VILLAGE OF BROCKPORT

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

VILLAGE BOARD - MEETING AGENDA

Monday, July 20, 2015 7:00pm

Location: Village Hall conference room

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices
- **MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies
- **BROCKPORT HISTORICAL MOMENT:**

- **OATH OF OFFICE:**
  - Ceremonial swearing in of those elected at 6/17/15 Village Elections – Trustee Katherine J. Kristansen
  - Ceremonial swearing in of newest Brockport Police - Officers Chad Brady, Elliott Cave, Geoffrey Catlin

- **CERTIFICATES & PROCLAMATIONS:**
  - Jackie Morris – retiring from Village Historian & E.L.K. Museum Board
  - Kathy Goetz – retiring from Historic Preservation Board

- **PUBLIC HEARING:** none
- **PUBLIC COMMENT:** 5 minute limit per person / state name & address for record & speak directly to entire Board / share if this is a prepared statement & submit hard copy to Clerk after reading (& electronically next day)
- **GUESTS:**
  - Hanny Heyen, Parks Committee Chair – July 2015 National Park & Recreation Month – Celebrate Summer in Brockport's Parks

- **CONSENSUS ITEMS:**
  - Approval of minutes – 7/6
  - Approval of bills to be paid

- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
    - Tax collection update
    - Employee benefits
      - annual renewal, rates, Affordable Care Act reporting requirements

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)
  - Treasurer – Treasurer Daniel P. Hendricks
    - Financial reports for period ending 6/30/15
  - Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
    -
  - Police – Police Chief Daniel P. Varrenti
    - Took possession of new guns and completed transitional training
    - Took possession of new level 3 security holsters now being worn by all officers
    - New police officers assigned to the road
    - Ordered body cameras for all officers – Administrative Order being transitioned to General Order
    - Participating in "Own it? Respect it, Secure it" initiative re gun locks
  - Public Works – Superintendent Harry G. Donahue
    - Authorization to purchase a trailer to haul Bobcat and blacktop roller

- **PERSONNEL ITEMS:**
  - Drops/Adds – Police Explorers
  - DPW Seasonal Laborer – hiring to fill 1 vacancy per DPW Spt. recommendation

- **OLD or NEW BUSINESS:**
  - Authorize Teladoc (convenience & cost saving component of health insurance)
  - Authorize grant application – NYS Canalway grant to bring rowing to Brockport
  - Seymour Library – Assembly & Senate passed Library District Legislation – consider support resolution

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

- **ANNUAL ORGANIZATIONAL PART OF MEETING - APPOINTMENTS & ADOPTIONS**
  - Annual fence permits – GE – 98 Lyman Street & RG&E – Perry/Erie Streets
  - Advance approval of certain claims
  - Mileage allowance – per current IRS regulations
  - Elected & Appointed Officials if member of NYS ERS must keep 3 mo log of work hours & submit to Clerk
  - Adopt Village stop signs & traffic signals
  - Thanks for service – term concluded: Jackie Morris (Historian & E.L.K. Museum Board), Kathy Goetz (Historic Preservation Board), Ian Blount & Cheryl Blount (Tree Board), Carol Brakenbury (Parks Committee), Dan Donovan (Code Review Committee), John Bush (ZBA & Code Review Committee)

  - Appointments & Reappointments:
    - Mayor's appointment of Trustee to be Deputy Mayor
    - Official newspaper – Suburban News
    - Official depositories – Chase
    - External Auditor – Raymond F. Wager, CPA, P.C.
    - Village Attorney – Daniel J. Mastrella, Esq.
    - Special Counsel – James D. Bell, Esq. re dog cases
    - Village Engineer – Chatfield Engineers, P.C.
    - Village Clerk – Leslie Ann Morelli – 2-year renew to 6/30/17
    - Village Treasurer – Daniel P. Hendricks – 2-year renewal to 6/30/17
    - Deputy Village Clerk – Deborah C. Herzog – 2-year renewal to 6/30/17
    - Deputy Village Clerk-Treasurer – Erica L. Linden – 2-year renewal to 6/30/17
    - Village Historian – Sarah Cedeno – 1-year to 6/30/16
    - Emergency Coordinator – re EOP – 1-year renewal to 6/30/16 – reappoint Larry Vaughan
    - Public Information Officer re EOP – 1-year renewal to 6/30/16 – reappoint Robert Duff
    - Boards & Committees:
      - Planning Board – 5 year term to 6/30/20 – reappoint Patricia Baker
      - Zoning Board of Appeals – 5-year term to 6/30/20 – appoint Eileen Ryerse
      - Historic Preservation Board – 3-year term to 6/30/18 – reappoint Lynda VandenBerg
      - Historic Preservation Board – 3-year term to 6/30/18 – reappoint Sri Ram Bakshi
      - Historic Preservation Board – 3-year term to 6/30/18 – reappoint Kory Hunsinger
      - Historic Preservation Board – 3-year term to 6/30/18 – reappoint Tiffany Rawlings
      - Historic Preservation Board – 3-year term to 6/30/18 – appoint Jason Dauenhauer
      - Ethics Board - 4-year term to 6/30/19 – reappoint Mark Ketchum
      - Parks Committee – 4-year term to 6/30/19 – reappoint Joseph Blosenhauer
      - Parks Committee – 4-year term to 6/30/19 – reappoint Barbara Blosenhauer
      - E.L.K. Museum Board - 3-year term to 6/30/18 - reappoint Allan Berry
      - E.L.K. Museum Board - 3-year term to 6/30/18 - reappoint Patricia O'Brien

    - Authorize advertising these vacancies with position interest forms due to Clerk by Noon 8/20/15:
      - Tree Board – complete a term to 6/30/17
      - Tree Board – 4-year term to 6/30/19
      - Tree Board – 4-year term to 6/30/19
      - Ethics Board – complete a term to 6/30/17
      - Code Review Committee - 5-year term to 6/30/20
      - Code Review Committee - 5-year term to 6/30/20
      - Parks Committee – 4-year term to 6/30/19
      - E.L.K. Museum Board – complete a term to 6/30/16
      - E.L.K. Museum Board – complete a term to 6/30/16
      - E.L.K. Museum Board - 3-year term to 6/30/18

  - Appointment of Upstate New York Municipal Workers' Compensation Program (UNYMWCP) Reps
  - Adopt meeting schedule
  - Adopt budget preparation schedule
  - Village Board Liaisons to departments / areas / boards / committees
  - Review fee schedule & amend if necessary
  - Review various policies & amend if necessary
    - 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

- **EXECUTIVE SESSION (if needed)**

- **ADJOURNMENT**

Upcoming:

Village Board work session: 7pm Monday, 8/3 (with E.L.K. Museum Board Officers)
Village Board meeting: 7pm Monday, 8/17 (with Attorney & Treasurer & Department Heads)
Village Board work session: 7pm Monday, 8/24

GUIDELINES
FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the public comment period of the meeting or at such time as recognized by the presiding officer.

- Speakers must be visible.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to (5) five minutes on a given topic or extended if recognized by the presiding officer.
- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.

