting of a public body and as such notice must be given to the public and to the news media in the manner prescribed by the OML.

RULES OF PROCEDURE

State law does not establish rules of procedure for conducting village board meetings. If the board of trustees determines that operating pursuant to rules of procedure is in its best interest, the organizational meeting is an appropriate time to adopt such rules. If the village board has already adopted rules of procedure for its meetings, the organizational meeting is an appropriate time to review the procedures and amend them. Rules of procedure may be amended at any time.

PROCUREMENT POLICY

Pursuant to General Municipal Law § 104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law § 103. The local policy should take into consideration local circumstances and needs and must be adopted by resolution of the board of trustees. Since the procurement policy must be reviewed annually, it is advisable to include the review of the village's procurement policy as part of the organizational meeting to insure compliance with this requirement.

OTHER POLICIES

There are numerous policies that the village should have in place, including but by no means limited to cell phone use, computer, and internet use policies, a fixed assets policy, an investment policy, a sexual harassment policy, a vehicle use policy, and work place violence prevention policy. The organizational meeting is a good time to review these policies.

RESOLUTIONS

Various matters require board action on an annual basis. To allow the board to approve claims in advance, to allow employees and officers to receive mileage allowances for travel, to allow employees and officers to attend schools and conferences, and to designate depositories, the board must adopt annual resolutions. Although the resolutions may be adopted at any time during the year, it is recommended that they be adopted at the organizational meeting to avoid the necessity, and sometimes embarrassment, of having to call a special meeting to adopt a resolution before a certain date.

Advance Approval of Claims

Pursuant to Village Law § 5-524(6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight and express charges to be paid in advance of audit. An appropriate resolution authorizing advance payment of claims follows:

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.

Mileage Allowance

Pursuant to Village Law § 5-524(7), the actual and necessary expenses the officers and employees incur in performing their official duties are a village charge. However, the board of trustees may, in lieu of auditing and allowing a claim for actual and necessary

expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties. An appropriate resolution authorizing a mileage allowance follows:

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees will approve reimbursement to such officers and employees at the rate of _____ per mile.

Section 2. That this resolution is effective immediately.

Attendance at Schools and Conferences

Pursuant to General Municipal Law § 77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. However, attendance is not authorized, nor can reimbursement be applied for, unless the board of trustees approves of the attendance in advance. This would include such meetings as NYCOM's Annual Meeting and Training School, NYCOM's Fall Training School, NYCOM's Public Works Training School, etc. An appropriate resolution authorizing attendance at schools and conferences follows:

WHEREAS there is to be held during the coming official year a) NYCOM's Annual Meeting and Training School b) NYCOM's Fall Training School c) NYCOM's Public Works Training School, and d) the following county association meetings; etc.; and

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend the following schools: _____.

Section 2. That this resolution is effective immediately.

Designating Depositories

Pursuant to Village Law § 4-412(3)(2), the board of trustees must designate, by resolution, banks or trust companies in which the treasurer, clerk, receiver, and town receiver who are designated and appointed as village receiver may deposit village moneys received by them. An appropriate resolution designating depositories follows:

WHEREAS the board of trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes. Names of Institutions:

Section 2. That this resolution is effective immediately.

-
- ¹ Public Officers Law § 30(h).
 - ² General Construction Law § 60.
 - ³ Public Officers Law § 105(5).

**FOR VILLAGE BOARD REVIEW AT 6/22/15 WORK SESSION
PLEASE SUBMIT ANY SUGGESTED CHANGES TO VILLAGE CLERK
BY NOON 7/8/15 FOR TIME TO INCORPORATE ALL SUGGESTIONS
FOR 7/20/15 CONSIDERATION**

- Meeting schedule
- Budget preparation schedule
- Village Board Liaisons to departments / areas / boards / committees
- Fee schedule
- Policies
 - Village Board Meeting Procedures Policy
 - Village Media Response & Submission Policy
 - Selection Process of Members to Boards & Committees
 - Fund Balance Policy
 - Financial Management/Investment Policy
 - Purchasing/Procurement Policy
 - Village Vehicle Use Policy
 - Village Identity Theft Prevention Program
 - FOIL policy
 - Emergency Operating Plan

Note: Village Clerk recommends reviewing the Village's Employee Handbook next winter. Once tax collection season closes, she will begin to incorporate the various items that have already been amended piecemeal since the 2008 version was published.

DRAFT – to be adopted by Village Board 7/20/15
Village of Brockport Meetings August 2015 – August 2016

Village Board Meetings

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

<u>...2015 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 3	July 29	January 4	December 30
August 17	August 12	January 18 – NONE	-
September 7 – NONE	-	February 1	January 27
September 21	September 16	February 15 – NONE	-
October 5	September 30	March 7	March 2
October 19	October 14	March 21	March 16
November 2	October 28	April 4 (w/ budget hearing)	March 30
November 16	November 10	April 18	April 13
December 7	December 2	May 2	April 27
December 21	December 16	May 16	May 11
		June 6	June 1
		June 20 – NONE	-
		July 4 - NONE	-
		July 18 (w/ organizational)	July 13
		August 1	July 27
		August 15	August 10

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

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

Planning Board Meetings

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

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

Zoning Board of Appeals Meetings

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

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

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

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

DRAFT – to be adopted by Village Board 7/20/15

Village of Brockport

Budget Preparation Calendar

Fiscal Year June 1, 2016 – May 31, 2017

Monday, November 2, 2015	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 14, 2015	Department Heads & Village Justices to submit expense estimates to Treasurer
Monday, January 25, 2016- 7pm	Village Board work session - with Treasurer and Department Heads to discuss department budget requests
Monday, February 22, 2016 – 7pm	Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)
Monday, March 7, 2016 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 17, 2016	Treasurer to file tentative budget with Clerk (must by March 20 th)
Monday, March 21, 2016 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Monday, March 28, 2016 – 7pm	Village Board work session - with Treasurer to discuss and make revisions to tentative budget (if necessary)
Wednesday, March 23, 2016 for March 27, 2016 edition	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget
Monday, April 4, 2016 – 7pm	Treasurer to present proposed budget - public hearing
Monday, April 18, 2016 – 7pm	Village Board meeting – adopt budget (must by May 1 st)

**VILLAGE OF BROCKPORT
VILLAGE BOARD LIAISONS
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES**

**AUGUST 2014 – JULY 2015
Amended 11/17/14**

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

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

**VILLAGE OF BROCKPORT
FEE SCHEDULE
AMENDED 12/15/14 & CONFIRMED 1/5/15**

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

VILLAGE BOARD FEES

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

ZONING BOARD OF APPEALS FEES

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

PLANNING BOARD FEES

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

ENGINEERING INSPECTIONS & STORMWATER INSPECTIONS

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

MISCELLANEOUS

- Tax Search.....\$20.00
- Copies.....\$.25 per page
- Returned Check Charge.....\$20.00
- Zoning Map (color).....\$5.00
- Sign Permit.....\$30.00 per sign
- Sidewalk Café Permit.....\$200.00
 - \$150 of the \$200 is returnable at the end of season if no violations.
- Hawking & Peddling Permit 1 to 7 days.....\$100.00
 - 6 months or less.....\$250.00
 - 1 year.....\$500.00
- Parade / Procession Permitno charge
- Fireworks Permit.....no charge
- Appliance with Freon.....\$25.00
- Garbage and Trash Pick-Up cost to Village plus \$50.00 for first calendar year (CY) offense, cost plus \$100 for second CY offense, cost plus \$250 for third CY offense.
- Garbage Cans Pick-Up.....\$25.00 per can
- Lawn Mowing.....\$150 per hour (1 hour minimum) per man plus equipment - plus \$50.00 for first calendar year (CY) offense, plus \$100 for second CY offense, plus \$250 for third CY offense.
- Weekly Commercial Waste Hauler Permit.....\$1,500.00 (annually)
- Other Commercial Waste Hauler Permit.....\$500.00 (annually)
- Facilities Use Permit\$25.00 deposit
- Electrical Inspection Agency Permit.....\$150.00 (annually)
- Demolition permit – Residential structures.....\$50.00
- Demolition permit - Commercial structures.....\$100.00
- Demolition permit – Industrial structures.....\$200.00

CANAL FRONT AMMENITIES

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

POLICE DEPARTMENT FEES

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

Fines double if unpaid after 10 days.

Fines quadruple if unpaid after 30 days.

