

## 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, February 1, 2016 7:00pm**

**Location: Village Hall conference room**

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices
- **MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies
- **BROCKPORT HISTORICAL MOMENT:**
- **OATH OF OFFICE:** none
- **CERTIFICATES & PROCLAMATIONS:**
  - Selection Committee results & presentation – Monika W. Andrews Creative Volunteer Leadership Award to Carol L. Hannan (unable to attend to accept in person)
- **PUBLIC HEARINGS:** none
  - Note: Proposed Local Law – adding a Parks chapter to the Brockport Village Code – public hearing of 12/21/15 carries over to a future meeting – date to be determined
- **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:** none
  
- **CONSENSUS ITEMS:**
  - Approval of minutes – 12/21/15, 1/4/16, 1/12/16, 1/25/16
  - Approval of bills to be paid
- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
    - 2016 Events Schedule – need information by 3/1
    - 2015 PESH Form SH-900.1 summary of work-related injuries & illnesses completed & on file
    - Notice for Electing Village Officers
    - Voter Initiated Petition to Dissolve and Terminate the Village of Brockport received 1/25/16
- **PERSONNEL ITEMS:**
  - Drops/Add to Police Explorers roster
  - Accept resignation of Sandra Cain from Tree Board
  - Appoint to fill vacancy on the Tree Board
  - Appoint to fill vacancy on the Ethics Board
- **OLD or NEW BUSINESS:**
  - Solar Energy Project
    - SEQR
    - Authorize Mayor to sign NYSEDA grant application
  - Declare surplus & sell (likely to Scottsville for \$7,000) – old sewer camera split with Hilton & Spencerport
  - Declare surplus & authorize advertising on Auctions International – 6" water meter, 4" water meter, late 1980's 3" homolite gasoline operated pump for pumping water
  - Resolution calling on NYS to restore funding parity between the capital plans of the MTA & the NYS DOT
  - Grants:
    - CDBG – Monroe Ave sanitary sewer replacement (Main to Utica) – authorize application & SEQR
    - Erie Canalway National Heritage Corridor – authorize application for Low Bridge High Water
    - CLG – authorize application for Historic Preservation – to hire a consultant
    - JCAP - \$7,500 award
- **VILLAGE BOARD REPORTS:** (Trustees listed in alphabetical order by last name)
  - Mayor Margaret B. Blackman
  - Trustee/Deputy Mayor William G. Andrews
  - Trustee Annette M. Crane
  - Trustee Katherine J. Kristansen
  - Trustee John D. LaPierre
  
- **EXECUTIVE SESSION (if needed)**
- **ADJOURNMENT**

**Upcoming:** Village Hall closed: Monday, 2/15 for holiday // Village Board work session: 2/22 (with Treasurer re budget)

## 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**  
**Budget Preparation Calendar**  
**Fiscal Year June 1, 2016 – May 31, 2017**  
Adopted by Village Board 7/20/15

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

**RULES**  
**The Monika W. Andrews Creative Volunteer Leadership Award**  
**Established 10/23/12**  
**Amended 11/17/14**

**Purpose.** The purpose of this award is to encourage, recognize, and reward outstanding creative leadership by residents of the Towns of Sweden (including Brockport) and Clarkson who have served as volunteer leaders in improving the lives of their fellow citizens and the greater Brockport community.

**Eligibility.** All residents of the Towns of Sweden (including Brockport) and Clarkson who have been actively engaged as leaders in volunteer work in the greater Brockport community are eligible.

**Criteria.** This award shall be presented annually to an eligible person or persons who have demonstrated outstanding leadership in volunteer work by undertaking important innovative activities or creating significant new ways to serve the greater Brockport community. The work being recognized may have been accomplished in the year for which the person or persons are being honored or may have extended over a longer period of time. Examples from the volunteer work of the award's namesake include the creation of the first playground for handicapped children in Monroe County and the transformation of the Brockport Ecumenical Food Shelf to a "client-centered" facility.

**Nominations.** Nominations of eligible persons may be made by individuals or organizations. Self-nominations are acceptable. Nominations must be supported by detailed descriptions of the volunteer leadership activities of the nominee to be recognized by the award. They must include complete contact information for the nominator and the nominee. Supporting letters are encouraged. Nominations must be submitted by postal mail or personal delivery to the Village Clerk, Village of Brockport, 49 State Street, Brockport, NY 14420, by noon on the last business day before the end of the calendar year.

**Selection.** The award winner(s) shall be selected by a committee composed of one member appointed by each of the participating municipal boards before the end of each calendar year. The Brockport Village Board shall designate one of the committee members to chair the committee and convene it. It shall announce its selection at the first regular meeting of the Brockport Village Board after the January 31<sup>st</sup> following the close of nominations.

**Cash Award.** The award winner(s) shall receive a monetary prize from the trust fund established to support this award and administered by the Brockport Village Treasurer. If more than one award winner is selected the monetary award shall be divided equally among the winners.

**NOTICE  
INVITING NOMINATIONS**

Please take notice that nominations are being sought for candidates for the Monika W. Andrews Creative Volunteer Leadership Award. Nominees must be residents of the Village of Brockport, Town of Sweden or Town of Clarkson. Individuals and organizations may submit nominations. Self-nominations are acceptable.

In 2012 the three municipalities established the Monika W. Andrews Creative Volunteer Leadership Award as a memorial to the late Brockport resident. Its rules require that the award be given annually to one or more persons "who have demonstrated outstanding leadership in volunteer work by undertaking important innovative activities or creating significant new ways to serve the greater Brockport community". A trust fund has been established to provide cash awards for the winners.

The winners will be selected by a committee composed of one member appointed by each of the municipal boards. Nominations must be submitted to the Village Clerk, Village of Brockport, 49 State Street, by noon, December 31, 2015. A complete set of the rules for the award is available at the clerks' offices of the three municipalities or on the Village website, [www.brockportny.org](http://www.brockportny.org).

Leslie Ann Morelli  
Village Clerk  
Village of Brockport

DATED: 11/2/15

For publication in the 11/8/15 & 12/6/15 edition of Suburban News.  
For posting on website and bulletin board of Village of Brockport, Town of Sweden, Town of Clarkson.



# Brockport Police Department

One Clinton Street  
Brockport, N.Y. 14420



**Daniel P. Varrenti**  
Chief of Police

Dispatch: Dial 911  
Administration/Records:  
(585) 637-1020  
(585) 637-1016 fax

To: Monika W. Andrews Creative Volunteer Leadership Award Committee  
From: Chief Daniel P. Varrenti  
Re: Nomination of Carol Hannan  
Date: December 15, 2015

I'd like to take this opportunity to nominate Carol Hannan, of the village of Brockport, for the Monika W. Andrews Creative Volunteer Leadership Award.

I had the pleasure of meeting Ms. Hannan a number of years ago after being appointed Chief of Police of the Brockport Police Department. I distinctly remember thinking to myself, if everyone were like Carol I'd be out of a job. She was soft spoken, kind and yet very engaging.