VILLAGE OF BROCKPORT
PROCLAMATION

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

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

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

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

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

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

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

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

Margaret B. Blackman, Mayor

William G. Andrews, Trustee/Deputy Mayor

Valerie A. Ciciotti, Trustee

Katherine J. Kristansen, Trustee

John D. LaPierre, Trustee

VILLAGE OF BROCKPORT
PROCLAMATION

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

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

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

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

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

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

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

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

Margaret B. Blackman, Mayor

William G. Andrews, Trustee/Deputy Mayor

Valerie A. Ciciotti, Trustee

Katherine J. Kristiansen, Trustee

John D. LaPierre, Trustee

Village of Brockport

Statement of Actual & Estimated Revenues - General Fund

Statement of Actual & Estimated Revenue

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A0599.0000					
Appropriated Fund Balance	275,000.00			275,000.00	
A1001.0000					
Real Property Taxes	2,644,077.00			2,644,077.00	
A1081.0000					
In-Lieu-Of Taxes	13,130.00	34,704.59	34,704.59	21,574.59-	264.32
A1090.0000					
Int & Penalties on Taxes	12,000.00			12,000.00	
A1120.0000					
County Sales Tax	1,550,000.00			1,550,000.00	
A1130.0000					
Utility Gross Receipts Tax	75,000.00	909.95	909.95	74,090.05	1.21
A1170.0000					
Franchise Tax	75,000.00			75,000.00	
A1230.0000					
Clerk/Treasurer Fees	1,250.00	264.00	264.00	986.00	21.12
A1520.0000					
Police Fees	500.00	75.00	75.00	425.00	15.00
A1560.0000					
Safety Inspections	15,000.00	3,070.00	3,070.00	11,930.00	20.47
A1710.0000					
Public Works Services	3,000.00	961.72	961.72	2,038.28	32.06
A1789.0000					
Docking Fees	3,000.00	422.50	422.50	2,577.50	14.08
A2089.0000					
Farmers Market Fees	2,500.00	250.00	250.00	2,250.00	10.00
A2110.0000					
Zoning Fees	1,500.00	200.00	200.00	1,300.00	13.33
A2115.0000					
Planning Fees	600.00	145.00	145.00	455.00	24.17
A2389.3000					
Monroe County - DWI	13,064.00			13,064.00	
A2389.8001					
Monroe Cty CDBG-Perry Street	7,800.00			7,800.00	
A2389.9000					
Reimbursement-Annual Library Service	5,000.00			5,000.00	
A2401.0000					
Interest & Earnings	4,000.00	71.01	71.01	3,928.99	1.78
A2545.0000					
Bus / Occupation License	40,000.00	137.50	137.50	39,862.50	0.34
A2590.0000					
Permits	5,000.00			5,000.00	
A2610.0000					
Fines & Forfeitures	100,000.00			100,000.00	
A2650.0000					
Scrap Sales	1,000.00			1,000.00	
A2655.0000					
Minor Sales	3,500.00			3,500.00	
A2655.0001					
Minor Sales - Museum (Adopt A Picture)		20.00	20.00	20.00-	
A2680.0000					
Insurance Recoveries	6,500.00			6,500.00	
A2690.0000					
Other Comp - Reimbursement	2,500.00			2,500.00	
A2701.0000					
Refund of P/Y Exp	20,500.00	1,172.03	1,172.03	19,327.97	5.72
A2770.0000					
Other Unclassified	500.00	4.50	4.50	495.50	0.90
A3001.0000					
State Aid - AIM	110,000.00			110,000.00	
A3005.0000					

Statement of Actual & Estimated Revenue

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
State Aid-Mortgage Tax A3089.4000	25,000.00	12,630.34	12,630.34	12,369.66	50.52
State Aid-Other A3089.7000		6,296.00	6,296.00	6,296.00-	
State Aid - Other A3089.7001	10,975.00			10,975.00	
State Aid, CHIPS A3089.7004	84,291.00			84,291.00	
State Aid, Impact Tools Grant for PD A4089.4002	31,200.00			31,200.00	
New York Main St. Grant A9999.0000		11,487.00	11,487.00	11,487.00-	
Acct for Exp.Transfers		4,324.39	4,324.39	4,324.39-	
Report Totals	**5,142,387.00**	**77,145.53**	**77,145.53**	**5,065,241.47**	**1.50**

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - General Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1010.1000							
Trustees-Personal Services	13,777.00					13,777.00	
A1010.4000							
Trustees-Contractual Expenses	35,000.00	8,500.00	8,500.00			26,500.00	24.29
A1010.4030							
Trustees-Conference Exp	2,000.00					2,000.00	
A1010.4031							
Publications	1,500.00					1,500.00	
A1010.4090							
Trustees-Miscellaneous	250.00					250.00	
A1110.1000							
Court - Personnel Services	66,049.00	1,393.18	1,393.18			64,655.82	2.11
A1110.2000							
Court - Equipment	500.00					500.00	
A1110.4000							
Court - Contractual Services	3,000.00	84.95	84.95		200.00	2,715.05	9.50
A1110.4010							
Court - Bldg. Renovations		962.88	962.88			962.88-	
A1210.1000							
Mayor-Personal Services	9,867.00					9,867.00	
A1210.4000							
Mayor-Contractual Expenses	100.00					100.00	
A1210.4010							
Mayor-Telephone	1,500.00	132.12	132.12			1,367.88	8.81
A1210.4050							
Mayor-Conference Exp	1,500.00					1,500.00	
A1210.4090							
Mayor-Miscellaneous	50.00					50.00	
A1320.4000							
Auditor-Contractual Expenses	13,500.00					13,500.00	
A1325.1000							
Clrk/Treas-Personal Services	142,128.00	10,191.76	10,191.76			131,936.24	7.17
A1325.4000							
Clrk/Treas-Total Contractual Expense	2,000.00	25.00	25.00			1,975.00	1.25
A1325.4010							
Clrk/Treas-Telephone	8,000.00	330.30	330.30		300.00	7,369.70	7.88
A1325.4020							
Clrk/Treas-Office Supplies	4,500.00	62.98	62.98		2,000.00	2,437.02	45.84
A1325.4030							
Clrk/Treas-Computer Supplies	9,500.00	850.00	850.00		500.00	8,150.00	14.21
A1325.4050							
Clrk/Treas-Membership Fees	700.00	75.00	75.00			625.00	10.71

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1325.4060							
Clrk/Treas-Postage	5,000.00	529.58	529.58		400.00	4,070.42	18.59
A1325.4070							
Clrk/Treas-Copier Expenses	5,000.00	19.56	19.56			4,980.44	0.39
A1325.4080							
Clrk/Treas-Payroll Expense	4,250.00	184.73	184.73			4,065.27	4.35
A1325.4090							
Clrk/Treas-Miscellaneous	5,000.00				500.00	4,500.00	10.00
A1325.4100							
Clrk/Treas - Publications	4,500.00	120.31	120.31			4,379.69	2.67
A1325.4110							
Clrk/Treas-Training	2,500.00	475.00	475.00			2,025.00	19.00
A1325.4120							
Clrk/Treas-Tax Bill Processing	2,000.00	1,354.26	1,354.26			645.74	67.71
A1420.4000							
Law-Total Contractual Expenses	50,000.00					50,000.00	
A1440.4000							
Engineer-Total Contractual Expense	5,000.00	350.00	350.00			4,650.00	7.00
A1450.4010							
Elections-Inspector Salaries	1,000.00	1,150.00	1,150.00			150.00-	115.00
A1450.4020							
Elections-Legal Notice Publication	200.00	203.28	203.28			3.28-	101.64
A1450.4030							
Elections-Supplies	310.00	284.00	284.00			26.00	91.61
A1490.1000							
Pub Wrks Admin-Total Personal Ser	130,139.00	9,102.84	9,102.84			121,036.16	6.99
A1490.4020							
Pub Wrks Admin-Conference Exp	300.00					300.00	
A1490.4030							
Office Supplies/Postage	900.00					900.00	
A1490.4040							
Permits, Licenses, Fees	300.00					300.00	
A1490.4090							
Pub Wrks Admin-Miscellaneous	500.00					500.00	
A1620.4020							
Natural Gas-DPW	6,000.00	49.05	49.05			5,950.95	0.82
A1620.4021							
Bldgs-Gas 1 Clinton Street	1,500.00	45.93	45.93			1,454.07	3.06
A1620.4022							
Bldgs-Gas 49 State Street	2,000.00	63.08	63.08			1,936.92	3.15
A1620.4030							
Electric-DPW	6,300.00	489.76	489.76			5,810.24	7.77