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

BUILDING / FIRE APPLICATION FEES

RESIDENTIAL NEW HOME CONSTRUCTION:

- 800 – 1,100 square feet.....\$400
- 1,101 – 1,300 square feet.....\$550
- 1,301 – 1,500 square feet.....\$650
- 1,501 – 1,700 square feet.....\$700
- 1,701 – 2,000 square feet.....\$750
- 2,001 – 3,000 square feet.....\$800
- 3,001 – 5,000 square feet.....\$850
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item

RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling):

- Value of construction from \$0 - \$500.....\$65
- Value of construction from \$500 - \$10,000.....\$85
- Value of construction from \$10,000 - \$50,000.....\$105
- Value of construction from \$50,000 - \$100,000.....\$125
- Value of construction from \$100,000 - \$150,000.....\$145
- Value of construction from \$150,000 and up.....\$175
plus \$10.00 for each \$10,000 of construction value
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item

COMMERCIAL NEW CONSTRUCTION – (additions, remodeling):

- Value of construction from \$0 - \$500.....\$100
- Value of construction from \$500 - \$10,000.....\$120
- Value of construction from \$10,000 - \$50,000.....\$140
- Value of construction from \$50,000 - \$100,000.....\$160
- Value of construction from \$100,000 - \$150,000.....\$180
- Value of construction from \$150,000 and up.....\$200
plus \$10 for each \$10,000 of construction value
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item

RESIDENTIAL ACCESSORY STRUCTURES – includes Certificate of Compliance inspection:

- Decks.....\$35
- Above ground pools.....\$50
- In ground pools.....\$100
- Sheds (144+sf).....\$30
- Gas appliances i.e. hot water heater, furnace.....\$20
- Gas appliances..... i.e. fireplace, gas log sets, fixed piped home generators.....\$20.00
- Temporary Construction Trailer.....\$50.00
- Inspection deficiency – 3 or more non life-safety items.....\$25.00 each item
- Inspection deficiency – any life-safety items.....\$50.00 each item

RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS

- Residential rental registration.....\$125.00 per building per year
- Single family rental Code 210.....\$150.00
- Two family rental Code 220.....\$250.00
- Three family rental Code 230.....\$350.00
- Townhouses Code 411.....\$250.00 or \$25.00 per unit whichever is greater
- Apartment building Code 411.....\$250.00 or \$25.00 per unit whichever is greater
- Inn / rooming house Code 418.....\$350.00
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item
- Re-inspections for non-compliant results after 30 days will double the C of O fee

OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES

- Educational.....\$100.00 (annually)
- Place of Public Assembly 100 persons or greater\$100.00 (annually)
- Assembly uses 50 – 100 persons.....\$50.00 (annually)
- Manufacturing.....\$100.00(annually and/or as local conditions require)
- Fairs/festivals.....\$200.00 (annually)
- Repair/service garages.....\$100.00 (3 year intervals)
- Mercantile over 5000sqft.....\$100.00 (3 year intervals)
- Business use over 5000sqft.....\$100.00 (3 year intervals)
- Food service establishments.....\$35.00 (yearly and/or as local conditions require)
- Other.....\$100.00 (yearly and/or as local conditions require)
- Inspection deficiency – 3 or more non life-safety items.....\$50.00 each item
- Inspection deficiency – any life-safety items.....\$150.00 each item
- Re-inspections for non-compliant results after 30 days will double Operating Permit fee

PLUMBING & SEWER FEES

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

WATER:
Water Rate Schedule

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

QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

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

QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

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

MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

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

MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

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

UN-METERED WATER:

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

TERMS AND PAYMENT:

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

Frozen meter fee \$100 plus equipment and labor

SERVICE CONNECTIONS:

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

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

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

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

SIZE OF SERVICE	Fee Charge
¾" and under	\$250.00
1".....	\$300.00

1 1/2" meter and above.....to be charged a fee
equal to the time and materials used to render the service plus 10%

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

SERVICE DISCONTINUANCE

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

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

The rate for unmetered water sales shall be \$6.00 per thousand gallons.

VILLAGE OF BROCKPORT
VILLAGE BOARD
MEETING PROCEDURES
Confirmed 7/21/14

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

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

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

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

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

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

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

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

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

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

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

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

MINUTES SHALL INCLUDE THE FOLLOWING:

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

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

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

Section 8. ORDER OF BUSINESS:

Call to order / Pledge to the Flag
Moment of Silence
Guests
Public comment
Public hearings
Public information meetings
Certificates & proclamations
Approval of minutes
Approval of bills to be paid
Clerk & Treasurer Reports

Department Reports
Personnel Items
Old business
New business
Village Board reports
Executive Session (if needed)
Adjournment

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

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

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

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

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

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

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

Speakers must be visible.

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

Speakers must be recognized by the presiding officer.

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

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

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

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

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

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

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

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

ATTACHMENT TO Section 7.

OPEN MEETINGS LAW "SUNSHINE LAW"

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

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

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

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

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

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

Village of Brockport Media Response and Submission Policy

Confirmed 7/21/14

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

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

- § 1. Members of the village board are the official spokespersons of the village. Other village officials and employees shall not make official statements, whether unsolicited or in response to a media inquiry, except when authorized by the mayor or the village board, or to affirm or clarify facts that are part of the public record.
 - § 2. Only official spokespersons shall respond to media inquiries.
 - § 3. Official statements to the media, whether unsolicited or in response to an inquiry, shall accurately reflect the village’s position as described by official documents such as, but not limited to formal plans, adopted policies, and approved meeting minutes.
 - § 4. A village official or employee who wishes to make a personal statement regarding any village-related topic must clearly inform the media that he is making such statement as an individual, that his/her statement does not necessarily represent the position of the village, and that they are not authorized to speak for, or on behalf of the village at the time of the statement.
 - § 5. Any direct quotation of a village official or employee in a statement or submission to the media must be verified by official record or acknowledged as accurate by the party quoted prior to issuance of such statement or submission.
 - § 6. Communications regarding police department incidents issued by the police chief or his designee, editorials, legal notices, and advertisements are not subject to § 1.-5. of this policy.
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Village of Brockport
Selection Process of Members to Boards and Committees
Amended 8/18/14

The Village of Brockport has a strong tradition of volunteerism. Residents are encouraged to serve on citizen boards and committees dealing with day-to-day issues. Their participation in Village government-- in the decision-making process—fulfills a public service role that enhances the quality of life in the Village and the surrounding communities.

BOARDS AND COMMITTEES

The members of our boards by statute, standing boards/committees, task force committee(s), and open roster committees act in an advisory capacity to the Village Board when creating ordinances, policies and procedures, and some act independently to relieve the Village Board of various administrative functions. When applicable, the Village Law takes precedence over this Village Board resolution. The purpose of this resolution is to clarify the selection process and identify those boards/committees that are bound by its usage.

The Brockport Village Board of Trustees (BOT) shall conform to the rules governing protocol and procedures pursuant to Village Law of the State of New York, Article 3, Officers and Elections, and Article 4, Powers, Duties, and Compensation of officers in appointments of citizens to boards/committees.

DEFINITIONS

“Advisor” means a non-paid member of a board/committee who has no voting power and may or may not be a resident of the Village of Brockport.

“Appointment” means the Mayor submits an individual’s name to fill a vacancy on a board/committee to the Village Board for their action of approval or denial. Only in the case of the Board of Ethics membership, one or more of the Board of Trustees shall submit a candidate’s name for the BOT’s consideration.

“Board/Committee” means Boards/Committees by Statute, Standing, Task Force, Open Roster, and any other boards/committees, subcommittee(s) or similar entity established or adopted by the Village Board, that may or may not have stipulated terms.

“Board of Trustees” (BOT) means the Village of Brockport’s Mayor and Village Board members who are elected.

“Boards by State Statute/Village Law mean that the boards and committees such as the Planning Board and the Zoning Board of Appeals (ZBA) have been granted the power to act independently of the Village Board in most instances, but on occasion serve in an advisory capacity to it. Members receive some compensation for their attendance/services.

“Committee Chair” means the chair/leader of a By-Statute, Standing, Task Force, Open Roster, Board or Committee.

“Mayor” means the Chief Executive Officer of the Village of Brockport who shall put forward the name(s) of citizen volunteers to fill vacancies and unexpired terms on boards/committees. The

Board of Trustees shall approve or disapprove these potential candidates at a regular scheduled open meeting.

"Member" means a duly appointed person of a board or committee, including the Chair.

"Open Roster Committee" means that membership, residence, and terms may vary.

"Standing Board/Committee" means that members to said standing boards/ committees have a term of office, a stipulated number of years, and are residents of the Village of Brockport.

"Task Force Committee" means a committee formed—appointees brought forth by the Mayor and approved by the Village Board—with a stipulated number of Village members, who are charged with specific duties. When the committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Village Board.

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

APPLICATION PROCESS

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

SELECTION PROCESS

1. The Mayor shall put forth the name of citizen volunteer(s) to fill vacancies and unexpired terms on boards/committees prior the vote on the candidate(s) membership

to said board/ committee at a Village Board meeting. Exception: membership selection for the Ethics Committee is made by the Board of Trustees.