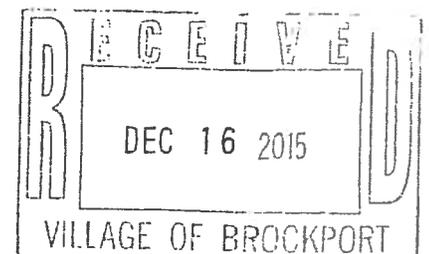
About 3 years ago Carol purchased a house on Fayette Street for a minimal amount of money. It was Carol's intention to renovate this house, on her own time, sell it as a single family home, and put the profit into the purchase of additional houses. In fact, her motto is obvious in the attached picture where she stated Revitalizing Brockport House by House.

After hearing of her intent, I volunteered a small amount of my time on the Fayette Street project. With the exception of Sundays, Carol was at the home virtually on a daily basis from October through June of the following year. Even as she suffered from sore knees, that needed routine injections of cortisone, she continued to march on. As if this weren't enough, Carol then repeated this process on a home on Main St and then most recently volunteered her time working on a private home on Park Ave.

Carol doesn't just talk that, she walks the walk. I know of no other person who I've ever met that has given more of her time to a community than Carol has.

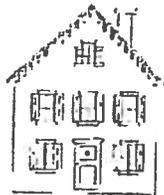
I would appreciate Carol being considered for this well-deserved award.

Sincerely,  
  
Daniel P. Varrenti





# REVITALIZING BROCKPORT



House by House

15 December 2015

TO: MONIKA ANDREWS AWARDS COMMITTEE

I am pleased to support the nomination of Ms. Carol Hannan for Monika Andrews Award.

Ms. Hannan is very active in helping the community. She devoted a lot of time and energy in writing the histories of about 80 houses which have been designated as historic houses. This information highlights the family history of the original residents, and describes the unique characteristic of internal and external architectural details. The pictures of the houses were also included along with the descriptions. Pro-Brockport printed some of these house as blank note cards which were in great demand.

Ms. Hannan is busy in buying old houses, renovating them, and selling them at an inexpensive cost. She worked very hard with the help of devoted volunteers, and made every effort to reduce the cost of renovation. The profits are used in helping the community.

She served as a Trustee of the Brockport Village very competently and initiated sewer fee based on the usage. This method helped many families in the reduction of the sewer fee because they paid the fee based on the use. She also facilitated the reading water meters remotely so that the meter reader does not have to stop at each house and walk to the meter to read it. This method saved a lot of time of the meter reader thus resulting in the savings for Village.

I strongly recommend the nomination of Ms. Carol Hannan for Monika Andrews Award.

Thank you.



Sri Ram Bakshi

[REDACTED]  
Brockport, NY 14420  
[REDACTED]

## Pam Ketchum

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**From:** kevin mccarthy [REDACTED]  
**Sent:** Tuesday, December 15, 2015 8:56 PM  
**To:** Pam Ketchum  
**Subject:** Carol Hannan

I am writing this letter on behalf of Carol Hannan. I have had the pleasure to know Carol for the past 5 years. I first met Carol by her being on the village board and was impressed with her enthusiasm on getting problems solved by rolling up her sleeves and working hard to make the village as good as it could be. Approximately 4 years ago I teamed up with Carol and others on reworking a house on Fayette st that she had acquired that was ready for the wrecking ball. Carol had purchased the home with her own monies and organized our team to rework a house that was well past the point of being condemned. With Carol leading the way along with her own personal savings invested in this home we completely remodeled this home and were able to sell it at a fair market value.

At this time that was the 5th house Carol had resurrected. Since that time Carol has purchased and remodeled one other home and once again sold it to a family versus having it sold to a landlord and have the house carved up or stripped of it's dignity in the name of profit. Carol works for little or no money and has many skill sets which include plastering, tear out, painting, master gardener, interior decorating, sewing (all drapes in each home she personally sewed). She gives more to this village not for personal gain or accolades but plain and simply because she wants the village to be all it can be

In the past year Carol has worked on Bill Andrews home on park ave that we just recently sold to a family as well as her partners house at 52 state st. working several days each week making improvements that help the village look better.

Carol at this point to the best of my knowledge had resurrected or worked on 9 homes in the village that were in rough shape making them worthy to be occupied by families that our village should greatly appreciate with no profit other than her satisfaction of doing what is best for the village. That is why I would nominate Carol for the Monica Andrews award.  
Kevin

DEC 22 11

December 22, 2015

Re: Monika Andrews Award

I nominate Carol Hannan to receive the Monika Andrews award for her continued and selfless efforts to restore houses and stabilize neighborhoods in the Village of Brockport. Whether a volunteer, neighbor, resident and/or visitor, we have all benefitted from Carol's efforts over the years. We have seen how she has rolled up her sleeves and tackled difficult housing situations, turning houses and neighborhoods around from being derelict to desirable (4 houses on Main St - not including her own, 1 house on Fayette St, 2 properties on State St and 1 house on Park Ave). Carol has risked her own financial stability for these projects. She has pushed herself physically and emotionally and she has always come up with creative solutions that have been market tested. Each of her projects has successfully stood the test of a fluctuating real estate market. The new home owners have maintained stable, inviting homes and carried on Carol's tradition of pride for our village and concern for historic preservation.

Additionally, Carol has continued her volunteer efforts by researching and writing the "genealogies"; house histories for over 80 homes in the Village of Brockport. These histories were used to support the recently approved application for the State St. /Park Ave. Residential District on the State and National Registers. The success of this application will allow home owners and rental property owners to participate in a 20% to 40% tax credit program for projects (interior, exterior and mechanical) that meet New York State Historic Preservation Office standards and approval.

As a community, we must acknowledge and celebrate people who work tirelessly to make Brockport a lovely, earnest and inviting place to live, work and put down roots. Let me know if you have any questions about my request to honor Carol with this award.

Many thanks for your time and attention to this special opportunity to truly thank a community volunteer who is making a big difference.

Best regards,

Pam



Pam Ketchum

[REDACTED], Brockport, NY 14420  
[REDACTED]

DEC 22 2015

To Whom It May Concern:

I am writing in support of the nomination of Carol Hannan for the Monika Andrews Award.

While others 'talk' about ways to restore (or take back) neighborhoods in the Village of Brockport, Carol Hannan actually takes action and restores houses in order to make out neighborhoods attractive places to live. Each house that is saved from falling further and further into disrepair, and becomes a home to people who take pride in it, is a step toward revitalizing Brockport. Carol Hannan sets an excellent example for others on how to make it happen.

In addition to her huge efforts to help revitalize our village, Carp; has worked tirelessly on researching and writing house histories for more than 80 homes in Brockport. Her efforts contributed largely to the approval of one neighborhood being added to the State and National Registers of Historic Homes. This will allow these homeowners to participate in a tax credit program for home improvements.

I wholeheartedly support Carol Hannan as this year's recipient of the Monika Andrews award.