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1620.4031							
Bldgs-Electric-1 Clinton Street	10,000.00	1,071.36	1,071.36			8,928.64	10.71
A1620.4032							
Bldgs-Electric-49 State Street	6,000.00	403.68	403.68			5,596.32	6.73
A1620.4034							
Elec- Main St Sign	420.00	21.55	21.55			398.45	5.13
A1620.4050							
Bldgs-Janitorial Supplies	750.00	120.00	120.00			630.00	16.00
A1620.4051							
Bldgs-Janitor Supplies- Clinton St	4,150.00	387.27	387.27			3,762.73	9.33
A1620.4052							
Bldgs-Janitor Supplies-State Street	4,500.00	581.00	581.00			3,919.00	12.91
A1620.4060							
Bldgs-Repair Items	30,000.00	3,290.00	3,290.00			26,710.00	10.97
A1620.4070							
Telephone - DPW	1,800.00	111.64	111.64			1,688.36	6.20
A1620.4090							
Bldgs-Miscellaneous	3,710.00	1,713.27	1,713.27			1,996.73	46.18
A1640.4000							
Central Garage- Contractual Expens	1,750.00					1,750.00	
A1640.4010							
Fasteners	1,000.00					1,000.00	
A1640.4020							
Auto -Electrical	650.00	318.70	318.70			331.30	49.03
A1640.4040							
Tools	1,000.00					1,000.00	
A1640.4050							
Welding Supplies	500.00					500.00	
A1640.4060							
Fuel Additives/Oil	2,875.00	190.00	190.00			2,685.00	6.61
A1640.4061							
Oil Expeditures (Not Fuel Oil)	500.00					500.00	
A1640.4070							
Shop Supplies	2,500.00	13.96	13.96		162.00	2,324.04	7.04
A1640.4080							
Hydraulic Supplies	500.00					500.00	
A1640.4090							
Miscellaneous	4,925.00					4,925.00	
A1670.4000							
Central Mailing	1,500.00					1,500.00	
A1680.2000							
IT Hardware Software	2,500.00					2,500.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1680.4000							
IT Hardware Software	12,500.00					12,500.00	
A1910.4000							
Unallocated Insurance	45,200.00	91,735.67	91,735.67			46,535.67-	202.96
A1920.4000							
Municipal-Membership Dues	5,100.00	800.00	800.00			4,300.00	15.69
A1950.4000							
Taxes on Village Property	1,300.00					1,300.00	
A1990.4000							
Contingency-Allocation Only	100,000.00					100,000.00	
A3120.1000							
Police-Total Personal Services	1,139,784.00	62,943.38	62,943.38			1,076,840.62	5.52
A3120.1040							
Police-Crossing Guards	13,137.00					13,137.00	
A3120.1055							
Police-Secretaries P/T	55,329.00	4,182.40	4,182.40			51,146.60	7.56
A3120.1060							
Overtime	55,000.00	2,115.25	2,115.25			52,884.75	3.85
A3120.2010							
Police-Vehicles	47,000.00				22,957.83	24,042.17	48.85
A3120.2020							
Police-Firearms	12,350.00				6,479.48	5,870.52	52.47
A3120.2040							
Police-Office Furniture/Equip	1,550.00					1,550.00	
A3120.2051							
Police-Computer Software	10,150.00				1,329.28	8,820.72	13.10
A3120.4000							
Police-Total Contractual	1,805.00					1,805.00	
A3120.4001							
Police - Insurance Law Enforcement	17,200.00					17,200.00	
A3120.4010							
Police-Telephone	5,200.00	841.31	841.31			4,358.69	16.18
A3120.4020							
Police-Office Supplies/Postage	3,500.00	347.85	347.85		78.95	3,073.20	12.19
A3120.4030							
Police-Fleet Maintenance	3,300.00	12.47	12.47		600.00	2,687.53	18.56
A3120.4031							
Police-Fleet Repairs	1,500.00					1,500.00	
A3120.4032							
Police-Fleet Supplies & Equip	7,200.00				5,847.21	1,352.79	81.21
A3120.4040							
Police-Fuel	15,000.00					15,000.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4060							
Police-Maintenance Contracts	2,500.00	812.57	812.57			1,687.43	32.50
A3120.4065							
Office Equip Lease/Rental	7,400.00	148.84	148.84			7,251.16	2.01
A3120.4080							
Police-Quarter Master Unit	6,000.00				471.07	5,528.93	7.85
A3120.4090							
Police-Miscellaneous	2,000.00					2,000.00	
A3120.4100							
Affiliations	250.00					250.00	
A3120.4105							
Training, School, Conferences	1,000.00					1,000.00	
A3120.4110							
Police-Publications	600.00					600.00	
A3120.4120							
Police-Supplies/Life Safety Supplies	4,400.00	135.86	135.86			4,264.14	3.09
A3120.4130							
Police-Computer Supplies	1,300.00	155.98	155.98			1,144.02	12.00
A3120.4140							
Police-Medical/Psychological	850.00					850.00	
A3120.4150							
Police-Special Enforcement	4,200.00					4,200.00	
A3120.4155							
Police- STOP DWI	13,064.00					13,064.00	
A3120.4160							
Police-Bike Patrol	2,400.00					2,400.00	
A3120.4165							
Police - Traffic Safety Grant	4,225.00	114.06	114.06			4,110.94	2.70
A3120.4170							
Police-Explorer Post	1,000.00					1,000.00	
A3120.4175							
Police - Monroe County "Crackdown"	7,800.00					7,800.00	
A3120.4176							
Impact Tools Grant	31,200.00	4,582.14	4,582.14			26,617.86	14.69
A3120.4180							
Police-Community Service	300.00					300.00	
A3120.4220							
Police-Special Events	250.00					250.00	
A3120.4230							
Police-NYS Accreditation	50.00					50.00	
A3120.4240							
Police-Less Lethal Training Equip	2,500.00					2,500.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3310.4010							
Traffic Control-Signal	600.00	47.52	47.52			552.48	7.92
A3310.4020							
Traffic Control-Paint	1,500.00					1,500.00	
A3310.4030							
Traffic Control-Signs	2,500.00					2,500.00	
A3310.4040							
Traffic Contrro-Channels & Posts	1,300.00					1,300.00	
A3310.4090							
Traffic Control-Miscellaneous	400.00					400.00	
A3620.1000							
Safety Insp-Total Personal Services	108,036.00	5,028.72	5,028.72			103,007.28	4.65
A3620.2000							
Safety Insp-Equipment	3,000.00					3,000.00	
A3620.4000							
Safety Insp-Total Contractual Expens	100.00					100.00	
A3620.4010							
Cellular/Telephone	1,500.00	131.33	131.33			1,368.67	8.76
A3620.4020							
Training	3,500.00	692.21	692.21			2,807.79	19.78
A3620.4030							
Safety Insp-Computer Supplies	500.00					500.00	
A3620.4040							
Fuel	1,800.00					1,800.00	
A3620.4050							
Association Dues	350.00					350.00	
A3620.4080							
Safety Insp-Uniforms	1,800.00					1,800.00	
A3620.4090							
Miscellaneous	2,000.00	189.00	189.00			1,811.00	9.45
A3620.4200							
Postage	1,200.00					1,200.00	
A3620.4210							
Vehicle Maintenance	450.00					450.00	
A5110.1000							
Str Maint-Total Personal Services	450,282.00	30,275.89	30,275.89			420,006.11	6.72
A5110.1001							
Streets O/T	19,570.00					19,570.00	
A5110.1060							
Str Maint-Overtime	35,535.00	1,207.54	1,207.54			34,327.46	3.40
A5110.2080							
Str Maint-Other Equip-Over $10,000	90,250.00				9,272.00	80,978.00	10.27

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.4000							
Str Maint-Total Contractual Expense	100.00					100.00	
A5110.4010							
Str Maint-Telephone	1,500.00	160.01	160.01			1,339.99	10.67
A5110.4041							
Str Maint-Diesel Fuel	25,000.00					25,000.00	
A5110.4042							
Str Maint-Regular Fuel	19,000.00	2,243.99	2,243.99			16,756.01	11.81
A5110.4050							
Str Maint-Tools	900.00	66.46	66.46			833.54	7.38
A5110.4060							
Str Maint-Stone	2,000.00	710.74	710.74			1,289.26	35.54
A5110.4070							
Str Maint-Asphalt	80,000.00					80,000.00	
A5110.4080							
Str Maint-Uniforms	3,500.00	559.00	559.00			2,941.00	15.97
A5110.4085							
Str Maint-Shoes/Boots	1,500.00					1,500.00	
A5110.4090							
Str Maint-Miscellaneous	5,000.00	313.79	313.79			4,686.21	6.28
A5110.4100							
Str Maint-Equipment Parts	5,800.00					5,800.00	
A5110.4110							
Str Maint-Truck Parts	14,000.00	67.08	67.08			13,932.92	0.48
A5110.4130							
Str Maint-Physicals/Drug Testing	800.00					800.00	
A5110.4140							
Str Maint-Buildings	1,200.00	42.25	42.25			1,157.75	3.52
A5110.4150							
Str Maint-Concrete	2,200.00					2,200.00	
A5110.4160							
Str Maint-Fill Material	100.00					100.00	
A5110.4165							
Str Maint-Top Soil	1,000.00					1,000.00	
A5110.4170							
Str Maint-Shop Supplies	500.00					500.00	
A5110.4180							
Str Maint-Training/Travel	200.00					200.00	
A5110.4190							
Str Maint-Grass Seed	500.00					500.00	
A5110.4200							
Str Maint-Publications	150.00					150.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.4210							
Str Maint-Manholes & Covers	1,000.00					1,000.00	
A5110.4220							
Str Maint-Office Supplies	100.00					100.00	
A5110.4230							
Str Maint-Equip Rental	100.00					100.00	
A5112.2000							
CHIPS Work	84,291.00					84,291.00	
A5142.2000							
Snow Plowing-Equipment-Plows	7,000.00					7,000.00	
A5142.4010							
Snow Plowing-Salt	34,000.00				1,008.00	32,992.00	2.96
A5142.4015							
Snow Plowing-Deicer	6,000.00					6,000.00	
A5142.4030							
Snow Plowing-Plow Parts	3,000.00					3,000.00	
A5142.4090							
Snow Plowing-Contractual Expenses	200.00					200.00	
A5182.4010							
Street Lighting-Electricity	92,000.00	6,680.52	6,680.52			85,319.48	7.26
A5182.4030							
Street Lighting-Repairs	1,000.00					1,000.00	
A5182.4040							
Street Lighting-Parts	1,500.00					1,500.00	
A5182.4090							
Street Lighting-Contractual Expenses	100.00					100.00	
A5410.4010							
Sidewalks-Concrete	10,000.00					10,000.00	
A5410.4020							
Sidewalks-Stone	400.00					400.00	
A5410.4090							
Sidewalks-Contractual Expenses-Mis	500.00					500.00	
A5650.4020							
Paint	200.00					200.00	
A5650.4030							
Signs	200.00					200.00	
A5650.4040							
Posts	200.00					200.00	
A6410.4000							
Economic Development	4,500.00	31.61	31.61			4,468.39	0.70
A6410.4200							
Welcome Center		1,153.23	1,153.23			1,153.23-	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A6520.4000							
Farmer's Mkt Manager	2,500.00					2,500.00	
A7140.2000							
Parks/Playgrounds-Total Equipment	8,500.00					8,500.00	
A7140.2010							
Park/Playgrounds-Playground Equip	1,500.00					1,500.00	
A7140.2020							
Parks/Playgrounds-Park Equipment		179.08	179.08			179.08-	
A7140.4000							
Parks & Playgrounds-Totals Contrac	1,500.00					1,500.00	
A7140.4010							
Parks/Playgrounds-Equipment Repai	500.00	100.00	100.00			400.00	20.00
A7140.4020							
Parks/Playgrounds-Maintenance Sup	4,000.00				34.77	3,965.23	0.87
A7140.4030							
Parks/Playgrounds-Gardening	400.00					400.00	
A7140.4090							
Parks/Playgrounds-Miscellaneous	500.00	54.10	54.10			445.90	10.82
A7415.4000							
Seymour Library	192,228.00	192,001.21	192,001.21			226.79	99.88
A7450.4000							
Museum-Contractual Expenses	2,500.00	274.54	274.54		200.00	2,025.46	18.98
A7450.4010							
Museum - Adopt A Picture Expenses		250.00	250.00			250.00-	
A7470.4002							
New York Main St. Grant - Administ		4,000.00	4,000.00			4,000.00-	
A7510.4000							
Total Contractual Expenses	1,200.00					1,200.00	
A7510.4090							
Historian-Miscellaneous	200.00					200.00	
A7515.4000							
Active Transportation Grant		2,166.00	2,166.00			2,166.00-	
A7550.4035							
Low Bridge High Water Festival		400.00	400.00			400.00-	
A7550.4040							
Celebrations-Special Events	1,000.00	12.00-	12.00-			1,012.00	1.20-
A7550.4050							
Celebratioons-Electric	600.00	23.65	23.65			576.35	3.94
A7550.4090							
Celebrations-Miscellaneous	1,200.00	180.32	180.32		1,524.00	504.32-	142.03
A8010.4010							
Zoning- Member Stipends	625.00					625.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A8010.4020							
Zoning-Conference Expense	155.00					155.00	
A8010.4090							
Zoning-Miscellaneous	60.00					60.00	
A8010.4300							
Zoning-Publications	110.00					110.00	
A8020.1000							
Planning Board-Personal Services	6,706.00					6,706.00	
A8020.4000							
Planning Board-Total Contractual Ex	500.00					500.00	
A8020.4300							
Planning Board-Publications	200.00					200.00	
A8140.400M							
Storm Sewer - Monroe Ave. CDB		4,205.52	4,205.52			4,205.52-	
A8140.4010							
Storm Sewer-Supply Parts	6,000.00					6,000.00	
A8140.4020							
Strom Sewer-Maintenance Supplies	1,200.00					1,200.00	
A8140.4090							
Storm Sewers-Miscellaneous	4,000.00	3,671.00	3,671.00			329.00	91.78
A8160.4010							
Refuse Collection-Monthly Trash Ren	3,950.00	344.02	344.02			3,605.98	8.71
A8160.4030							
Refuse Collection-Brush Pick-up	600.00					600.00	
A8160.4040							
Refuse Collection-Special Pick-up (	50.00					50.00	
A8160.4050							
Refuse Collection-Coolant Removal	200.00					200.00	
A8170.4010							
Str Cleaning-Sweeper Repairs	1,000.00					1,000.00	
A8170.4020							
Str Cleaning-Sweeper parts	4,000.00	280.06	280.06			3,719.94	7.00
A8170.4090							
Str Cleaning-Miscellaneous	250.00					250.00	
A8189.4002							
Sanitation-Landfill-Testing	5,000.00					5,000.00	
A8560.4000							
Shade Trees-Contractual Expenses (		480.00	480.00			480.00-	
A8560.4010							
Equipment Repairs	1,200.00					1,200.00	
A8560.4020							
Shade Trees-New Tree Purchases	1,500.00					1,500.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from A to A