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

REQUIREMENTS FOR MEMBERSHIP

1. In the case the appointee has not filled out an interest form, he/she should do so to be on file with the Village Clerk.
2. Appointees on all boards/committees shall reside within the Village of Brockport unless otherwise noted (see Definitions, Page 1). Non-residents shall serve as advisors without voting rights.
3. Board/committee members shall agree to comply with all Village laws, regulations, voting rights, including ethics requirements and any conflicts of interest statutes.
4. Each member is expected to contribute to the board or committee he/she serves on the basis of individual expertise and good judgment.
5. The appointee shall be familiar with the responsibilities, meeting schedule, essentials of said position on specific Board/Committee, and meet with chair prior attending formal meeting for pertinent information, including this resolution and the Village's ethics code.

6. A member's request for a leave of absence must be discussed with the chair for approval or denial of said board/committee prior to departure (length of leave, reason, etc.).
7. If a member is absent without cause for three consecutive regular or special meetings without communication and/or prior authorization, the chairperson of a board/committee shall inquire as to the member's intent to serve. If a member chooses no longer to serve, he/she shall send a letter to inform the Village Clerk, who will forward it to the Village Board for action. If unexcused absences continue without communication to said board/committee chair, the board/committee chair may notify the Mayor as to the member's lack of attendance. If further action is warranted, the Mayor may recommend to the Board of Trustees to terminate membership. A written notice from the Mayor will constitute authorization for this purpose. The Mayor shall appoint another member to the vacancy. Note: Individual boards or committees may determine the procedure of keeping an attendance record.
8. The Village Clerk shall send a communication annually (April) to board and committee members whose terms are to expire at the end of the fiscal year and inquires if the member wishes to be considered for re-appointment by the Board of Trustees. If not, the Board of Trustees shall accept a letter of resignation.
9. Resignations of board/committee members shall be distributed by Village Clerk to the Mayor and the Village Board for acceptance.

TERMS OF OFFICE

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

OATH OF OFFICE

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

EFFECT

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

VILLAGE OF BROCKPORT BOARDS AND COMMITTEES

Types

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

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

General Fund Balance Policy
Adopted 07-21-14

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

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

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

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

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

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

Adopted 7/21/14

1. Investment Policy Purpose:

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

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

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

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

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

2. Prudence:

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

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

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

3. Diversification:

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

4. Delegation of Authority

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

4.1 Treasurer, and/or

4.2 Mayor.

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

5. Authorized Institutions:

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

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

6. Authorized Investment Instruments:

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

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

7. FDIC Insurance and Overage Collateralization:

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

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

8. Security Agreement:

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

9. Custodial Agreement:

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

10. Collateral:

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

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

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

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

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

11. Eligible Securities for Collateral Purposes:

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

11.1 United States obligations.

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

11.3 Obligations of New York State.

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

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

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

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

12. Transfer of Funds:

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

13. Safekeeping:

The Board of Trustees specifically authorizes the designated officials the authority to turn over the physical custody of Certificates of Deposit and other evidence of investments for "safekeeping"

possession to the bank, as provided in General Municipal Law Section 11(3), to facilitate access to funds at maturity and to eliminate having bearer certificate in the Village offices.

14. Co-Mingling of Funds:

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

15. Written Reports:

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

**Village of Brockport
Purchasing / Procurement Policy
Amended 8/18/14**

Section 104-b of the General Municipal Law (GML) requires every municipality to adopt internal policies governing all procurement of goods and services not subject to the bidding requirements of GML Section 103 or any other law. In accordance with that requirement, the following guidelines are established for use by the Village of Brockport.

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every village officer, board member, department head or other personnel with the requisite purchasing authority (the Purchaser) shall adhere to this policy. An employee wishing to make a purchase on behalf of the Village must have the purchase authorized by the appropriate department head.

Guideline 2. All purchases of:

- (a) Goods, services, equipment or public works contracts shall be executed through a purchase order, which will be preceded by a Request for Purchase Order.
- (b) Purchases which will exceed the threshold amount set forth in GML Section 103 (\$20,000 for goods and equipment purchases and \$35,000 for Public Works Contracts) shall be formally bid pursuant to this law and shall be executed only after appropriate Village Board approval has been obtained.

Guideline 3. All purchases of goods, services, equipment or public works contracts:

- (a) Less than \$10,000 but greater than \$2,500 require a written request for proposal (RFP), written/fax quotes from three (3) vendors.
- (b) Purchases equal to or in excess of \$2,500 will also require approval of the Village Board.
- (c) Purchases of less than \$2,500 are at the discretion of the Department Head.
- (d) Any written RFP shall be from a reputable vendor, and must describe the desired goods, quantity and particulars of delivery. The Purchaser shall use the Quotation Log to compile a list of all vendors from whom written/fax quotes have been requested; and the written/fax quotes offered, and all information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the RFP. The Quotation Log must be signed by the employee and the Department Head.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification as to why it is in the best interest of the Village and its taxpayers to make an award to other than the low bidder. If a vendor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. However, if the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made. In no event shall the inability to obtain the required proposals or quotations be a bar to the procurement.

Guideline 6. In the event that there is only one supplier for a particular good or service, care must be taken to document that the item or service is unique in its benefits as compared to other items or service available in the market place. The Purchaser must be sure that no other item or service provides a substantially equivalent or similar benefit. These facts must be documented on the Quotation Log and filed with the purchase request.

Guideline 7. In the event a good or service can be obtained under a city, county or state contract bid, the Purchaser must document the **current year** contract number, whether it is a city, county, or state bid, the price per unit and the total cost of the purchase.

Guideline 8. Except when directed by the Village Board, no solicitations of written proposals or quotations shall be required under the following circumstances:

- (a) Emergencies;
- (b) Goods purchased from agencies for the blind or severely handicapped;
- (c) Goods purchased from correctional facilities;
- (d) Goods purchased from another governmental agency;
- (e) Goods purchased at auction - shall be done at or below any established limit agreed upon by the Village Board.

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

**Village of Brockport
Vehicle Usage Policy
Confirmed 07/21/14**

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

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

- The village board shall authorize (whether on a case-by-case or continual basis) the purpose(s) for which a village vehicle may be used.
- A formal written request for any use outside the scope of normal daily use must be made 2 weeks prior to its use.
- A department head to which the village board has assigned a vehicle, including any related equipment, shall maintain the general administrative jurisdiction of said vehicle, including directing its use by a subordinate.
- A department head shall maintain under his control and jurisdiction all keys to a vehicle assigned to his department when such vehicle is not in use.
- A village official or employee shall not use a village vehicle for an unauthorized purpose.
- A village official or employee cited for a parking violation, moving violation, or any other driving infraction or offense while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such citation.
- A village official or employee operating a village vehicle shall be personally liable for fines resultant from conviction of a parking violation, moving violation, or any other driving infraction or offense committed while using a village vehicle.
- A village official or employee involved in a motor vehicle accident while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such accident; the applicable department head shall notify the mayor and file an accident report in the village clerk's office as soon as practicable and within 48 hours of such accident.
- A village official or employee shall not transport in a village vehicle persons who are not village officials or employees (exception: department supervisors issued take home vehicles may transport family members while maintaining 24/7 availability to their respective department in a non-emergency mode), or material or persons unrelated to the conduct of village business. For the purpose of this policy, persons affected by emergency situations to which village emergency responders have responded are related to the conduct of village business.
- A village official or employee to whom a village vehicle is assigned shall not allow their spouse or another to drive said vehicle.
- A village official or employee to whom a village vehicle, excluding a police vehicle, is assigned shall lock the same when not in use.
- A village official or employee shall notify the appropriate department head of any malfunction of a village vehicle while it is assigned to him.
- No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on village vehicles at any time, except those of a limited community service nature that have been authorized by the village board.
- Village vehicles, except unmarked police vehicles, shall be clearly marked with identification as approved by the village board.
- Smoking and the use of smokeless tobacco in village vehicles are prohibited.

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

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

Village of Brockport Identity Theft Prevention Program

Effective December 1, 2009

Confirmed 7/21/14

I. PROGRAM ADOPTION

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

II. DEFINITIONS AND PROGRAM

A. Red Flags Rule Definitions Used in this Program

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

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

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

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

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

B. Fulfilling Requirements of the Red Flags Rule

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

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

III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the Village considers the types of accounts that it offers and maintains,

methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. The Village identifies the following Red Flags in each of the listed categories:

A. Notifications and Warnings from Credit Reporting Agencies

Red Flags

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

B. Suspicious Documents

Red Flags

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

C. Suspicious Personal Identifying Information

Red Flags

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

D. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

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

E. Alerts from Others

Red Flag

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

IV. DETECTING RED FLAGS

A. Customer Enrollment

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

Detect:

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

B. Existing Accounts

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

Detect:

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

V. PREVENTING AND MITIGATING IDENTITY THEFT

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

Prevent and Mitigate

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

Protect Customer Identifying Information

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

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

VI. PROGRAM ADMINISTRATION

A. Oversight

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

B. Staff Training and Reports

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

C. Service Provider Arrangements

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

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

D. Non-disclosure of Specific Practices

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

specific practices which should be maintained in a confidential manner.