Sincerely,

Marcelle M. Stickle  
Brockport, NY

**David G. Markham**

[REDACTED]  
Brockport, NY 14420  
[REDACTED]  
[REDACTED]

Monica Andrews Volunteer Service Award Committee  
Village of Brockport  
49 State Street  
Brockport, NY 14420

12/30/15

Re: Carol Hannan nomination

Dear Committee Members:

Carol Hannan has done so much for our Brockport community that deserves broad recognition and acknowledgement. She has rehabilitated several old houses in Brockport's main core and restored them for family ownership and residence. These were houses that were dilapidated in many instances to put them in peril of abandonment and/or demolition.

She has written many histories of the old homes in Brockport which have been archived on the ProBrockport web site and published on the Brockporter. These histories have attracted attention of people around the country and influenced a sense of pride in Brockport's history.

Carol has spend many hours reviewing the histories of many properties in Brockport during the tenure of code enforcement officer, Scott Zarnsdorf, and organizing records of Brockport's properties.

In addition to her volunteer efforts Carol worked to improve the infrastructure and water and sewer facilities in Brockport when she served as Trustee on the Brockport Village board. Carol's volunteer activities pre-dated and post dated her service on the Village Board.

I am sure that Carol has volunteered in many other ways that I am not aware of.

Overall, Brockport has a much higher quality of life because of Carol's efforts and I ask that you recognize and acknowledge her outstanding work by giving her the Monica Andrews Volunteer of the Year Award.

Very truly yours,

David G. Markham  
Brockport, NY

## **Report of the Monika Andrews Creative Volunteer Leadership Award Committee**

The Committee reports that it unanimously recommends the award of the 2015 Monika Andrews Creative Volunteer Leadership Award to Carol Hannan.

Two of the things that most define the towns of Clarkson and Sweden, as well as the Village of Brockport, are that they are places in which so many families find not just a house but a home. And they are places in which a rich history of such home-making is not forgotten but rediscovered, preserved, and celebrated. Both of these features of this community are hard-won and ever-imperiled. Sustaining them requires citizens willing to undertake struggles over a long haul—difficult and often thankless—to protect them from erosion and amnesia. And thereby to extend them from one generation to the next. Carol Hannan is just such a citizen.

On the one hand, Carol has demonstrated a remarkable ju-jitsu ability to turn one of the most corrosive forces of modernity—the real estate market—to ends to which it is too rarely put: stability, community restoration, and the common good. Over a number of years, she has purchased and rehabilitated with considerable voluntary labor (much of it her own) nine dilapidated houses in Brockport and then resold them at a reasonable price to families who have in turn brightened Village neighborhoods with their presence. She thereby "flips" these properties not for her own profit but rather for the public interest, seeking, as she herself puts it, to "revitalize Brockport house by house." Carol turns deteriorating houses into homes.

If William Faulkner's adage that "the past is never dead. It is not even past" might well be a motto of our communities, Carol is a leader among those determined to prove it. In addition to insuring, as one of her nominators put it, that a house she rehabilitates is not "stripped of its dignity," she has also worked tirelessly to preserve the stories of more than eighty homes by documenting their history—a demanding task of research and writing. Her genealogies have helped to win historic preservation status for Village properties, benefiting not only their owners but serving the aims of communities determined to make sure that they ride into the future in a vehicle equipped with a rearview mirror.

The Committee shares the warm appreciation for Carol Hannan's contributions to the well-being of Clarkson, Sweden, and Brockport expressed by her several nominators. We forward our recommendation of her for the Monika Andrews Award with gratitude for her on-going service to the shared life of our community.

Robert Westbrook (Chair); Linda Ketchum; Kermit R. Mercer

January 2016

*The Marika W. Andrews  
Creative Volunteer Leadership  
Award*

Is Hereby Presented by the Municipalities of  
Brockport, Sweden, and Clarkson

To

*Carol Hannan*

In Recognition of Outstanding Service to Their Community Through  
Creative and Innovative Leadership as a Volunteer

*MP [Signature]*

Mayor, Village of Brockport

*Paul M Humball*

Supervisor, Town of Clarkson

*2/1/14*

Date

*Richard [Signature]*

Supervisor, Town of Sweden

Chair, Selection Committee



# VILLAGE OF BROCKPORT

49 State Street · Brockport, New York 14420  
Telephone (585) 637-5300 · Fax (585) 637-1045  
Website: [www.brockportny.org](http://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  
Climate Smart Community*

**TO:** Village Board, Department Heads, Emily L. Knapp Museum Board, Tree Board, Parks Committee, Walk Bike Brockport Action Group, Brockport Merchants Association, Greater Brockport Chamber of Commerce, BISCO, Lions Club, Kiwanis Club, Elks, Rotary, Navy Club, Brockport Area Veterans Club, Western Monroe Historical Society, Brockport Community Museum Board, Generation Cool, Seymour Library, Town of Sweden, SUNY College at Brockport, Catholic Migrant Ministry, Greater Brockport Development Corporation, and other event planners I may have missed...

**FROM:** Leslie Ann Morelli, Village Clerk

**RE:** 2016 Events Schedule

**DATE:** January 8, 2016

Happy New Year!

It's time to gather information to be able to put together a 2016 events schedule. The schedule gets posted on the Village website, included in the semi-annual Village newsletter and made available at Village Hall, Welcome Center, Seymour Library, Town Hall, Senior Center, Community Center, etc. It will also be provided to local media for any free publicity they may wish to provide.

We want to include your group's 2016 events if they are to be held within the Village of Brockport limits and open to the public. ***Please refer this to the appropriate person to consult your group and by March 1<sup>st</sup> email me at [lmorelli@brockportny.org](mailto:lmorelli@brockportny.org) with the basic details of your 2016 events (title, day, date, time, contact phone # & website...).***

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

If I am not informed about an event, I can't include it in the schedule, so be sure to e-mail me your information by March 1<sup>st</sup>.

Thank you.

Mayor Margaret B. Blackman  
Trustee/Deputy Mayor William G. Andrews  
Trustees Annette M. Crane, Katherine J. Kristansen, John D. LaPierre



**SUMMARY OF WORK-RELATED  
INJURIES AND ILLNESSES  
FORM SH-900.1**

Calendar Year 2015

All establishments covered by PART 801 must complete this summary annually, even if no occupational injuries or illnesses occurred during the year. Employees, former employees, and their representatives have the right to review this form. They also have limited access to the Log (SH 900) or its equivalent. See 801.35 and instructions for further details on access provisions for these forms.