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A8560.4030							
Shade Trees-Supplies	500.00					500.00	
A8560.4090							
Shade Trees-Miscellaneous	3,000.00	282.96	282.96			2,717.04	9.43
A9010.8000							
NYS Retirement	218,078.00					218,078.00	
A9015.8000							
Police Retirement System Payments	258,961.00					258,961.00	
A9030.8000							
Social Security	172,256.00	9,916.79	9,916.79			162,339.21	5.76
A9040.8000							
Workers Compensation	125,000.00					125,000.00	
A9045.8000							
Life Insurance	8,200.00	666.25	666.25			7,533.75	8.13
A9050.8000							
Unemployement Expense	10,000.00					10,000.00	
A9055.8000							
Disability Insurance	6,000.00	504.00	504.00			5,496.00	8.40
A9055.8100							
Wellness Insurance	1,300.00					1,300.00	
A9060.8000							
Medical Insurance	440,000.00	36,573.64	36,573.64			403,426.36	8.31
A9061.8000							
HRA	148,500.00	5,536.25	5,536.25			142,963.75	3.73
A9070.8000							
Dental Insurance	61,500.00	6,057.04	6,057.04			55,442.96	9.85
A9950.8240							
Cap Resrv Transfer-DPW Equip Rep	10,000.00					10,000.00	
A9950.8510							
Cap Resrv Transfer-Smith St Bridge	10,000.00					10,000.00	
Totals for Fund: A (Fund - A)	**5,142,387.00**	**531,915.08**	**531,915.08**	**0.00**	**53,864.59**	**4,556,607.33**	**11.39**
Report totals	**5,142,387.00**	**531,915.08**	**531,915.08**	**0.00**	**53,864.59**	**4,556,607.33**	**11.39**

Village of Brockport

Statement of Actual & Estimated Revenues - Water Fund

Statement of Actual & Estimated Revenue

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
F2140.0000					
Metered Water Sales	600,000.00	49,878.55	49,878.55	550,121.45	8.31
F2141.0000					
Meter Water Sales O/G	505,000.00	33,363.85	33,363.85	471,636.15	6.61
F2144.0000					
Water Service Charges	8,000.00			8,000.00	
F2148.0000					
Interest & Penalties	7,550.00	980.14	980.14	6,569.86	12.98
F2401.0000					
Interest & Earnings	1,000.00	26.53	26.53	973.47	2.65
F2401.1000					
Int Earned-Spec Reserves	250.00			250.00	
Report Totals	**1,121,800.00**	**84,249.07**	**84,249.07**	**1,037,550.93**	**7.51**

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Water Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from F to F

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F1440.4000							
Engineer-Contractual Exp	5,000.00				3,440.00	1,560.00	68.80
F1620.4060							
Bldg. Repairs - Water Dept.	1,000.00	510.41	510.41			489.59	51.04
F1680.2000							
It Hardware Software	1,000.00					1,000.00	
F1680.4000							
IT Hardware Software	2,500.00					2,500.00	
F1910.4000							
General Insurance	22,500.00					22,500.00	
F1990.4000							
Water-Contingency	29,250.00					29,250.00	
F8310.1000							
Water-Supervision		5,847.38	5,847.38			5,847.38-	
F8310.1010							
Water Clerk/Clerical Support	91,720.00					91,720.00	
F8310.4000							
Water Admin Total CE	1,400.00					1,400.00	
F8310.4010							
Payroll Charges	250.00					250.00	
F8310.4040							
Office Expense	2,200.00					2,200.00	
F8310.4090							
Miscellaneous	900.00					900.00	
F8310.4200							
Postage	2,000.00					2,000.00	
F8320.4000							
Water Purchases	460,000.00					460,000.00	
F8340.1000							
Water-Labor	101,987.00	8,770.98	8,770.98			93,216.02	8.60
F8340.2020							
Vehicles	68,130.00				30,000.00	38,130.00	44.03
F8340.2040							
Meters	30,000.00					30,000.00	
F8340.2050							
Wtr Transm - Equipment Other	12,500.00					12,500.00	
F8340.4000							
Wtr Transm-Ttl Cont Exp	39,225.00	41,360.90	41,360.90			2,135.90-	105.45
F8340.400W							
Water Main Replacement West Ave.		150.00	150.00			150.00-	
F8340.4010							
Water Main Supplies	8,000.00	138.43	138.43			7,861.57	1.73

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from F to F

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F8340.4020							
Vehicle Parts & Supplies	7,427.00				643.83	6,783.17	8.67
F8340.4030							
Meter Supplies	500.00					500.00	
F8340.4040							
Curb Box Supplies	2,100.00					2,100.00	
F8340.4041							
Fuel	5,000.00					5,000.00	
F8340.4050							
Stone	1,000.00	1,137.99	1,137.99			137.99-	113.80
F8340.4060							
Asphalt	2,500.00					2,500.00	
F8340.4070							
Dirt	4,100.00	408.00	408.00			3,692.00	9.95
F8340.4080							
Water Transm-Uniforms	1,250.00	70.00	70.00			1,180.00	5.60
F8340.4090							
Miscellaneous	5,750.00	1,399.80	1,399.80			4,350.20	24.34
F8340.4100							
Water Transm-Telephone	2,500.00	164.27	164.27			2,335.73	6.57
F8340.4110							
Water Transm-Electricity	5,000.00	337.54	337.54			4,662.46	6.75
F8340.4120							
Transm - Sample Testing	26,000.00					26,000.00	
F8340.4130							
Wtr Transm-Drug/Alcohol Testing	250.00	20.13	20.13			229.87	8.05
F8340.4140							
Wtr Trans-Equip Repair	850.00					850.00	
F8340.4150							
Wtr Trans-Training	250.00					250.00	
F8340.4160							
Wtr Trans-Concrete	200.00					200.00	
F8340.4171							
Heating Oil	3,000.00	22.25	22.25			2,977.75	0.74
F8340.4180							
Water Transm-Publications	4,000.00					4,000.00	
F9010.8000							
NYS Retirement	33,484.00					33,484.00	
F9030.8000							
Social Security	14,850.00	1,214.61	1,214.61			13,635.39	8.18
F9040.8000							
Workers Compensation	20,471.00					20,471.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from F to F