E. Program Updates

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

**POLICY adopted by Village of Brockport Board of Trustees
July 21, 2008 - amended February 23, 2015
Freedom of Information Law (FOIL)
Rules and Regulations**

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

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

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

Section 1 Purpose and scope.

(a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

(b) These regulations provide information concerning the procedures by which records may be obtained.

(c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

(d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Section 2 Designation of records access officer.

(a) The Village of Brockport is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Brockport Village Clerk
Brockport Village Hall
49 State Street
Brockport, NY 14420
Imorelli@brockportny.org

(b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- (1) Utilize the Record Retention and Disposition Schedule MU-1 for use by Cities, Towns, Villages, Fire Districts – available at www.archives.nysed.gov. This shall serve as a subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection; or,
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.
- (5) Upon request for copies of records:
 - (i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - (ii) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and
- (7) Upon failure to locate records, certify that:
 - (i) The Village of Brockport is not the custodian for such records, or
 - (ii) The records of which the Village of Brockport is a custodian cannot be found after diligent search.

Section 3 Location.

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

Section 4 Hours for public inspection

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

Section 5 Requests for public access to records:

- (a) A written request may be required, but oral requests may be accepted when records are readily available.
- (b) The records access officer shall copy the following on all written requests at time of receipt: Village Board, Village Attorney, Department Heads, and Treasurer.

(c) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.

(d) A response shall be given within five business days of receipt of a request by:

- (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible that would enable that person to request records reasonably described;
- (2) granting or denying access to records in whole or in part;
- (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
- (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(e) The records access officer shall copy the following on all written responses at time of issue: Village Board, Village Attorney, Department Heads, and Treasurer.

(f) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(g) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:

- (1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
- (2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
- (3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
- (4) fails to respond to a request within a reasonable time after the approximate

date given or within twenty business days after the date of the acknowledgment of the receipt of a request;

(5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;

(6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or

(7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6 Subject matter list.

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

Section 7 Denial of access to records.

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

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

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

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

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

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

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

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

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

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

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

Section 8 Fees.

(a) There shall be no fee charged for:

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

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

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

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

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

Section 9 Public Notice.

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

Section 10 Severability.

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

PUBLIC NOTICE
YOU HAVE A RIGHT TO SEE
PUBLIC RECORDS

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

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

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

Brockport Village Hall
49 State Street
Brockport, NY 14420

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

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

2. Records Access Officer
Brockport Village Clerk
Brockport Village Hall
49 State Street
Brockport, NY 14420
(585) 637-5300 X12

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

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

PLEASE mark "FOIL APPEAL" on the envelope.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

EMERGENCY OPERATIONS PLAN

VILLAGE OF BROCKPORT Monroe County, New York State

Adopted by Resolution of the Village Board

Date: May 14, 2013



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

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RESOLUTION OF ADOPTION

WHEREAS, the Village Board of the Village of Brockport recognizes that one of the most important responsibilities of local government is to provide for the response to and recovery from emergencies that abnormally affect the health, safety or welfare of the community; and

WHEREAS, while Brockport is very fortunate to be protected by excellent police, fire, EMS, code enforcement and Public Works departments, the Village Board recognizes that it must plan for extraordinary situations beyond the combined capabilities of these agencies; and

WHEREAS, Section 23 of Article 2-B of *New York Executive Law* authorizes the Village of Brockport to prepare a disaster preparedness plans; and

WHEREAS, this *Emergency Operations Plan* has been prepared in accordance with the Mayor's direction and under the authority of Article 2-B of *New York Executive Law*,

NOW, THEREFORE BE IT RESOLVED, that this *Emergency Operations Plan* of the Village of Brockport is hereby adopted and entered into force; and

BE IT FURTHER RESOLVED, that adoption of this *Emergency Operations Plan* establishes the following policies to protect the inhabitants of the Village:

- Authority for emergency response activities.
- Classification of emergency situations.
- Command and control structure for disasters.
- Line of succession to ensure continuity of government.
- Designation and establishment of an emergency operations center.
- Authorities to maintain, train, test and update the *Emergency Operations Plan*.
- Authorization to prepare a vulnerability analysis for the Village.
- Authorization to prepare an "all-hazards" mitigation plan.

I hereby certify that this resolution was adopted the Village Board of the Village of Brockport at its regular meeting held on May 14, 2013.

seal of the Village of Brockport

Village Clerk



CHAPTER 1

Introductory Material



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

INTRODUCTION

Emergencies are situations or the threat of impending situations abnormally affecting the property, health, safety or welfare of the community, which by their nature or magnitude require a co-coordinated response over and above the normal, day-to-day operations carried out by the first response agencies. A wide variety of emergencies, caused by nature or acts of mankind, can happen in the Village of Brockport. Such emergencies can result in human suffering, loss of life; property damage, economic harm, and can disrupt the normal functions of government, communities, and families. Brockport government must provide the leadership and direction to prevent, mitigate, respond to, and recover from the dangers and problems arising from such large-scale emergencies anywhere in the village.

Communities with effective comprehensive emergency management plans have the capability of saving lives, preventing injuries, and reducing property damage. Well-prepared communities will restore the quality of life with minimum disruption. While Brockport is very fortunate to have excellent emergency response services (police, fire, EMS, code enforcement, and public works) available to it, large scale disasters require a different approach, involving coordination and interaction that may be unfamiliar to emergency services personnel.

Recognizing that local government is the first line of official public-responsibility for emergency management, the Mayor of the Village of Brockport directed staff to develop an *Emergency Operations Plan*. Staff was charged with creating a comprehensive emergency management program that conforms to *New York State Executive Law* and generally accepted practices for delivering disaster management services.

PURPOSE

This *Emergency Operations Plan* has been prepared to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, and welfare of the inhabitants of the Village of Brockport during the time of disaster. It provides officials of the Village and assisting agencies with a general guideline for the coordinated response to and recovery from an emergency. To aid in those tasks it presents an overview of responsibilities of the responding departments and agencies during a crisis or disaster.

OBJECTIVES

Objectives of this plan are to:

- Establish the emergency response policies for the Village of Brockport for handling emergencies; and
- Define an authority structure for emergency operations; and
- Provide a guide for emergency responders to minimize the impact of and facilitate the recovery to a disaster; and
- Identify emergency response agencies, equipment, and resources available to be employed during such response and recovery operations; and
- Establish a communication structure.



EMERGENCY OPERATIONS PLAN

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AUTHORITY

New York State Executive Law, Article 2-B, § 23 authorizes the Village of Brockport to prepare a disaster preparedness plan to minimize the effect of disasters.

Article 4, § 4-400 of *New York State Village Law* establishes the Mayor as the Chief Executive Officer of the Village. This is confirmed by definition in § 20.2.f (3) of *New York State Executive Law*.

Statutory authority in § 24.1 of Article 2-B of *New York State Executive Law* gives the MAYOR of the Village of Brockport, as the Chief Executive Officer, authority to proclaim a local state of emergency within the Village and promulgate local emergency orders necessary to protect life and property or to bring the situation under control.

Section 24.5 of Article 2-B of *New York State Executive Law* provides for obedience by all agencies and citizens to any emergency order issued by the Mayor.