1. ESTABLISHMENT INFORMATION	2. EMPLOYMENT INFORMATION
ESTABLISHMENT NAME <u>VILLAGE of BROCKPORT</u>	If you don't have accurate figures, see the instructions on the back of this sheet.
STREET ADDRESS <u>49 STATE STREET</u>	
CITY, STATE, ZIP CODE <u>BROCKPORT, NY 14420</u>	
INDUSTRY DESCRIPTION (e.g., village fire department) <u>MUNICIPAL - VILLAGE</u>	
NORTH AMERICAN INDUSTRIAL CLASSIFICATION SYSTEM (NAICS) <u>9 2 1 1 9 0</u>	AVERAGE NUMBER OF EMPLOYEES <u>VILLAGE 60 LIBRARY 19</u>
	TOTAL HOURS WORKED BY ALL EMPLOYEES LAST YEAR <u>VILLAGE 105,720 LIBRARY 18,340</u>

Enter the column totals from the Log of Occupational Injuries and Illnesses (SH 900) for each category (column labels under each line correspond to the columns on the Log). If a category has no cases, enter "0."

3. NUMBER OF CASES	4. NUMBER OF DAYS	5. INJURIES AND ILLNESS TYPES
DEATHS <u>0</u> (Col. G)	AWAY FROM WORK <u>60</u> (Col. K)	INJURIES <u>5</u> (Col. 1)
DAYS AWAY FROM WORK <u>2</u> (Col. H)		SKIN DISORDERS <u>0</u> (Col. 2)
JOB TRANSFER OR RESTRICTION <u>0</u> (Col. I)	JOB TRANSFER OR RESTRICTION <u>4</u> (Col. L)	RESPIRATORY CONDITIONS <u>0</u> (Col. 3)
OTHER RECORD-ABLE CASES <u>0</u> (Col. J.)		POISONINGS <u>0</u> (Col. 4)
		HEARING LOSS <u>0</u> (Col. 5)
		ALL OTHER ILLNESSES <u>0</u> (Col. 6)

**6. CERTIFICATION**

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

SIGNATURE Leslie Ann Morelli TITLE VILLAGE CLERK

PRINT NAME LESLIE ANN MORELLI DATE 1/27/16



**VILLAGE OF BROCKPORT  
NOTICE FOR ELECTING VILLAGE OFFICERS**

PLEASE TAKE NOTICE:

That the Annual General Village Election in and for the Village of Brockport will be held on Tuesday, June, 21, 2016 from Noon to 9pm with the following officers to be chosen: Three (3) Trustees – one (1) to complete a term to 06/30/17 and two (2) for terms to 06/30/20.

That the first day to circulate independent nominating petitions is Tuesday, April 5, 2016, and the last day to file said petitions at Monroe County Board of Elections is Tuesday, May 17, 2016. Petitions must indicate the office(s) and term thereto, for which it is filed, and

That the applications for absentee ballots will be accepted by Monroe County Board of Elections no earlier than Monday, February 22, 2016 and no later than Tuesday, June 14, 2016 for applications to be mailed or Monday, June 20, 2016 for personal applications by applicant or his/her agent.

That questions should be directed to Monroe County Board of Elections at (585) 753-1550.

Leslie Ann Morelli  
Village Clerk  
Village of Brockport

DATED: 2/1/16

Suburban News: Please publish in 2/7/16 edition.

Also posted on Village website and Village Hall bulletin board.



# VILLAGE OF BROCKPORT

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

December 16, 2015

Sweden Town Board - 18 State Street Brockport, NY 14420  
NYSDEC – 625 Broadway Albany, NY 12233  
NYSERDA – 17 Columbia Circle, Albany, NY 12203  
US Army Corp of Engineers – Buffalo District 1776 Niagara Street Buffalo, NY 14207

**RE: Involved Agency under SEQR – Solar Energy Project**

Pursuant to the State Environmental Quality Review (SEQR) Act, please be advised that the Village of Brockport Village Board (hereinafter referred to as Village Board) intends to establish itself as Lead Agency for the purpose of implementing the SEQR requirements with respect to the project described below. Enclosed for your review are the project information, the EAF part 1 and a copy of the Notice of Intent to become Lead Agency Resolution.

The Brockport solar photovoltaic (PV) system project will offer the Village of Brockport tremendous savings on the cost of electricity over a long time frame – which presents the Village an opportunity to save more than \$1.5M over the next 30 years with zero upfront cost. One of the reasons this is possible is because of a financing arrangement called a Power Purchase Agreement. Under this agreement a solar developer will build a project at their own cost and sell the electricity generated by this system to the Village at an agreed upon rate. After 25 years, this agreement will be up for negotiation and the system will either continue operating at a newly agreed price, be removed, or be transferred to the Village where we can expect even greater savings.

In accordance with 6NYCRR Part 617 all involved agencies must agree upon the Lead Agency designation within 30 calendar days of the date of receipt of this letter and the enclosed EAF. To facilitate such an agreement and to provide for sufficient time for discussion, if any, the Village Board requests that all response forms to this notice be returned to Village of Brockport, Attention: Leslie Ann Morelli, Village Clerk, 49 State Street, Brockport, NY 14420 [lmorelli@brockportny.org](mailto:lmorelli@brockportny.org) no later than **January 15, 2016**.

In the event that a response is not received by that date, your agency will be deemed to have no objection to the Village Board assuming Lead Agency status for the purpose of this project. To facilitate your response, please complete the enclosed coordination request form and return it as part of your response. Thank you.

Sincerely,

  
Leslie Ann Morelli  
Brockport Village Clerk

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

**Village of Brockport  
Solar Energy Project**

**SEQR LEAD AGENCY COORDINATION REQUEST**

\_\_\_\_\_ This Agency has no objection to the Village of Brockport Village Board assuming Lead Agency status for this action.

\_\_\_\_\_ This Agency wishes to be considered for Lead Agency for this action.

\_\_\_\_\_ Other (see comments below)

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PLEASE RETURN TO:** Village of Brockport  
Leslie Ann Morelli, Village Clerk  
49 State Street  
Brockport, NY 14420  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org)

**NOTE:**

If this form is not returned on or before **January 15, 2016** your agency will be deemed to have no objection to the Village of Brockport Village Board assuming Lead Agency status for this action.

**VILLAGE OF BROCKPORT  
RESOLUTION**

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on December 7, 2015 the following resolution was regularly made, seconded and carried:

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

MOVED BY: Mayor Blackman    SECONDED BY: Trustee LaPierre    CARRIED 5/0

**Village of Brockport near 6793 E. Canal Road, Brockport, NY  
Brockport Solar Photovoltaic (PV) Project**

WHEREAS, the Village of Brockport agrees to be lead agent of the State Environmental Quality Review Act (SEQRA) Process for the Brockport Solar PV Project, an action anticipated to be categorized as Unlisted by the New York State Department of Environmental Conservation; and

WHEREAS, in order to aid the Village Board in determining whether such project and financing and other related actions of the County in connection therewith (the "Action") may have a significant effect on the environment, the Village Board has caused to be prepared the appropriate Environmental Assessment Form (EAF); and

WHEREAS, the Village of Brockport will review the environmental impacts of the proposed action and follow through with the SEQRA process accordingly;

NOW THEREFORE, BE IT RESOLVED by the Brockport Village Board as follows:

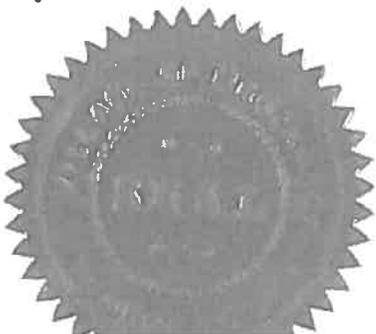
1. The Village Board hereby declares that it is acting as lead agency for the purpose of SEQRA review concerning the Project and all actions related thereto.
2. The Village Clerk is hereby directed to maintain for public inspection a file containing a copy of this resolution.
3. This resolution shall take effect immediately.