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F9045.8000							
Life Insurance	660.00					660.00	
F9050.8000							
Unemployment Insurance	504.00					504.00	
F9060.8000							
Hospital Insurance	23,746.00					23,746.00	
F9061.8000							
HRA	12,100.00					12,100.00	
F9070.8000							
Dental Insurance	4,250.00					4,250.00	
F9710.6000							
Serial Bond - Principle payments	30,768.00					30,768.00	
F9710.7000							
Serial Bond - Interest payments	29,728.00					29,728.00	
Totals for Fund: F (Fund - F)	**1,121,800.00**	**61,552.69**	**61,552.69**	**0.00**	**34,083.83**	**1,026,163.48**	**8.53**
Report totals	**1,121,800.00**	**61,552.69**	**61,552.69**	**0.00**	**34,083.83**	**1,026,163.48**	**8.53**

Village of Brockport

Statement of Actual & Estimated Revenues - Sewer Fund

Date: 07/15/2015
Time: 10:40:15AM

Statement of Actual & Estimated Revenue

User: DAN
Page: 1

Village of Brockport
For Period Ending 06/30/2015
Selecting on FUND from G to G

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
Sanitary Sewer- Sewer Charges	146,419.00	11,120.22	11,120.22	135,298.78	7.59
Sanitary Sewer- Interest and Penalties	100.00			100.00	
Interest and Earning- Sewer Fund		0.87	0.87	0.87-	
Report Totals	**146,519.00**	**11,121.09**	**11,121.09**	**135,397.91**	**7.59**

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Sewer Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 06/30/2015

Selecting on FUND from G to G

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
G8120.2000							
Sanitary Sewers- Equipment	15,000.00					15,000.00	
G8120.4000							
Contractual	30,121.00	1,044.00	1,044.00			29,077.00	3.47
G8120.4010							
Sanitary Sewers- Truck Parts	4,500.00					4,500.00	
G8120.4020							
Sanitary Sewers- Supply Parts	100.00					100.00	
G9710.6000							
Bond Principal	49,232.00					49,232.00	
G9710.7000							
Bond Interest	47,566.00					47,566.00	
Totals for Fund: G (Fund - G)	**146,519.00**	**1,044.00**	**1,044.00**	**0.00**		**145,475.00**	**0.71**
Report totals	**146,519.00**	**1,044.00**	**1,044.00**	**0.00**		**145,475.00**	**0.71**

Bobcat

Product Quotation

Quotation Number: 22C7D022979
Date: 2015-07-16 09:30:21

Ship to	Bobcat Dealer	Bill To
Village of Brockport Attn: Harry G Donahue 38 east ave Brockport, NY 14420 Phone: (585) 637-1060 Fax: (585) 637-1062	Bobcat of the Finger Lakes,Fairport,NY 7216 PITTSFORD-PALMYRA ROAD FAIRPORT NY 14450 Phone: (585) 223-4056 Fax: (585) 425-7644 --- Contact: Patrick Young Phone: 585-223-4056 Fax: 585-425-7644 Cellular: 585-506-2005 E Mail: patrick@djmequipment.com	Village of Brockport Attn: Harry G Donahue 38 east ave Brockport, NY 14420 Phone: (585) 637-1060 Fax: (585) 637-1062

Description	Part No	Qty	Price Ea.	Total
7CAM19STT		1	$6,470.00	$6,470.00

Total of Items Quoted	**$6,470.00**
Dealer P.D.I.	**$0.00**
Freight Charges	**$0.00**
Dealer Assembly Charges	**$0.00**
Quote Total - US dollars	**$6,470.00**

Notes:
7CAM19STT 16,000LB
3,500 LBS EMPTY WEIGHT
PAYLOAD 12,600 LBS
1 SPARE TIRE AND WHEEL
1 SPARE TIRE MOUNT
1 PALLET FORK CARRIER (STD)
RED EXTERIOR COLOR

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: Purchase Order: _____

Authorized Signature:

Print:_____ **Sign:**_____ **Date:** _____

PER DPW Spt. - included in budget - to come out of street maintenance equipment line

VILLAGE OF BROCKPORT

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

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

Seasonal Employment Opportunity
Village of Brockport DPW

The Village of Brockport Department of Public Works
is seeking 1 individual to serve as Seasonal Laborer.
Work week shall be Monday - Friday 7:00am to 3:30pm, 40 hours per week.
MUST be available through the end of September.

Wage subject to experience. No benefits.
Must have a valid NYS Drivers License. Minimum age requirement is 18.
Applicants are subject to pre-employment and random alcohol/drug testing.

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

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

Application Deadline: Noon, Monday, July 20, 2015

DPW Sgt. Goth to bring forth hiring recommendation for VB meeting

Dated: 7/7/15

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

Imagine this...

You wake up one morning with cold-like symptoms. You don't want to take time off from work, but you need care now. **What can you do?**

1

You consider urgent care, but don't want to spend the time and money.

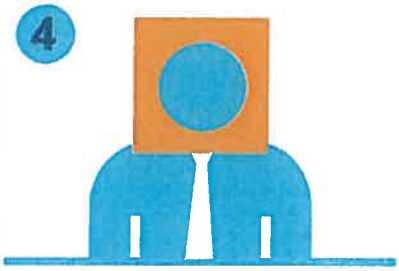
2

Then you call Teladoc.

3

The Teladoc doctor calls you back about your symptoms.

4



Turns out you have sinus problems.

5

You pick up an antibiotic at your local pharmacy on your way to work.

6

Problem solved. Boss happy.
TIME: 29 minutes

What is Teladoc?

Teladoc provides a national network of U.S. U.S. board-certified doctors available on-demand 24/7 to resolve many of your medical issues. It's quality care when you need it at a price you can afford.

What can it be used for?

- Bronchitis
- Allergies
- Pink eye
- Cold & flu symptoms
- Urinary tract infection
- Ear infection
- Pediatric care
- *and more!*

When should you Teladoc?

- When you need care now
- If you're considering the ER or urgent care center for a non-emergency issues
- On vacation, on a business trip, or away from home
- For short-term prescription refills

Teladoc℠

24/7/365 on-demand access to
U.S. BOARD-CERTIFIED DOCTORS

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World cost only $6/employee (ET) per month, could save on ER use.

TELEMEDICINE

TELADOC — NO CONSULT FEE

Teladoc is a national network of U.S. board-certified and state-licensed physicians who use electronic health records, telephone consultations and online video consultations to diagnose conditions, recommend treatment and write short-term, non-DEA controlled prescriptions, when medically appropriate. Physicians are available 24 hours a day, 365 days a year, allowing you and your family convenient access to quality care from home, work or on-the-go as opposed to more expensive and time-consuming alternatives like the doctor's office or emergency room.

Teladoc has the largest independent physician network in telehealth. To ensure high quality physicians, Teladoc credentials their physicians every two years. Their physicians are also subject to a 10% random audit, which far exceeds NCQA standards. **Cost of Consultation: Free!***

Teladoc Services Include:

- 97% member satisfaction, 91% medical resolution and 97% physician satisfaction
- Secure, personal and portable electronic health records
- The average consultation time is 12 minutes.
- On average, members receive a call back from the physician in 22 minutes.
- Teladoc guarantees all members will receive a call back from a physician in three hours. (Teladoc physicians successfully completed 99.6% of the consult requests within three hours in the past year.)
- On average, Teladoc physicians resolve 91% of the calls. The remaining calls are referred to the member's PCP, a specialist, the ER or the member was seeking a prescription that is outside the Teladoc scope of service.
- Pediatric network available
- No age restrictions

Call Teladoc:

- When your physician is not available
- After normal hours of operation
- For non-emergency care
- On a vacation or business trip

Use Teladoc for non-emergency medical issue such as:

- Cold or Flu
- Sinus Infection
- Allergies
- Bronchitis
- Pink Eye
- Urinary Tract Infections
- Poison Ivy
- Respiratory Infections

**Pricing subject to change if utilization exceeds 7%.*

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CANALWAY GRANT PROJECT SUMMARY

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

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

A07735 Text:

STATE OF NEW YORK

7735--A

2015-2016 Regular Sessions

IN ASSEMBLY

May 26, 2015

Introduced by M. of A. HAWLEY -- read once and referred to the Committee on Libraries and Education Technology -- reported and referred to the Committee on Ways and Means -- reported and referred to the Committee on Rules -- Rules Committee discharged, bill amended, ordered reprinted as amended and recommitted to the Committee on Rules

AN ACT creating the Seymour public library district in the towns of Sweden and Clarkson, New York including the Village of Brockport; and to amend chapter 672 of the laws of 1993 amending the public authorities law relating to the construction and financing of facilities for certain public libraries, in relation to including the Seymour public library district within the provisions of such chapter and providing for financing through the dormitory authority

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Creation of library district. Notwithstanding the provisions of any general, special, or local law to the contrary, there is hereby created and established in the towns of Sweden and Clarkson, county of Monroe, a public library district which shall be known as the Seymour public library district in the county of Monroe, hereinafter referred to as the district, and which shall consist of the entire town of Sweden, the entire town of Clarkson and also including the Village of

Brockport which lies wholly within such two towns. The district will operate a public library to be known as the Seymour public library in the county of Monroe.