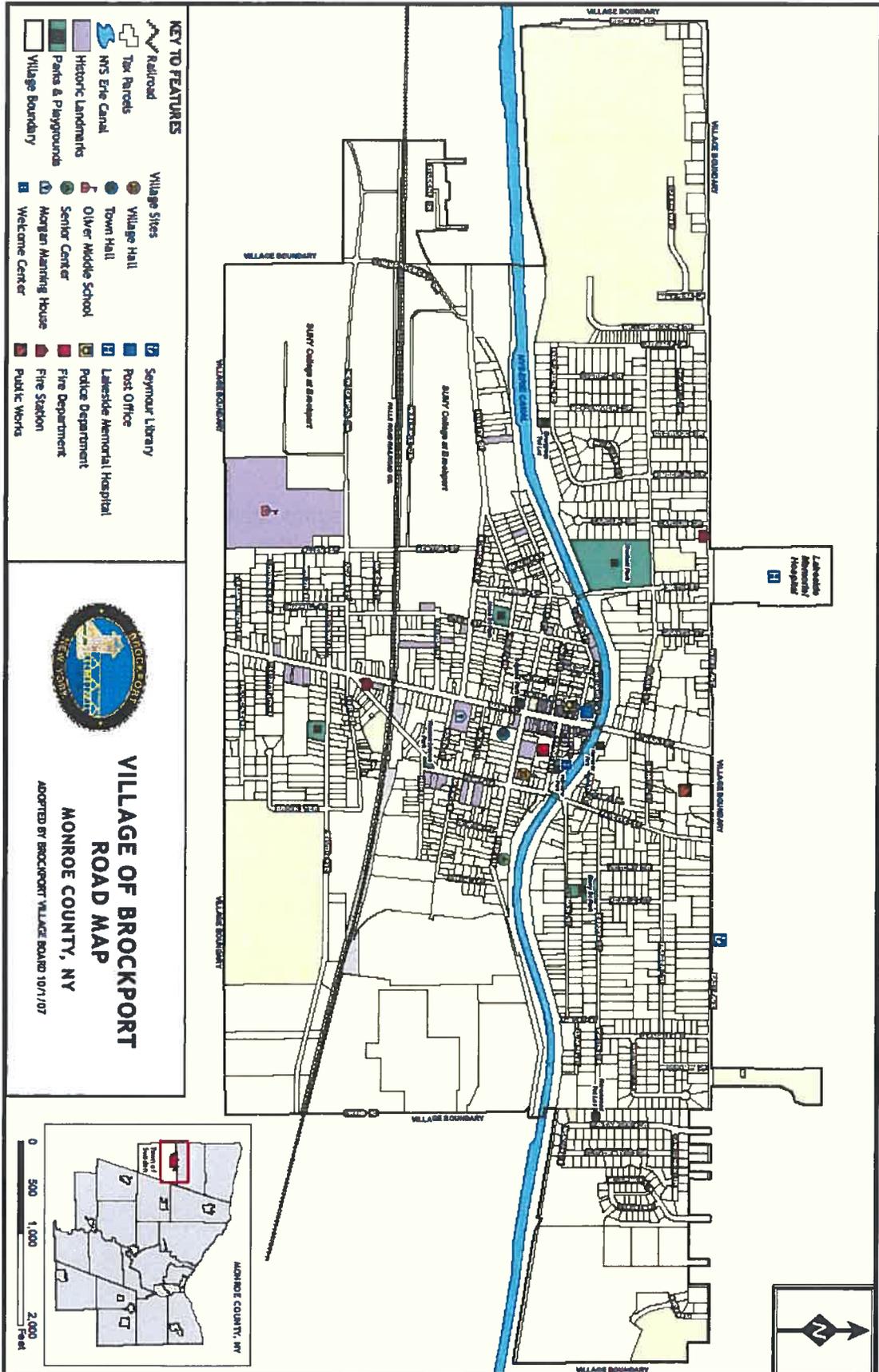
A copy of Article 2-B, *New York State Executive Law* is provided in Appendix 1.

The Village of Brockport *Emergency Operations Plan* was adopted by resolution passed at a regular meeting of the Village Board held on January 22, 2013. It covers all emergency operations within the village. Jurisdictional limits of the village are shown on Figure 1.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York





EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

PHASES OF EMERGENCY MANAGEMENT

Comprehensive emergency management involves four phases: mitigation, preparedness, response, and recovery. Each phase results from the previous one and establishes the requirements for the next.

MITIGATION – Activities that identify and eliminate or reduce the chance of occurrence or the effects of a disaster. These activities can

- Prevent the creation of a hazard in the first place.
- Reduce or limit the size of the hazard.
- Separate the hazard from the entity to be protected
- Prevent the release or spread of a hazard.
- Modify the qualities of the hazard
- Modify the release or distribution of the hazard
- Research to attack or control a hazard.
- Disseminating information.

Tools used in mitigation include, but are not limited to, hazard identification, vulnerability analysis, zoning ordinances, building codes, public health laws, fire regulations, risk management, traffic laws, etc.

PREPAREDNESS – Activities designed to have trained personnel, equipment, and resources ready to save lives and minimize damage in the event of an emergency. This phase also includes the planning necessary to adequately respond to disasters. Preparedness planning includes responding to both natural and man-made hazards.

RESPONSE – Actions involving the rendering of aid and assistance during an emergency. These actions will deal with immediate public safety, property security, and public welfare. It also includes actions to restore the necessities of life.

RECOVERY – This phase is the restoration of the community back to pre-disaster conditions. It may be of short-term duration, such as several hours to clear the streets after a fire is put out, or long-term such as months of cleanup after a severe hurricane. Long-term recovery may include complete redevelopment of damaged areas and last years.



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STAGES OF AN EMERGENCY

Emergencies and disasters evolve through several stages. These stages include:

STAGE 1 Pre-emergency – No unusual incidents. Agencies and departments are operating in normal modes and following standard operating procedures. This is the time for planning, training, testing, and educating the public on the *Emergency Operations Plan*. It is also the time when mitigation measures should be undertaken to lower the risks and increase the protection from emergencies.

STAGE 2 Warning – Information indicating a potential emergency event may take place is available (weather forecast for a severe snow storm) and may allow time for preparation (DPW gets plows on trucks, fire department alerts personnel, residents stock up on supplies).

STAGE 3 Impact – Depending on the nature of the emergency, this phase may last only moments (tornado, crash, explosion), for hours (hurricane, severe snow storm, major fire), or for several days (blizzard, hazardous material incident).

STAGE 4 Response – Activities undertaken immediately following the occurrence of an emergency or disaster to save lives, protect property, reduce the likelihood of secondary damage, and stabilize the situation.

STAGE 5 Recovery – The phase where activities to bring the Village back to normal are undertaken. Recovery may be brief (road opened up after accident or fire) or prolonged (removal of debris from hurricane, rebuilding collapsed bridge).



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CLASSIFICATION OF EMERGENCIES

Emergency situations in the Village of Brockport shall be classified and identified as presented below:

LEVEL 0 Normal operations – Agencies continue with their day-to-day normal routine or are inactive.

LEVEL 1 Routine emergency response – Routine emergency response where one of the primary emergency response services is operating well within its capabilities to handle the situation.

- minor motor vehicle accident
- average house fire
- routine EMS
- routine snowstorm

Command rests with one “on-scene” individual, who shall use the incident command system (ICS) to control all activities.

The Emergency Operations Center will not be activated.

LEVEL 2 Response involving 3 or more emergency services – Any incident that requires coordination of three or more of the primary emergency response services. Command shall remain with the on-scene commander who shall use a “unified” command system to control the situation.

Incident Commander may request that the Emergency Operations Center be activated to provide assistance and support services to the incident response.

LEVEL 3 Declared disaster – A major emergency situation that involves requesting assistance from additional agencies or special units. At this level the Mayor declares a STATE OF EMERGENCY. Incident Command rests with the Mayor. State and Federal assistance may be requested by the Mayor if the situation requires. Mayor will go to County first as the State will likely require starting with County for resources and assistance with State.

Emergency Operations Center shall be activated and staffed by all agency representatives at basement of 38 Market Street, Fire Department. Agency representatives reporting to the EOC should bring any and all needed resource information, maps and contact information that will assist in the management of the incident.

Alternate EOC site to be determined in case primary site goes down: _____



CHAPTER 2

Concept of Operations



EMERGENCY OPERATIONS PLAN

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LOCAL CONTROL and CHAIN OF COMMAND

The first line of defense for any emergency is the local government. People living in and visiting Brockport are fortunate to be protected by well-trained, well-equipped, emergency response agencies. Police, Fire, EMS and Public Works personnel are dedicated to serving and protecting the residents and property of the village. Command of all emergency response shall remain with Brockport government.

During **Level 0** operations, the various department heads, or authorized representative will be in charge of and direct the activities of their various agencies. The chain of command shall be as is set out in the agencies normal Table of Organization and Standard Operating Procedures.

At **Level 1** operations, each agency is operating well within its capabilities to handle the average incident. The senior officer of the jurisdictional agency shall be the Incident Commander (Fire department for structure fire, Police for riot situation, EMS for medical & casualties, DPW for snow storm, etc.). Other agencies shall provide assistance under the direction of the incident commander.

Level 2 operations require the response of several agencies. The senior officer of the jurisdictional agency shall be the Incident Commander, but shall use a unified command structure.

For a **Level 3** disaster, the Village Mayor shall assume overall command under article 2-B of *New York State Executive Law*. The Mayor or their designee shall be the Incident Commander and shall be responsible for organizing and regulating emergency response organizations. The Emergency Coordinator shall manage the Emergency Operations Center. All other agencies and departments shall continue to follow, as closely as possible, their standard operating procedures, under the direction of the Mayor. While various tasks and duties will be delegated to department heads or chiefs, ultimate authority and responsibility will always remain with the Village Mayor. The Mayor, or designated successor, shall use the Incident Command System for command and control of the situation.



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CONTINUITY OF GOVERNMENT

Pursuant to *New York State Village Law*, the MAYOR is the Chief Executive Officer of the Village of Brockport. During a **Level 3** emergency the MAYOR is the Incident Commander.