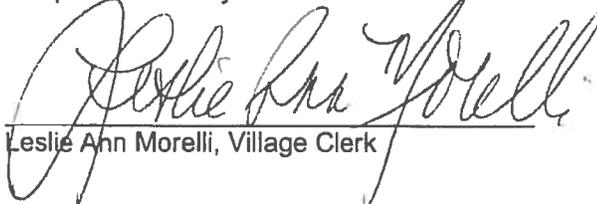
BY ORDER OF THE Village Board of the Village of Brockport  
STATE OF NEW YORK                    )  
County of Monroe                    ) SS:

I Leslie Ann Morelli, Village Clerk of the Village of Brockport, do hereby certify that the foregoing is a full and true transcript of a resolution duly adopted at a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York on December 7, 2015 as it appears in the minutes of said meeting was regularly called and duly constituted, and that a quorum was present.

Witness my hand and the seal of the Village of Brockport this 8<sup>th</sup> day of December 2015.

Seal



  
\_\_\_\_\_  
Leslie Ann Morelli, Village Clerk

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

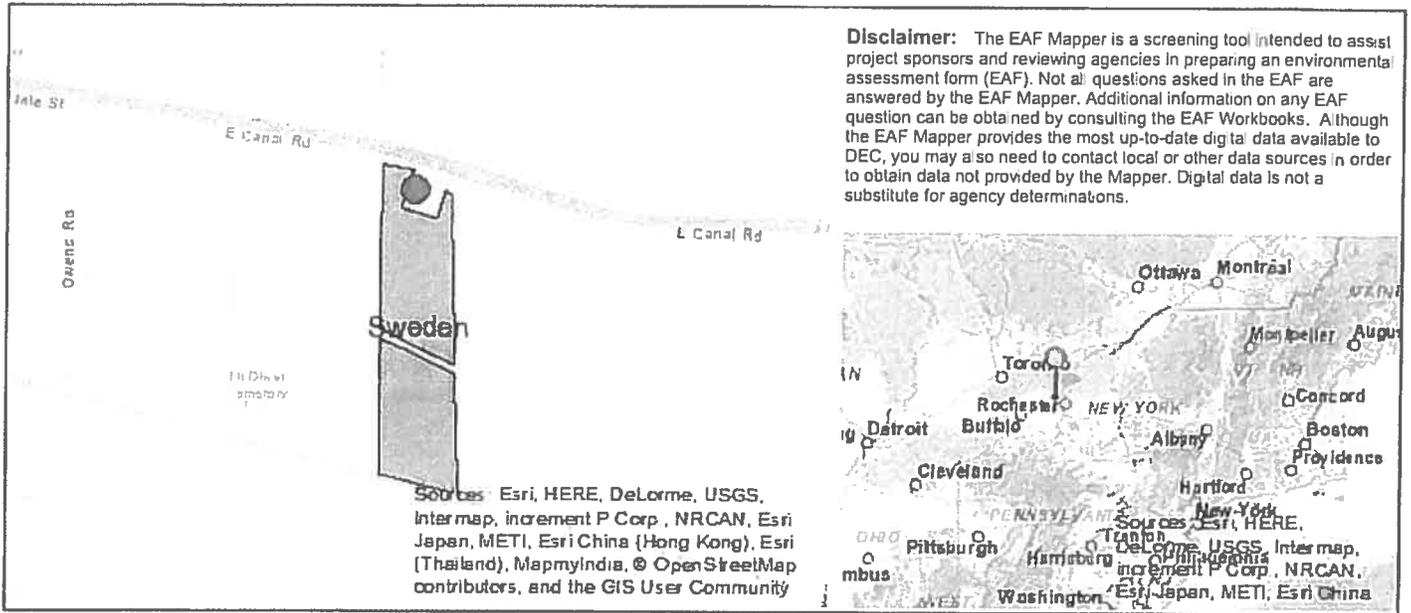
**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Village of Brockport			
Name of Action or Project: Village of Brockport Solar PV System			
Project Location (describe, and attach a location map): Near 6793 E. Canal St, Brockport, NY. Address represents a residential property along the canal, the unaddressed landfill sits to the south.			
Brief Description of Proposed Action: The installation of an approximately 800kW Solar PV system on land owned by the Village of Brockport for the purposes of generating electricity to be sold to the Village of Brockport under a Power Purchase Agreement. This parcel is a landfill closed in 1984. The array will be installed on top of the landfill and will utilize ballasted racking and above-ground conduit to minimize ground disturbance. Documents related to floodplain, wetlands, and archaeological sensitivity are attached. Project site has no current address and address used for mapping indicates nearer proximity to floodplain and wetlands than represented by the proposed installation.			
Name of Applicant or Sponsor: Solar Liberty		Telephone: 866-807-3639	
Address: 6500 Sheridan Dr, #120		E-Mail:	
City/PO: Buffalo		State: NY	Zip Code: 14421
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: New York State Energy Research and Development Authority, State Historic Preservation Office (se attached letter of No Impact), National Grid, Town of Sweden, Department of Environmental Conservation			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ 2 acres acres	
b. Total acreage to be physically disturbed?		_____ <1 acre acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 20 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>This site is a closed landfill. _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input checked="" type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>The site is a closed landfill with completed remediation and ongoing monitoring. _____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input checked="" type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p>		
<p>Applicant/sponsor name: <u>Rob Jendrysek - Solar Liberty</u> Date: <u>12/2/15</u></p> <p>Signature: <u><i>[Handwritten Signature]</i></u></p>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National Register of Historic Places]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	Yes
Part 1 / Question 20 [Remediation Site]	Yes





## Parks, Recreation, and Historic Preservation

ANDREW M. CUOMO  
Governor

ROSE HARVEY  
Commissioner

November 30, 2015

Mr. Brad Kelly  
Staff Engineer  
Larsen Engineers  
700 West Metro Park  
Rochester, NY 14623

Re: NYSERDA  
Village of Brockport Solar Photovoltaic Project  
Brockport landfill behind 6793 Canal Road, Brockport, NY  
6793 Canal Road, Brockport, , NY  
15PR06569

Dear Mr. Kelly:

Thank you for requesting the comments of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the project in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8) and its implementing regulations (6 NYCRR Part 617).