S 2. Election. 1. The district herein described shall not come into existence unless and until it is approved with the initial budget in support thereof proposed by the board of trustees of the existing Seymour library in the county of Monroe, and nine trustees are elected by a vote of the majority of the qualified voters voting in an election held, not later than January 31, 2018, pursuant to the following provisions:

EXPLANATION--Matter in ITALICS (underscored) is new; matter in brackets [ ] is old law to be omitted.

LBD09531-04-5

Upon receipt of a petition signed by not less than twenty-five voters qualified to vote at a general election in the district, the board of trustees of the existing Seymour library in the county of Monroe, shall conduct an election at which the issues shall be:

(a) whether the public library district herein described with the initial budget in support thereof proposed by the board of trustees of the existing Seymour library in the county of Monroe, shall be created or not; and

(b) the election of nine trustees as provided by this act.

The board of trustees of the existing Seymour library in the county of Monroe, shall give notice of such election by publication of notice at least twice in one or more newspapers having a general circulation in the district to be served. The first publication of such notice shall be not less than thirteen days and not more than twenty days prior to the date of such election. In addition, the board of trustees of the existing Seymour library in the county of Monroe, shall cause copies of such notice to be posted conspicuously in three public places in the district at least thirteen days prior to the date of such election. Such notice

shall specify the date and time when and the place where such election will be held and the issues to be decided at such election. The board of trustees of the existing Seymour library in the county of Monroe, shall designate a resident qualified voter of such district to act as chairperson of any election of such district and shall designate not less than two nor more than six resident qualified voters to act as election inspectors and ballot clerks at such election. No trustee of the existing Seymour library in the county of Monroe, shall serve as chairperson or as an election inspector or ballot clerk. The board of trustees of the existing Seymour library in the county of Monroe, may adopt a resolution providing that such chairperson, election inspectors and ballot clerks shall be paid reasonable compensation for their respective services at such election. Every voter who is a resident of the district and otherwise qualified to vote at a general election in the town of Sweden, town of Clarkson or village of Brockport shall be qualified to vote at said election. The board of trustees of the existing Seymour library in the county of Monroe, may, to the extent authorized by law, authorize the use of absentee ballots for the election. After the polls have closed at such election, the election inspectors and the ballot clerks shall immediately canvass publicly the ballots cast and the chairperson of the election shall publicly announce the result. Within seventy-two hours thereafter, the chairperson, election inspectors and ballot clerks shall execute and file a certificate of the result of the canvass with the board of trustees of the existing Seymour library in the county of Monroe, and the town and village clerks. If a majority of the voters approve the formation of the district with the initial budget in support thereof proposed by the board of trustees of the existing Seymour library in the county of Monroe, then the district shall come into existence on the terms and conditions set forth in this act.

2. In the event that the district is created, there shall be an annual election conducted by the board of trustees of the Seymour public library district in the county of Monroe in accordance with the provisions of subdivision one of this section at a time to be set by the board of trustees of the district, at which election vacancies on the board of trustees shall be filled and at which any proposed budget which the board shall determine to submit to the voters pursuant to section four of this act shall be submitted to the voters.

3. Candidates for the office of member of the board of trustees of the Seymour public library district in the county of Monroe shall be nominated by petition. No vacancy to be filled on the board of trustees shall be considered a separate, specific office. A separate petition shall be required to nominate each candidate for a vacancy on the board. Each petition shall be directed to the secretary of the board of trustees of the existing Seymour library in the county of Monroe, shall be signed by at least twenty-five qualified voters of the district, shall state the residence of each signer, and shall state the name and residence of the candidate. In the event that any such nominees shall withdraw their candidacy prior to the election, such person shall not be considered a candidate unless a new petition nominating such person in the same manner and within the same time limitation applicable to other candidates is filed with the secretary of the board of trustees of the existing Seymour library in the county of Monroe. Each petition shall be filed with the secretary of the board of trustees of the existing Seymour library in the county of Monroe, between the hours of 9:00 a.m. and 5:00 p.m., not later than the thirtieth day before the election at which the candidates nominated are to be elected. In the event that the new district is created, petitions nominating candidates for the board

of trustees for all future elections shall be filed with the secretary of the Seymour public library district.

S 3. Organization and structure. The Seymour public library district in the county of Monroe shall be managed, operated, and controlled by a board of trustees consisting of nine members. The trustees shall take office at the first regular meeting of the board of trustees following their election. At the first regular meeting of the board of trustees of the district, the trustees shall determine when the terms of office of each member shall expire as follows: the trustees receiving the first and second highest number of votes shall each serve for five years, the trustees receiving the third and fourth highest number of votes shall each serve for four years, the trustees receiving the fifth and sixth highest number of votes shall each serve for three years, the trustees receiving the seventh and eighth highest number of votes shall serve for two years and the trustee receiving the ninth highest number of votes shall serve for one year. As vacancies occur due to expiration of terms of office, trustees shall be elected by the voters of the district at the election provided for by this act to serve five year terms, such terms to commence at the first regular meeting of the board of trustees of the district next following their election. All other vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the district until the next election, at which time the vacancy shall be filled by election for the remaining portion of the term. At any election where one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the largest number of votes shall be entitled to the full five year term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the vacancy or vacancies, in decreasing order of

the length of the unexpired portion or portions of a term or terms. Only qualified voters of the district shall be eligible for election to the board of trustees. The board of trustees at its first meeting after each annual election shall elect or appoint a president, vice-president, and a secretary, who shall be members of the board, and a treasurer and such other officers as they deem necessary. If the board so determines, the office of treasurer may be held by an individual who is not a member of

the board of trustees and, in that event, such officer may, if the board so determines, receive compensation as fixed by resolution of the board.

S 4. Finances. 1. The initial budget to support the district shall be determined by a vote of the voters of the district in the initial election as hereinafter provided for. All future budgets that increase or decrease the district's proposed tax levy as compared to the tax levy in the preceding fiscal year's budget shall be submitted to the residents voting at the annual election of trustees pursuant to section two of this act. Funds voted for library purposes at the initial election and at all future elections shall be considered an annual appropriation therefor and shall be levied and collected yearly by the towns of Sweden and Clarkson for the district in the same manner and at the same time as other taxes in the towns of Sweden and Clarkson.

2. The district's fiscal year shall run from the first day of January to the thirty-first day of December. The board of trustees of the district shall annually file with the clerk of the towns on or before the first day of November an estimate of the proposed budget including costs of library services to be raised by levy for the library district in the fiscal year beginning on the first day of January of the next year. The towns shall not make any change in the estimate of revenues or expenditures submitted by the board of the district in preparation of

their preliminary budgets.

3. The town board of the town of Sweden shall levy a tax against the real property lying within the district, except the real property lying within the town of Clarkson, and the town board of the town of Clarkson shall levy a tax against the real property lying within the district, except real property lying within the town of Sweden, which together shall equal the amount to be raised by tax as approved by the voters of the district. Such tax shall be levied by the town of Sweden and the town of Clarkson in proportion to the total combined value of the real property lying within the town of Sweden and the town of Clarkson, including the parcels lying within the village of Brockport. The town boards shall pay the full amount of the tax levy approved by the voters over to the treasurer of the district pursuant to the schedule set forth in this section. The town boards shall each annually pay over to the treasurer of the district on or before the thirtieth day after their respective tax collection period ends, the full amount of the levy due from the parcels subject to their respective pay levy. If necessary to meet this schedule, the town boards may issue tax anticipation notes pursuant to article II of the local finance law to obtain the necessary moneys therefor.

4. The town boards of the towns of Sweden and Clarkson shall have the power to authorize, sell, and issue bonds, notes, and other evidences of indebtedness pursuant to the local finance law in order to permit the district to provide facilities or improved facilities for library purposes. Upon written request from the board of trustees of the district, after approval by the qualified voters of such district, and to the extent the proposed capital improvements to the library facili-ties are to be constructed within the respective municipality, the town boards shall authorize, sell, and issue such bonds, notes, or other

evidences of indebtedness as are necessary to accomplish the improvements specified in the notice. The proceeds of such bonds, notes, or other evidences of indebtedness shall be paid to the treasurer of the district maintained in a segregated account in accordance with section 165.00 of the local finance law and expended by the treasurer only on specific authorization by the board of trustees.