Should the Mayor be unable to fulfill the duties of office because of death, disability, incapacity, or unavailability, succession of command shall pass as follows:

DEPUTY MAYOR or a designated Trustee
EMERGENCY COORDINATOR
SUPERINTENDENT OF PUBLIC WORKS
POLICE CHIEF
FIRE CHIEF
VILLAGE CLERK
VILLAGE TREASURER

ACTION PRIOR TO DECLARATION

When an emergency exists but a disaster declaration has not been issued, Village personnel may take such actions under this *Emergency Operations Plan* as may be required to protect lives and property in the Village of Brockport. Agencies will operate using standard operating procedures to accomplish the tasks required address the situation.

SEQUENCE OF ACTIONS

Emergency occurs.

Local emergency response agencies implement standard operating procedures to address the situation.

On-scene Incident Commander evaluates the situation and takes appropriate actions to control the incident.

- If necessary, the Emergency Operations Center can be opened upon request of the Incident Commander. The Incident Commander shall notify County Office of Emergency Management as to opening Village EOC.

If the incident exceeds the capabilities of the responding agencies, the Incident Commander may declare a Level 3 disaster and request the Mayor to declare a State of Emergency.

The Incident Commander shall notify the Mayor and the Emergency Coordinator.

The Mayor and the Emergency Coordinator shall respond to the Emergency Operations Center at 38 Market Street (basement) and evaluate the situation.

If it is determined that a State of Emergency exists, the Mayor shall issue the appropriate declaration.



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Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall be activated.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan*.
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.
- Village of Brockport website address.

The declaration shall be executed in triplicate and shall be filed within 72 hours, or as soon as thereafter practicable, in:

The office of the Village Clerk; and
The office of the Monroe County Clerk; and
The office of the New York State Secretary of State.

Any emergency orders or directives promulgated under a declaration of a state of emergency shall also be filed, in triplicate, as described above. Such orders and directives shall cease to be effective five days after promulgation or upon declaration of the Chief Executive Officer that the State of Emergency no longer exists, whichever occurs sooner. In the event that a longer time period is required, the Chief Executive Officer must reissue such order or directive.

Upon issuance of a Declaration of a State of Emergency the Mayor shall assume Incident Command.

Notification of all required personnel shall be undertaken as directed in the Communications Annex.

All required personnel shall report to the Emergency Operations Center and be briefed.

Emergency operations shall continue as directed by the Incident Commander. EOC staff shall maintain appropriate records of labor, equipment, and materials used.

EOC staff shall compile initial estimate of damage and evaluate the need for a County, State or Federal declaration of a State of Emergency.

The Mayor may request State or Federal assistance through the Monroe County or NYS Office of Emergency Preparedness. Mayor will go to County first as the State will likely require starting with County for resources and assistance with State.

State/Federal agencies will survey the scene and prepare a Preliminary Damage Assessment.



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Governor may request Federal assistance from the President of the United States.

The President makes a declaration of a Federal disaster.

The Emergency Coordinator shall be the "applicant's agent" for the village and shall coordinate with the designated State and Federal Coordinating Officers.

Emergency Coordinator attends Applicant's Briefing.

Village submits *Request for Public Assistance*.

EOC staff prepares records and documentation necessary for Federal/State reimbursement.

EMERGENCY NOTIFICATION PROCEDURE

Upon direction of the Mayor, Fire Chief, Police Chief, Superintendent of Public Works, or Emergency Coordinator, to activate the Emergency Notification Procedure the process shall be carried out at once by the respective Incident Commander, using established guidelines and protocols.

The dispatcher will note the details of the message (e.g. description of the emergency, instructions to remain on standby or report to the EOC, etc).

Dispatchers shall ensure the information is passed to and understood by each person notified.

Individuals on the Notification List (see Annex 1) shall be called in order, starting with the Mayor.

If the primary contact cannot be reached at any of the numbers listed, the appropriate deputy or alternate shall be contacted.

If neither can be reached, continue with the notifications of others on the list.

Once the end of the list is reached, the dispatcher shall attempt to reach those who were not yet contacted.

The dispatcher shall note the time each individual is contacted.

EMERGENCY OPERATIONS CENTER

The Emergency Operations Center for the Village of Brockport shall be located in basement of the Market Street Fire house (38 Market Street).

Alternate EOC site to be determined in case primary site goes down: _____

When directed to activate the EOC, the Emergency Coordinator shall report to 38 Market Street and take charge of operations until the Mayor arrives. At that time command shall be transferred to the Village Mayor. The Emergency Coordinator shall then act as EOC Director and manage the EOC.



EMERGENCY OPERATIONS PLAN

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Access to the EOC shall be controlled and limited to authorized personnel. A Brockport Police Officer shall be assigned to control access. The Emergency Coordinator shall provide a list of authorized personnel.

Activities at the EOC shall be conducted and coordinated with functions of each agency involved. Every responding agency shall have an assigned workspace or workstation in the EOC. The Emergency Coordinator shall maintain an up-to-date chart of activities and coordination required.



EMERGENCY OPERATIONS PLAN

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MISSION STATEMENTS

In the Village of Brockport, the following agencies may be involved in emergency responses, and may be called upon to provide the services listed below:

Public Officials

Prepare and maintain *Emergency Operations Plan*.
Declare State of Emergency.
Shoulders the responsibility for emergency response and protecting the public.
Order evacuations.
Coordinate the use of resources
Request County, State, or Federal assistance
Authorize expenditure of Village funds.
Keep records of personnel, materials, and expenses.

Brockport Fire District

Fire suppression.
Fire control.
Rescue.
Initiate mutual aid requests.
Evacuation assistance.
Fire protection for evacuated areas.
Hazardous material response.

Brockport EMS

Triage.
Emergency medical care.
Communications with hospitals.
Communications with mutual aid EMS agencies.
Assist in evacuations.
Assist with rescues.
Care for specialized populations.
- Hospitals, medical facilities, nursing homes, and schools.
- Invalids at home.
- Blind, hearing impaired or other disabled.
Transport victims to medical facilities.
General medical response needs.

Brockport Police Department

Law enforcement.
Traffic control (including rerouting).
Civil order.
Investigation / technical response
Assist in evacuations.
EOC security.
Scene access control.
Crowd control.
Security for evacuated areas.
University Police.



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Emergency Coordinator

Maintain a list of contacts.
Notification of responding agencies and officials.
Incident communications.
Maintain communication equipment.
Restore communications in the event of loss.

Department of Public Works

Provide heavy equipment.
Provide additional personnel.
Assist in traffic and crowd control (signs, barricades, etc.).
Provide information on streets, storm & sanitary sewers, road closings, construction, and water systems.
Transportation of materials & equipment.
Assist in containing spills.
Provide mechanics for equipment repairs.
Maintain list of vendors and equipment suppliers.
Assist in assessment of damages.
Engineering services.
Coordinates with private sector utilities on shutdown and service restoration
Assist with providing fuel for all village, police, fire and EMS agencies, as well as the possibility of providing fuel to incoming agencies that assist local agencies

Code Enforcement Building Inspector / Fire Marshal

Determine / assessment of damaged buildings.
Determine /initiate Code Enforcement State mutual aid request
Determine level of damaged building hazards by placards / postings
Assure buildings or occupant hazards have been secured, removed or abated



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Additional support or assistance may be obtained from the following agencies or organizations:

Brockport Central School District

Transportation of evacuees.
Shelters.

SUNY College at Brockport

Shelters.

**Monroe County
Office of Emergency Management**

Maintain lists of resources.
Develop and maintain emergency alert list for County
State and Federal officials.
Initiate the Emergency Communications Network.
Initiate radiological and hazardous materials
monitoring reports, and analysis systems.
Develop alerting procedures.
Maintain liaison with County officials.

Hazardous Materials Response Team

Upon request responds to and stabilizes hazmat
incidents.
Establish safety zone around hazmat.
Identify hazardous materials.
Containment of hazardous substances.
Decontamination of emergency response personnel.
Provide mutual aid to other requesting agencies.

Department of Health

Inspection of shelters.
Environmental health response to ensure proper
control of hazardous materials and their removal.
Provide environmental monitoring.
Care for specialized populations.

Community Services
American Red Cross
Salvation Army

Opening congregate care facilities.
Registration of evacuees.
Reuniting of families.
Feeding of evacuees and victims.
Income maintenance services.
Information and referral services.
Sheltering.
Clothing.
Other staple necessities.



EMERGENCY OPERATIONS PLAN

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MAINTENANCE OF EMERGENCY OPERATIONS PLAN

ANNUAL REVIEW

This *Emergency Operations Plan* shall be reviewed **annually** and, where necessary, revised by an Emergency Management Committee appointed by the Mayor.