Based upon this review, it is the New York State Office of Parks, Recreation and Historic Preservation's opinion that your project will have no impact on archaeological and/or historic resources listed in or eligible for the New York State and National Registers of Historic Places.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

Sincerely,

Ruth L. Pierpont

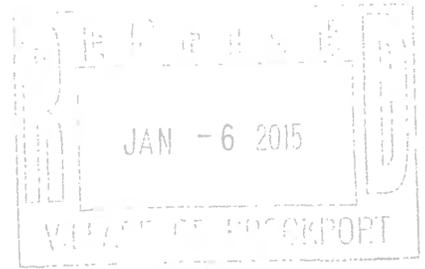
Deputy Commissioner for Historic Preservation

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Division for Historic Preservation

P.O. Box 189, Waterford, New York 12188-0189 • (518) 237-8643 • [www.nysparks.com](http://www.nysparks.com)





Village of Brockport  
Solar Energy Project

SEQR LEAD AGENCY COORDINATION REQUEST

- This Agency has no objection to the Village of Brockport Village Board assuming Lead Agency status for this action.
- This Agency wishes to be considered for Lead Agency for this action.
- Other (see comments below)

Comments: \_\_\_\_\_  
\_\_\_\_\_

Agency Sweden Town Board - Robert Carges, Supervisor

Signature *Robert G. Carges*  
Supervisor

Title \_\_\_\_\_

Date December 31, 2015

PLEASE RETURN TO: Village of Brockport  
Leslie Ann Morelli, Village Clerk  
49 State Street  
Brockport, NY 14420  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org)

**NOTE:**  
If this form is not returned on or before **January 15, 2016** your agency will be deemed to have no objection to the Village of Brockport Village Board assuming Lead Agency status for this action.

Village of Brockport  
Solar Energy Project

SEQR LEAD AGENCY COORDINATION REQUEST

This Agency has no objection to the Village of Brockport Village Board assuming Lead Agency status for this action.

This Agency wishes to be considered for Lead Agency for this action.

Other (see comments below)

Comments: \_\_\_\_\_  
\_\_\_\_\_

U.S. Army Corps of Engineers  
Agency

*[Signature]*  
Signature

Chief, NY Application Evaluation Section  
Title

12/28/15  
Date

PLEASE RETURN TO: Village of Brockport  
Leslie Ann Morelli, Village Clerk  
49 State Street  
Brockport, NY 14420  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org)

**NOTE:**  
If this form is not returned on or before **January 15, 2016** your agency will be deemed to have no objection to the Village of Brockport Village Board assuming Lead Agency status for this action.

Village of Brockport  
Solar Energy Project

SEQR LEAD AGENCY COORDINATION REQUEST

This Agency has no objection to the Village of Brockport Village Board assuming Lead Agency status for this action.

This Agency wishes to be considered for Lead Agency for this action.

Other (see comments below)

Comments: \_\_\_\_\_  
\_\_\_\_\_

New York State Department of Environmental Conservation  
Agency

Robert B. Call  
Signature

Environmental Analyst I  
Title

1/15/2016  
Date

**PLEASE RETURN TO:** Village of Brockport  
Leslie Ann Morelli, Village Clerk  
49 State Street  
Brockport, NY 14420  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org)

**NOTE:**

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**NYS Department of Environmental Conservation**

1/15/2016

Region 8 - Division of Environmental Permits  
6274 East Avon-Lima Road  
Avon, New York 14414-9519

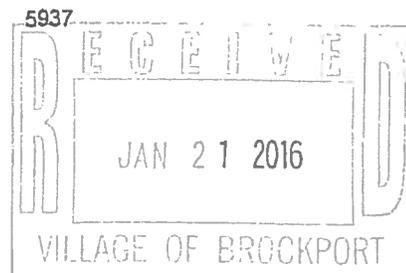
Phone: (585) 226-5400 Fax: (585) 226-2830

Website: [www.dec.ny.gov](http://www.dec.ny.gov)



**Basil Seggos**  
Acting Commissioner

**BROCKPORT (V)**  
**LESLIE MORELLI, VILLAGE CLERK**  
49 STATE ST  
BROCKPORT, NY 14420-



**Re: SEQR REVIEW**

Dear LESLIE MORELLI,

The following comments are based upon the location information provided in your inquiry of:  
**BROCKPORT SOLAR PHOTOVOLTAIC PROJECT - NEAR 6793 E CANAL RD**

**SEQR Coordination & Establishment of Lead Agency**

The NYS Department of Environmental Conservation (DEC) has no objection to the Village Of Brockport, Village Board being established as the SEQR lead agency for the environmental review of this action. However, please note the following:

**Remedial Site**

Your site is located upon a property that is listed within the State Superfund Program. The property is identified as the "Brockport Landfill" (Site #828038) and a summary of the remedial status is attached to this letter. Pursuant to 6 NYCRR PART 375-1.11(d)(1) and 6 NYCRR PART 375-1.11(d)(2), a change of use for the property would be required for the construction of the solar energy project. For reference the regulation specifies: "(d) Change of use. (1) At least 60 days before a change of use at a site, as defined in sections 375-2.11, 375-3.11 and 375-4.11, the person proposing to make such change of use shall provide written notification to the Department. (2) The notice shall advise the Department of the contemplated change, including, but not limited to, explaining how such change may affect the site's proposed, ongoing, or completed remedial program." Construction activities need to be protective of the cover systems at the site. For information regarding the remedial requirements, please contact Frank Sowers with the NYSDEC Division of Environmental Remediation at (585) 226-5357.

**Other Listings**

It should be noted that State Wetlands, Federal Wetlands, Class C Stream, 100-year flood zone, and a historic Natural Heritage listing for a threatened plant are identified on the underlying property. However based on the location of the proposed project (eg: on the northern half of a capped landfill) and the respective distance to the resources, it is unlikely that they will be impacted. A map showing the location of the resources is attached. It is recommended that additional review be conducted if the project location is changed at the site, or if an undisturbed area is to be included.

Thank you for the opportunity to review this project. If you have questions regarding the information provided in this letter, please don't hesitate to contact me at (585) 226-5396.

Sincerely,

A handwritten signature in black ink that reads "Robert Call". The signature is written in a cursive style with a large initial 'R'.