5. The board of trustees of the district may accept on behalf of the district any absolute gift, devise, or bequest of real or personal property and such conditional gifts, devises, or bequests as it shall by resolution approve.

6. The treasurer of the district shall be custodian of all funds of the district, including gifts and trust funds paid over to the trustees. The board of trustees may authorize the investment of funds in the custody of the treasurer in the same manner in which town funds may be invested. Proceeds of obligations received from the town may be invested in accordance with section 165.00 of the local finance law. The town of Sweden and the town of Clarkson shall promptly pay over to the district all monies which belong to or are raised for the district. No monies shall be disbursed by the treasurer of the district except after audit by the board of trustees. The board of trustees of the district shall audit all claims and shall order the payment thereof, except as otherwise provided by this section. No such claims shall be audited or ordered paid by the trustees unless an itemized voucher therefor shall be presented to the board of trustees for audit and allowance. The provisions of this section shall not be applicable to payment of utility costs, claims of fixed salaries, and amounts which the district may be required to pay on account of retirement contributions for past or current services to officers and employees of the district. The treasur-

er shall keep such records in such manner as the board of trustees may require.

S 5. Charter, commencement of operations, and transfer of property and employees. The initially elected trustees of the district shall, within ninety days from the date of approval of the district by the voters of the district, apply to the board of regents for a charter as a public library. Upon the granting of such a charter by the board of regents, title to all liabilities and assets, including all property, both real and personal, and both tangible and intangible, all trust and other funds, and all other obligations, now held by the existing Seymour library in the county of Monroe shall be transferred to, vested in, and be acquired by the district established by this act. The above provisions for transfer to, vesting and acquisition of real and personal property, both tangible and intangible, and all trust and other funds, are effectuated by operation of law pursuant to the authority of this act, except that, for purposes of clarity of real property records, deeds of conveyance shall be executed and filed for any parcels of real property. Upon the transfer of all such property, the existing Seymour library in the county of Monroe shall be deemed dissolved. Upon the granting of such charter by the board of regents, all employees of the existing Seymour library shall become employees of the district upon the same terms and conditions of employment and at the same rate of pay as their previous employment by the existing Seymour library.

S 6. Ad valorem levy. The several lots and parcels of land within the area of the district are hereby determined to be benefited by the library facilities and devices existing as of the effective date of this act, and the towns of Sweden and Clarkson are hereby authorized to assess, levy, and collect the necessary expenses of operation, maintenance, and repair of such facilities and services and such capital

improvements, including debt service on bonds, notes, or other evidences of indebtedness of the town issued for the purpose of the district, as may be hereafter authorized pursuant to the provisions of this act from such lots and parcels of land in the same manner and at the same time as other town charges.

S 7. Education law. Except as otherwise provided by this act, the provisions of the education law relating to public libraries shall be applicable to the district established by this act.

S 8. The district is deemed a special district which is separate and distinct from the towns and village for all purposes, including but not limited to management, appropriations, and expenditures. Any tax levy for the district shall not be charged or imputed to the towns or village, and shall instead be charged or imputed to the district, for purposes of any general or special laws enacted by the legislature.

S 9. Section 5 of chapter 672 of the laws of 1993, amending the public authorities law relating to the construction and financing of facilities for certain public libraries, is amended by adding a new subdivision 49 to read as follows:

49. SEYMOUR PUBLIC LIBRARY DISTRICT IN THE COUNTY OF MONROE

S 10. This act shall take effect immediately.

John M. Uruskyj
Senior Project Manager

GE
Global Operations - EHS
319 Great Oaks Blvd.
Albany, NY 12203

T 518 862 2717
F 518 862 2702
John.Uruskyj@ge.com

June 18, 2015

Ms. Leslie Morelli, Clerk
Village of Brockport
49 State Street
Brockport, New York 14420

Subject: Annual Renewal of Fence Permit
98 Lyman Street
Brockport, New York

Dear Ms. Morelli:

I am writing to request that the Village of Brockport renew the annual permit for the fence around the groundwater treatment system located at 98 Lyman Street in Brockport, New York. Please put this matter on the agenda for the Village Board meeting in July 2015. Thank you for your attention to this matter. You may contact me if you have any questions. Alternatively, contact Don Sauda of ARCADIS at 315-671-9214.

Sincerely,

John M. Uruskyj
Senior Project Manager

cc: Don Sauda, ARCADIS

RECEIVED
JUN 22 2015
VILLAGE OF BROCKPORT

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:

...2015 MEETING	NOON SUBMITTAL DEADLINE
August 3	July 29
August 17	August 12
September 7 – NONE	-
September 21	September 16
October 5	September 30
October 19	October 14
November 2	October 28
November 16	November 10
December 7	December 2
December 21	December 16

2016 MEETING	NOON SUBMITTAL DEADLINE
January 4	December 30
January 18 – NONE	-
February 1	January 27
February 15 – NONE	-
March 7	March 2
March 21	March 16
April 4 *(w/ budget hearing)*	March 30
April 18	April 13
May 2	April 27
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:

...2015 MEETING	NOON SUBMITTAL DEADLINE
~~July 27~~	~~July 22~~
August 24	August 19
September 28	September 23
October 26	October 21
November 23	November 18
December 28 – NONE	-

2016 MEETING	NOON SUBMITTAL DEADLINE
January 25	January 20
February 22	February 17
March 28	March 23
April 25	April 20
May 23	May 18
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)

...2015 MEETING	NOON SUBMITTAL DEADLINE
August 10	July 27
September 14	August 31
October 12 – NONE	-
November 9	October 26
December 14	November 30

2016 MEETING	NOON SUBMITTAL DEADLINE
January 11	December 28
February 8	January 25
March 14	February 29
April 11	March 28
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)

...2015 MEETING	NOON SUBMITTAL DEADLINE
August 6	July 14
September 3	August 11
October 1	September 8
November 5	October 13
December 3	November 10

2016 MEETING	NOON SUBMITTAL DEADLINE
January 7	December 15
February 4	January 12
March 3	February 9
April 7	March 15
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 20th)
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 1st)

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	Kristansen
Emily L. Knapp Museum & Library of Local History Board	Andrews
Brockport Community Museum	Andrews
Economic Development	
Farmers Market	La Pierre
Welcome Center Management Committee	Andrews
BMA (Brockport Merchants Association)	Kristansen
GBCoC (Greater Brockport Chamber of Commerce)	La Pierre
GBDC (Greater Brockport Development Corporation)	Andrews
BISCO (Brockport Integrated Service & Community Org)	Ciciotti
Tree Board	Blackman
Walk Bike Brockport Action Group	Andrews
Housing Task Force	Ciciotti
Seymour Library Board	Kristansen

Recommended changes in red

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
- Zoning Map (color).....$5.00

PLANNING BOARD FEES

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

ENGINEERING INSPECTIONS & STORMWATER INSPECTIONS

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

MISCELLANEOUS

- Tax Search.....$20.00
- Copies.....$.25 per page
- Returned Check Charge.....$20.00
- Zoning Map (color) (Remove and move to zoning).....$5.00
- Sign Permit (Remove and move to code fees section).....$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 Permit .....no charge
- Fireworks Permit.....no charge
- Appliance with Freon.....$25.00
- Garbage and Trash Pick-Up cost to Village plus $50.00 for first calendar year (CY) offense, cost plus $100 for second CY offense, cost plus $250 for third CY offense.
- Garbage Cans Pick-Up.....$25.00 per can
- Lawn Mowing.....$150 per hour (1 hour minimum) per man plus equipment - plus $50.00 for first calendar year (CY) offense, plus $100 for second CY offense, plus $250 for third CY offense.
- Weekly Commercial Waste Hauler Permit.....$1,500.00 (annually)
- Other Commercial Waste Hauler Permit.....$500.00 (annually)
- Facilities Use Permit .....$25.00 deposit
- Electrical Inspection Agency Permit (move to code fees) .....$150.00 (annually)????
- Demolition permit – Residential structures(move to code fees) $50.00
- Demolition permit - Commercial structures...(move to code fees) $100.00
- Demolition permit – Industrial structures...(move to code fees) $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 INSPECTION / CODE ENFOCEMENT FEES

- Electrical Inspection Agency Permit ……..……$150.00 (annually)????