Revisions to the *Emergency Operations Plan* shall be submitted to the Village Board for approval. However, revisions to the various annexes and contact lists can be made without Board approval.

The Village Clerk is responsible for maintaining the original of the document and its publication when necessary. It is the responsibility of each person, agency, service, organization, or department named within the *Emergency Operations Plan* to notify the Village Clerk forthwith, of any revisions to the annexes, or changes to the contact lists. The Village Clerk shall advise the Mayor of any changes.

INTERNAL PROCEDURES

Each service and department involved with this plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

A member of each department shall be designated to maintain and revise its own emergency procedures or guidelines.

TRAINING

To ensure that this plan is implemented effectively, there shall be at least one training session conducted **annually**, with each agency or unit of government identified as a primary response service.

EXERCISE

To effectively implement any operations plan, it must be functional to the intended user. An effective exercise program will strengthen response management, coordination, and operations; plus reveal shortcomings and weaknesses that can be identified prior to an actual emergency. Corrective measures can be taken to improve and refine response efforts.

Exercises are generally classified into four categories: Orientations, Tabletop, Functional, and Full-scale.

These exercises vary in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and assets. Each provides their own benefits and should be considered in the development of an exercise program to satisfy community needs.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

The following is a brief discussion of various types of exercises:

ORIENTATIONS are used to acquaint personnel and responders with policies and procedures developed in the planning process, providing a general overview of the emergency operations plan and its provisions. An orientation is especially effective in ensuring that emergency responders understand their roles and responsibilities. It will help clarify any complex or sensitive plan elements. While the orientation does not normally involve direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to participants.

A **TABLETOP** exercise is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. Tabletop exercises are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. It is also a good environment to reinforce the logic and content of the plan and to integrate new policies into the decision making process. Participants are allowed to act out critical steps, recognize difficulties and resolve problems in a non-threatening format. A Tabletop exercise usually lasts two to four hours and requires trained facilitators.

A **FUNCTIONAL** exercise is a simulation designed to provide training and evaluation of integrated emergency operations and management. More complex than a tabletop, it focuses on interaction of decision-making and agency coordination in a typical emergency management environment such as an EOC or command post. All field operations are simulated activities, although messages and information are normally exchanged using actual communication equipment, including radios, telephone, and computers. It permits decision makers, command officers, coordination and operations personnel to practice emergency response management in a realistic forum with time constraints and stress. This kind of exercise generally includes several organizations and agencies practicing interaction of a series of emergency functions such as incident command, assessment, shelter-in-place and evacuation.

The **FULL-SCALE** exercise is used to evaluate several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the Functional exercise, but it is different by adding the field operations component. A detailed scenario and simulation are used to approximate an incident that requires on-scene direction and operations, and also includes coordination and policy-making roles at a command post and at an Emergency Operations Center. Incident Command, mobilization of resources, communications and other special functions are commonly exercised.

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the Village of Brockport has developed a progressive exercise program by scheduling basic Orientations to introduce the *Emergency Operations Plan* and the specific policies and responsibilities established. Table Top exercises will then be held to implement actual coordination and leadership provisions of the plan. These will be followed by functional exercises to integrate the plan's more complex sections under simulated emergency conditions. The entire emergency response system shall be evaluated by a full-scale exercise. The Emergency Program Manager and the Emergency Plan Review Committee will review problems identified in exercises that point out training or planning deficiencies. Recommendations for corrective measures shall be referred to the appropriate channels for action.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

INCIDENT CRITIQUE

Following any Level 2 or Level 3 incident, The Emergency Coordinator shall schedule a debriefing of the emergency. The Emergency Coordinator and the Incident Commander shall determine the composition of the debriefing team. A report of the critique shall be prepared and provided to the Mayor and Village Board, the Emergency Plan Review Committee, appropriate agencies, and referred to the appropriate departments for any corrective actions identified.



CHAPTER 3

Individual or Departmental Responsibilities

The following pages list some of the duties and responsibilities of various individuals and departments during an emergency situation.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

CHIEF EXECUTIVE OFFICER

The **Mayor** of the Village of Brockport is the Chief Executive Officer of the village. During a **Level 3** emergency the Mayor shall be the **INCIDENT COMMANDER** and is responsible for:

- The conduct of disaster operations within the Village.
- Appointing an Emergency Coordinator, who shall be the EOC Director
- Obtaining briefing from prior incident commander.
- Assessing the incident situation.
- Activating the Emergency Operation Plan.
- Declaring a State of Emergency within the designated area.
- Chairing meetings of the Emergency Operations Center staff.
- Managing incident operations by using any and all facilities, equipment, supplies, personnel, and other resources available in such a manner as may be necessary to cope with the emergency situation.
- Approving requests for additional resources and requests for release of resources.
- Directing the activities of all agencies within the Village, or responding to the situation, against the effects of any emergency in conformance with approved plan.
- Ensuring that the members of the Village Board, the County Executive, and the State Governor are advised of the declaration and termination of a *State of Emergency*, and kept informed of the emergency situation.
- Authorizing release of information to news media.
- Releasing resources and supplies.
- Approving plan for demobilization.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

EMERGENCY COORDINATOR

The **Emergency Coordinator**, designated by the Mayor, shall be the **EOC DIRECTOR** and is responsible for:

- Activating the emergency notification system.
- Activating the Emergency Operations Center.
- Checking that EOC staff have received and understand appropriate Standard Operating Procedures.
- Directing and co-coordinating the functions of the Emergency Operations Center staff.
- Appointing a communications officer and/or an IT officer to assist with all aspects of phone, radio, radio interops and computer operations.
- Preparing estimates of the situation.
- Determining information needs and inform command personnel of needs.
- Ensuring EOC staff receives periodical briefings and reports.
- Advising the Mayor of operational priorities.
- Recommending and co-coordinating requests for assistance from Monroe County Office of Emergency Management, New York State Emergency Management Office, and Federal Emergency Management Agency.
- The Emergency Coordinator shall be the "applicant's agent" for the village and shall coordinate with the designated State and Federal Coordinating Officers.
- Emergency Coordinator attends Applicant's Briefing.
- Participating in all demobilizing planning.
- Participating in post-incident debriefing.
- Ensuring all logs, memos, reports, and messages are maintained during the incident and collected when the emergency is terminated.
- Restoring the EOC to its pre-emergency status when the emergency is terminated or when directed by the Mayor.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Within two weeks of the termination of a Level 2 or Level 3 incident, schedule an incident critique. A report of the critique shall be prepared and provided to the Mayor and Village Board. The Report shall contain a summary of the incident, lessons learned, and recommendations for corrective actions.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

VILLAGE BOARD OF TRUSTEES

The **Board of Trustees**, as the elected representatives of the people shall:

- Take all appropriate steps to prepare for any emergency or disaster.
- Ensure that the Village of Brockport has a current, updated *Emergency Operations Plan*.
- Ensure that the EOP is reviewed and maintained annually.
- Approve the *Emergency Operations Plan*.
- Receive notification of and briefings on any emergency situation.
- Respond as requested by the Mayor.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

VILLAGE CLERK

The **Village Clerk** shall be the Incident Commander's **SCRIBE** and is responsible for:

- Ensuring that a supply of the following forms are available for emergency actions:
 - Time sheets
 - Supplies/material requests
 - EOC log forms
 - Message form
- Preparing and stocking EOC to ensure activation with minimum delay.
- Updating the call lists with current contact numbers and addresses.
- Publishing and distributing the *Emergency Operations Plan* to appropriate officials and agencies.
- Responding to EOC upon notification.
- Assist EOC staff with record keeping and documentation.
- Prepare executive orders for publication and distribution.
- Maintaining official documents and records related to the incident.
- Participating in all demobilizing planning.
- Re-establish pre-emergency operations of Village Hall at the termination of the incident.
- Collect all logs, memos, messages, and timekeeping records from the agencies involved.
- Assist the Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

TREASURER

The **Treasurer** shall be the **FINANCE SECTION CHIEF** and is responsible for:

- Developing an operations plan for finance functions during the incident.
- Identifying and ordering supply and support needs for the EOC, including the following forms for emergency actions:
 - Vouchers
 - Checks for payables and receivables
 - Cost accounting forms to track costs of the emergency
- Responding to EOC upon notification.
- Obtaining briefing from Mayor.
- Providing finance matter input at all planning sessions.
- Assist EOC staff with financial record keeping and documentation.
- Meet with assisting and cooperating agency representatives as required.
- Prepare checks and payments for emergency supplies and resources when authorized by the Mayor.
- Ensuring that all obligation documents initiated during the incident are properly prepared and completed.
- Maintaining official financial documents and records related to the incident for preparation of reimbursement.
- Participating in all demobilizing planning.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

BROCKPORT FIRE DISTRICT

The **Fire Chief** and **Officers** shall be responsible for:

- Requesting activation of the *Emergency Operations Plans* when circumstances require.
- Providing the Mayor with information and advice on firefighting and rescue matters.
- Deploying firefighting and rescue personnel and equipment as needed.
- Informing the County Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, monitoring equipment.
- Providing assistance to other community departments and agencies.
- Providing limited dispatch services from the communications area of 38 Market Street to assist with interoperable communications among agencies, especially local and mutual aid fire agencies that may be summoned to assist or handle calls for service.
- Being prepared to contribute to or take charge of non-firefighting operations, if necessary.
- Reestablish pre-emergency operations of the Fire District at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

BROCKPORT POLICE DEPARTMENT

The **Police Chief**, or designated representative, shall be responsible for:

- Requesting activation of the *Emergency Operations Plan* when circumstances require.
- Notify necessary emergency and community services, as required.
- Assign an officer to the EOC as Security Officer to control access to the center.
- Direct all actions to maintain order, prevent looting, and help alleviate panic.
- Establish an inner perimeter within the affected area.
- Establish an outer perimeter in the vicinity of the emergency to restrict access to authorized personnel only.
- Provide traffic control to facilitate the movement of emergency response personnel, vehicles and delivery of essential supplies and equipment.
- Alert persons endangered by the emergency and co-coordinating evacuation procedures.
- Direct injured to medical facilities, and assist disabled individuals by obtaining transportation and directing them to the appropriate designated reception shelter.
- Liaison with other community, county, state, and federal police agencies if required.
- Request advice from or the assistance of other law enforcement agencies, as necessary.
- Notify the medical examiner of fatalities.
- Provide police services in the evacuation centers, morgues, and other facilities as required.
- Reestablish pre-emergency operations of the Police Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assist the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participate in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

DEPARTMENT OF PUBLIC WORKS

The **Superintendent of Public Works**, or designated representative, shall be responsible for, but not limited to:

- Requesting the activation of the Emergency Operation Plan when circumstances require.
- Directing actions to check restore and maintain essential public facilities and services.
- Working with utility companies and authorities in the restoration of various utilities.
- Assigning an Emergency Site representative if required.
- Liaisoning with flood control, conservation and environmental agencies and being prepared to take preventative actions.
- Supplying public works vehicles, equipment, qualified operators, and personnel as required by any other emergency service.
- Discontinuing any public works service or utility to any consumer, as required by the incident, and restoring those services when appropriate.
- Providing the Incident Command with information and advice on engineering matters.
- Coordinating with the Fire Chief concerning emergency water supplies for firefighting purposes.
- Ensuring emergency potable water supply and sanitation facilities are available to the requirements of the Medical Officer.
- Providing equipment for emergency pumping operations.
- The maintenance of sanitary sewage collection and water distribution systems.
- The construction, maintenance, and repair of streets.
- Assisting the Police Department with traffic control.
- Removing and disposing debris from the incident.
- Reestablishing pre-emergency operations of the Public Works Department at the termination of the incident.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

CODE ENFORCEMENT DEPARTMENT

The **Code Enforcement Officer/ Building Inspector/Fire Marshal** or designated representative shall:

- Determine / assessment of damaged buildings.
- Determine / initiate Code Enforcement State mutual aid request.
- Determine the level of damaged building hazards by placards / postings.
- Assure that buildings or occupant hazards have been secured, removed or abated.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

PUBLIC INFORMATION OFFICER

The **Public Information Officer**, designated by the Mayor, is responsible for, when directed by the incident Commander:

- Maintaining a current list of media contacts.
- Establishing a Citizen Inquiry Service, including assigning personnel and designation of telephone lines.
- Designating a Site Media Spokesperson who will be the on-scene representative of the PIO.
- Apprising the affected emergency services, Communications Center, and media of the establishment of the Public Information section and designated contact numbers.
- Advising the media of the location of the on-scene media information center.
- Issuing authoritative instructions to the public.
- Dissemination of news and information to the media and public.
- Responding to or redirecting individual requests for, or reports on, information concerning any aspect of the emergency.
- Monitoring news coverage and correcting any erroneous information.
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Participating in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

SITE MEDIA SPOKESPERSON

The **Site Media Spokesperson**, designated by the PIO, is responsible for:

- Responding the on-scene command center.
- Establishing and coordinating a media information center in a safe, appropriate location, at or near the incident site, for media to assemble.
- Establishing a communication link and regular liaison with the Public Information Officer at the Emergency Operations Center.
- Redirecting all inquiries about decisions made by the Incident Commander and about the emergency as a whole, to the PIO.
- Ensuring that the media arriving at the site are directed to the on-scene media information center.
- Where necessary and appropriate, coordinating media photograph sessions at the scene.
- Coordinating on-scene interviews between emergency services personnel and the media.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

MEDICAL OFFICER / EMS CHIEF

The **Medical Officer / EMS Chief**, or designated representative, shall:

- Report to the EOC upon its activation.
- Notify hospital and ambulance services of the emergency situation.
- Maintain communications with medical facilities throughout the incident.
- Advising the Incident Commander on any matters that may affect public health.
- Act as coordinating link for all emergency health services and the EOC.
- Notify Staff and place them on stand-by.
- Provide authoritative instructions on health and safety matters to the public through the PIO.
- Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics with the County, State, and Federal public health organizations.
- Ensure coordination of care of bed-ridden citizens and invalids at home and in evacuation centers during the emergency.
- Notify the senior Public Works officer of the need for potable water supplies and sanitation facilities.
- Turn in all logs, memos, messages, and timekeeping records the Village Clerk.
- Assisting the Clerk and Treasurer in obtaining reimbursement for any eligible costs.
- Participating in post-incident debriefing.



APPENDIX 1

Article 2-B

NEW YORK STATE EXECUTIVE LAW

Refer to a copy of New York State Executive Law – Article 2-B
STATE AND LOCAL NATURAL AND MAN-MADE DISASTER PREPAREDNESS
Advice on the specific language of the law and interpretation
should be obtained from the Village Attorney.



APPENNDIX 2

SAMPLE FORM OF *DECLARATION OF STATE OF EMERGENCY*

The following is a sample of the format to be used to issue a Declaration of a State of Emergency.

Such a declaration shall put the Village of Brockport *Emergency Operations Plan* into effect. Notification procedures shall begin immediately, and the Emergency Operations Center shall go into a state of operation.

The declaration shall include the following:

- A statement of the situation or conditions giving rise to the state of emergency, in general terms, describing the seriousness.
- The date and time the state of emergency becomes effective.
- The date that the state of emergency will cease, unless renewed by the Chief Executive Officer.
- A statement invoking emergency powers, if appropriate.
- A statement implementing the policies and procedures of the *Emergency Operations Plan*.
- A statement to the effect that all laws, ordinances, rules and regulations are to be adhered to and that local government officials should exercise diligence in the discharge of their duties.
- A statement urging all citizens to comply with the laws and cooperate with all authorities.
- Village website address.

The declaration shall be executed in triplicate and shall be filed within 72 hours or as soon as thereafter as practicable, in:

The office of the Village Clerk; and
The office of the Monroe County Clerk; and
The office of the New York State Secretary of State



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

Village of Brockport
Monroe County, New York State

DECLARATION OF STATE OF EMERGENCY

(Describe the emergency – Snow Storm, Riot, Earthquake, etc.)

WHEREAS, the following conditions that threaten or imperil the health, safety, and welfare of the citizens of the Village: _____

(describe the emergency or conditions)

_____.

NOW, THEREFORE, as Chief Executive of the Village of Brockport, and pursuant to the authority granted to me under Article 2B of New York State *Executive Law* to preserve public safety, I, Mayor _____, hereby declare that a State of Emergency exists in the Village of Brockport effective as of _____ .M. on _____ day, _____ 20__ and ending as of _____ .M. on _____ day, _____ 20__.

FURTHER, I hereby invoke and declare in full force and effect the Brockport *Emergency Operations Plan*, along with all laws, statutes, and regulations of the State of New York and Village of Brockport, for the exercise of all emergency authority for the protection of the health, safety and welfare of the people of Brockport and the restoration of local government with a minimum of interruption.

All Public Officers and employees of the Village of Brockport are hereby directed exercise the utmost diligence in discharging the duties required of them for the duration of the disaster and in the execution of all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

All citizens of the Village are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency response agencies in executing emergency operations, and to obey and comply with the lawful directions of properly identified public officers and all emergency laws, regulations and directives, now existing or promulgated as a result of this declaration.

By Order of

Signed this _____ day of _____, 20__

Mayor



ANNEX A

COMMUNICATIONS RADIO FREQUENCIES VEHICLE & PERSONNEL RADIO CALL SIGNS LISTING

Emergency Coordinator to complete & provide to all with a role.



ANNEX B

NOTIFICATION LISTS

Emergency Coordinator to complete & provide to all with a role.