Robert Call  
Division Of Environmental Permits

CC: F. SOWERS (NYSDEC - DER)  
USACE – BUFFALO

Attachment – DER Database Listing for the Brockport Landfill



**Department of  
Environmental  
Conservation**

## Environmental Site Remediation Database Search Details

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### Site Record

#### Administrative Information

**Site Name:** Brockport Landfill

**Site Code:** 828038

**Program:** State Superfund Program

**Classification:** 04

**EPA ID Number:**

#### Location

**DEC Region:** 8

**Address:** East Canal Road

**City:** Sweden Zip: 14420

**County:** Monroe

**Latitude:** 43.208364

**Longitude:** -77.91333876

**Site Type:** LANDFILL

**Estimated Size:** 17 Acres

#### Institutional And Engineering Controls

**Control Type:**

Decision Document

#### Site Owner(s) and Operator(s)

**Current Owner Name:** VILLAGE OF BROCKPORT

**Current Owner(s) Address:** 49 State Street, Drawer L  
BROCKPORT,NY, 14420

**Current On-Site Operator:** Village of Brockport

**Stated Operator(s) Address:** 49 State Street  
Brockport,NY 14420

#### Hazardous Waste Disposal Period

**From:** 1949 **To:** 1984

## Site Description

Location: Brockport Landfill is a 17 acre landfill located on East Canal Road, east of the Village of Brockport in the Town of Sweden. The site is in a sparsely populated area, bordered on the north by East Canal Road, on the south by a railroad, and on the east and west by private property. The New York State Barge Canal trends east-west direction, north of East Canal Road. An intermittent stream, Otis Creek, flows northeasterly through the southern portion of the site. The creek passes under the canal through a culvert and continues northward toward Lake Ontario. Site Features: A Residential area with some old industries exists to the west of the site with the Erie Barge Canal located across the road to the North. The Black and Decker/3M PCB site exist to the west close to the site. There is a closed construction and demolition (C & D) landfill located south of the site. A smaller disposal area of about two acres, used for the disposal of brush and leaves, is located in the southern portion of the site, south of Otis Creek. History: The site was a municipal landfill and has been closed since September of 1984. A USEPA report prepared in 1984, revealed that a nearby well on Canal Road was contaminated with trichloroethylene (TCE) at a level of 172 ppb. The landfill was identified as the possible source of this contamination. Because of the contamination, two adjacent residential drinking water wells were taken out of service in October of 1985 and a water main from the Village of Brockport's system was extended to these residences. Representatives from the former General Electric Brockport plant stated in a Community Right to Know questionnaire that they disposed still bottoms from degreasers and paint solvents (F002 & F003) at this landfill. Leachate outbreaks were evident at numerous locations. Following site investigation, a Record of Decision (ROD) in September 1997 required that a modified Part 360 cap be constructed over the landfill, and long term Site Management be conducted. Remedial Action (RA) was completed in September 2000. The Village of Brockport is providing landfill site management. Site Geology/Hydrology: Site is located on the eastern end of a kame moraine glacial deposit consisting of layered silt and sand grading downward into a dense sandy till. The overburden thickness ranges from 3 to 20 feet. Overburden groundwater ultimately discharges to Otis Creek. Bedrock beneath the site generally consists of sandstones, with some interbedded silty shale which is nearly flat-lying, with a dip of approximately 1/2 degree to the south. The upper 10 to 15 feet of the bedrock comprises the shallow bedrock water-bearing zone. Shallow bedrock ground water discharges to the Barge Canal. Some groundwater was encountered in deep bedrock at the site. However, the low permeability of the intervening bedrock units comprises an aquitard restricting downward migration of groundwater.

## Contaminants of Concern (Including Materials Disposed)

Type of Waste	Quantity of Waste
trichloroethene (TCE)	UNKNOWN
STILL BOTTOMS FROM DEGREASING OPERATIONS (F002)	1.3 TONS
paint solvents	40000.00
benzene	UNKNOWN

## Site Environmental Assessment

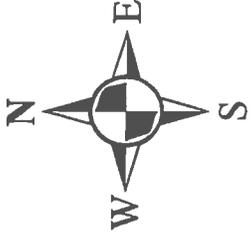
Prior to Remediation: The primary contaminants of concern at the site include VOCs, (chloroethane, dichloroethene, trichloroethlyene, vinyl chloride and benzene). Soils, surface water, and sediment were impacted by landfill leachate. At the time of the investigation, groundwater was contaminated with chloroethane(28 ppb),dichloroethene (17 ppb,) trichloroethlyene(170 ppb), vinyl chloride (15ppb) and benzene(7.6 ppb) in excess of NYS Part 703 groundwater standards. Remedial activities: Remedial actions consisted of construction of a landfill cap and gas venting system in 1999. Post remediation: These actions have alleviated continuing impacts to the environment. Site maintenance and groundwater sampling is ongoing and being performed by the Village of Brockport.

## Site Health Assessment

A protective cover is in place over the surface of the landfill to ensure that humans cannot come in contact with contaminated soil. Although residual contamination exists in groundwater on-site, measures are in place to prevent the groundwater from moving off-site.