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
- Remove Inspection deficiency – 3 or more non life-safety items……$50.00 each item
- Remove Inspection deficiency – any life-safety items……..$150.00 each item
- Building permit renewal after expiration: 75% of original permit fee

RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling):

- Value of construction from $0 - $500……..……$65
- Value of construction from $500 - $10,000……....$85
- Value of construction from $10,000 - $50,000……$105
- Value of construction from $50,000 - $100,000……..$125
- Value of construction from $100,000 - $150,000……$145
- Value of construction from $150,000 and up……$175 plus $10.00 for each $10,000 of construction value
- Remove Inspection deficiency – 3 or more non life-safety items……..…$50.00 each item
- Remove Inspection deficiency – any life-safety items……..$150.00 each item
- Building permit renewal after expiration: 75% of original permit fee

COMMERCIAL NEW CONSTRUCTION – (additions, remodeling):

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

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

RESIDENTIAL ACCESSORY STRUCTURES/SIGNS – 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
- Remove Inspection deficiency – 3 or more non life-safety items.....$25.00 each item
- Remove Inspection deficiency – any life-safety items.....$50.00 each item
- Sign Permit.....$30.00 per sign
- Building permit renewal after expiration: 75% of original permit fee

DEMOLITION

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

RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS

- Residential rental registration.....$125.00 per building per year
- Single family rental Code 210.....$150.00
- Two family rental Code 220.....$250.00
- Three family rental Code 230.....$350.00
- Apartment Buildings/Townhouses Code 411.....$250.00 (350.00) or $25.00 per unit whichever is greater (The way the fee scheduled is currently structured, 3 family rentals are more than apartment buildings)
- Inn / rooming house Code 418.....$350.00
- Remove Inspection deficiency – 3 or more non life-safety items.....$50.00 each item
- Remove Inspection deficiency – any life-safety items.....$150.00 each item
- Remove Re-inspections for non-compliant results after 30 days will double the C of O fee
- ***Property owners will be charged $50 for each re-inspection following the 1st non-compliant re-inspection****

OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES

- Educational.....$100.00 (annually)
- Place of Public Assembly 100 persons or greater .....$100.00 (annually)
- Assembly uses 50 – (99) persons.....$50.00 (annually)
- Manufacturing.....$100.00(annually) (Remove and/or as local conditions require)

- Fairs/festivals……$200.00 (annually)
- Repair/service garages……$100.00 (3 year intervals)
- Mercantile (Remove over 5000sqft)……$100.00 (3 year intervals)
- Business use including food service establishments under 49 occupants (Remove over 5000sqf…..$100.00 (3 year intervals)
- Other……$100.00 (yearly and/or as local conditions require)
- Remove Inspection deficiency – 3 or more non life-safety items……$50.00 each item
- Remove Inspection deficiency – any life-safety items……$150.00 each item
- Remove Re-inspections for non-compliant results after 30 days will double Operating Permit fee
- ****Property owners will be charged $50 for each inspection following the 1st non-compliant re-inspection****

PLUMBING & SEWER FEES

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

WATER:

Water Rate Schedule

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

QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

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

QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

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

MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

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

MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

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

UN-METERED WATER:

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

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

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 ½" meter and above	to be charged a fee equal to the time and materials used to render the service plus 10%

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

SERVICE DISCONTINUANCE

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

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 Major has not appointed a Deputy Major, she will rotate Trustees to run the meeting. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

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

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

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

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

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

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

Speakers must be visible.
Speakers must give their name, address and organization, if any.
Speakers must be recognized by the presiding officer.
Speakers must limit their remarks to (5) minutes on a given topic or extended if recognized by the presiding officer.
Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
All remarks shall be addressed to the Board as a body and not to any member thereof.
Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.

Section 11. AUDITING: The approval of the Board to pay the bills upon audit must be done b 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.

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

Name	Terms	Members
Boards by Statute (State & Village law)		
Planning Board	5-year	5
Zoning Board of Appeals	5-year	5
Standing Boards/Committees		
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)
Task Force Committee (s)		
Housing Task Force		6 + BI/CEO, 1 Planning Board member, 1 Trustee
Open Roster Boards/Committees		
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 If 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 form 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
lmorelli@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 that 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
Monroe County,
New York State

Adopted by Resolution of the Village Board
Date: May 14, 2013

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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

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 disaste . 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.

AUTHORITY

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

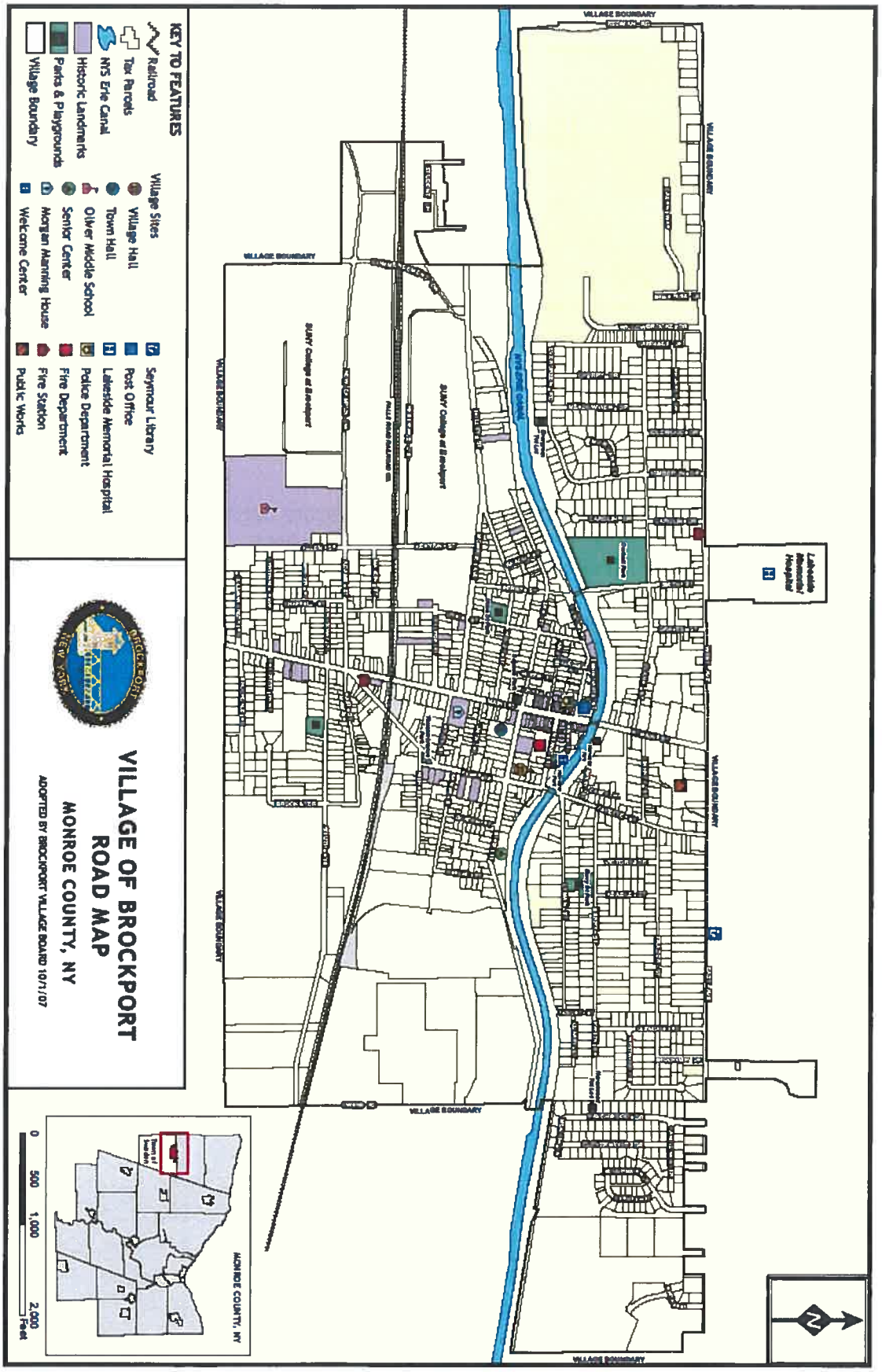
Article 4, э 4-400 of *New York State Village Law* establishes the Mayor as the Chief Executive Officer of the Village. This is confirmed by definition in э 20.2.f (3) of *New York State Executive Law*.

Statutory authority in э 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.


KEY TO FEATURES
Railroad
Tax Parcels
NYS Erie Canal
Historic Landmarks
Parks & Playgrounds
Village Boundary
Village Sites
Village Hall
Town Hall
Oliver Middle School
Senior Center
Morgan Manning House
Welcome Center
Seymour Library
Post Office
Lakeside Memorial Hospital
Police Department
Fire Department
Fire Station
Public Works
VILLAGE OF BROCKPORT
ROAD MAP
MONROE COUNTY, NY
ADOPTED BY BROCKPORT VILLAGE BOARD 10/1/07
VILLAGE BOUNDARY
SUNY College at Brockport
ERIE CANAL
Lakeside Memorial Hospital
MONROE COUNTY, NY
0
500
1,000
2,000
Feet

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.

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).

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

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.

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.

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.

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.

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.

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.

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

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.

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.

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 emergenc 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.

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.

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 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.

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.

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.

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.

BROCKPORT FIRE DISTRICT

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

- Requesting activation of the *Emergency Operations Plan*s 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.

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.

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.

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.

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.

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.

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 <u>triplicate</u> 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

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 herby 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.