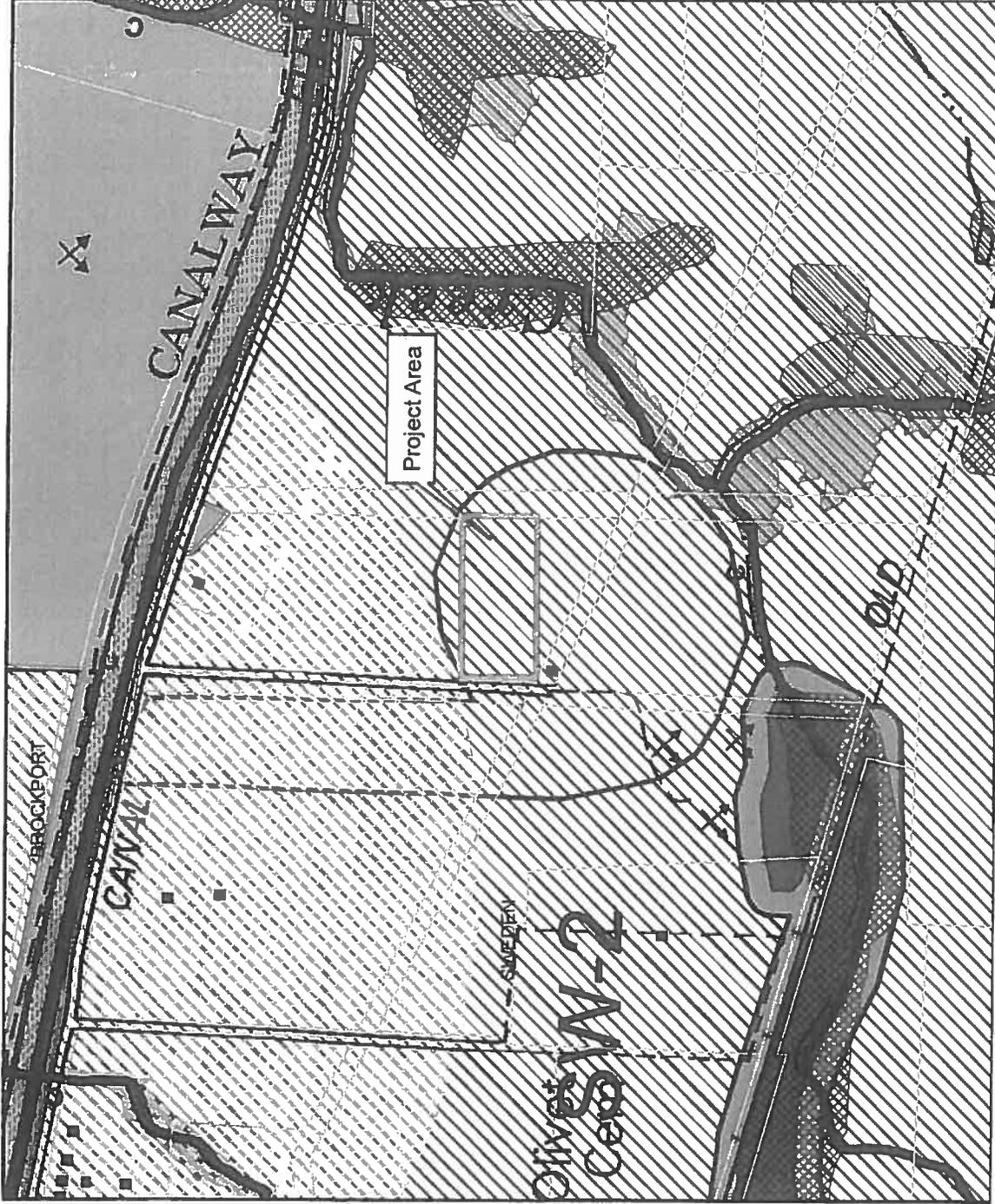
For more Information: E-mail Us

[Refine This Search](#)



## Legend

- Tax Parcel-Monroe
- Unprotected Stream
- Protected Stream
- NWI Estuarine and Marine Deepwater
- NWI Estuarine and Marine Wetland
- NWI Freshwater Emergent Wetland
- NWI Freshwater Forested/Shrub Wetland
- NWI Freshwater Pond
- NWI Lake
- NWI Riverine
- NWI Other
- Freshwater Wetland
- Regulated Adjacent Area Boundary
- Agricultural Districts
- Archeological Sites of Sensitivity
- Natural Heritage - Animal
- Natural Heritage - Plant
- Natural Heritage - Natural Community
- 1% Annual Chance (100 year)
- Remediation Site Borders



# Brockport Solar Photovoltaic Project - Near 6793 E Canal Rd. Brockport, New York

Map Prepared by:  
Robert Call, Env. Analyst 1  
NYSDEC Region 8, DEP  
1/15/2016



**Village of Brockport**  
Near 6793 E Canal Road, Brockport, NY

**RESOLUTION OF THE VILLAGE OF ALBION, NEW YORK**  
**February \_\_, 2016 – Brockport Solar Photovoltaic (PV) Project**

Councilperson \_\_\_\_\_ presented the following Resolution and moved its adoption. It was seconded by Councilperson \_\_\_\_\_.

WHEREAS: the Village of Brockport is proposing to install ground-mounted solar panels on property owned by the Village of Brockport, located on its landfill near 6793 East Canal Road.

WHEREAS: in order to aid the Village Board in determining whether such project and financing and other related actions of the Villag in connection therewith (the"Action") may have a significant effect on the environment, the Village Board has caused to be prepared the appropriate Environmental Assessment Form (EAF), and

WHEREAS: the Project has been identified as an Unlisted Action pursuant to the State Environmental Quality Review Act (SEQRA) and the Village Board has expressed its desire to act as lead agency for SEQRA review purposes, and

WHEREAS: all other potentially involved agencies have been contacted by letter and none have objected to the Village Board of the Village of Brockport acting as lead agency, and

WHEREAS: the Village Board has duly reviewed the EAF, as well as any public comments and any correspondence from interested or involved agencies, and has duly considered the impacts that may be expected from the proposed action and compared the same with the criteria set forth in the applicable SEQRA regulations,

NOW, THEREFORE, BE IT RESOLVED: by the Village Board of the Village of Brockport, New York, as follows:

1. The Village Board hereby declares that it is acting as lead agency for the purpose of SEQRA review concerning the Local Law and all actions related thereto.
2. Based upon its review and consideration of the EAF and other necessary criteria, the Village Board hereby finds that (a) the proposed Local Law does constitute an Unlisted Action and that (b) the object of the above-referenced action, therefore will result in no major adverse impacts and, therefore, is not an action which "may have a significant effect on the

environment" and that since said action will not have a "significant effect on the environment", no "environmental impact statement" need be prepared, as such quoted terms are defined in the applicable SEQRA Regulations.

3. By reason of the foregoing, the Village Board hereby authorizes and directs the Supervisor to execute and file a Negative Declaration in the form attached hereto and to sign the first page of the Full Environmental Assessment Form designating that the Project and all actions related thereto will not have a significant impact on the environment.

4. The Village Board hereby authorizes the Supervisor to forward, upon request copies of this Resolution and the Negative Declaration to all appropriate agencies.

5. The Village Clerk is hereby directed to maintain for public inspection a file containing a copy of this Resolution, the Negative Declaration and all submissions to date concerning the Environmental Review of this project and all actions related thereto.

6. This resolution shall take effect immediately.

Roll call vote on the Resolution was as follows:

AYES:

NAYES:

The Resolution was declared \_\_\_\_\_

NY-Sun Initiative					
FUNDING SOURCE:		NEIS #:	VENDOR #:		
ASSIGNEE VENDOR #:		NYISO Zone B			
Program: <b>Commercial/Industrial</b>		<b>Track 1 - Project Maturity Payment Assignment: No</b>		Date: <b>01/28/16</b>	
<b>INSTALLER</b>					
Contractor		<b>Solar Liberty Energy Systems, Inc. (CS)(E)</b>			
Installer		<b>Nathan Rizzo</b>			
Installer Email		<b>nathan@solarliberty.com</b>			
Installer Phone		<b>(716) 634-3756</b>			
Contact Phone Number					
NYSERDA Installer Number / Supplier ID		<b>4116 / 37640</b>			
<b>HOST CUSTOMER</b>					
Company Name		<b>Village of Brockport</b>			
Customer		<b>Margaret Blackman</b>			
Physical Address		<b>6793 E Canal Rd</b>			
City, State, Zip		<b>Brockport, NY 14420</b>			
County		<b>Monroe</b>			
Sector		<b>Commercial</b>			
<b>PROJECT SITE</b>					
Expected Date of Installation			Expected Date of Interconnection		<b>12/22/2016</b>
Utility Company		<b>National Grid</b>		CESIR Required	<b>Yes</b>
Building Type		<input checked="" type="checkbox"/> <b>New Construction</b> <input type="checkbox"/> <b>Existing</b> <input type="checkbox"/> <b>Net Zero</b>		Remote Net Metering	<b>Yes</b>
Host Meter Service Type		<b>Non-demand</b>		Net Metering Crediting Method	<b>Monetary</b>
Coastal Zone		<b>No</b>		Strategic Location	<b>No</b>
Battery Storage Integration		<b>No</b>		Energy Efficiency Integration	<b>No</b>
<b>EQUIPMENT INFORMATION AND COSTS</b>					
Type	Manufacturer and Model Number (Tilt/Azimuth)	Qty	Efficiency	Array Rating	Cost
Inverter	Schneider Electric Solar Inverters USA: Conext CL 25000NA	25	98.0%		\$199,012.50
PV Module	Trina Solar: TSM-305PA14.20 (30.0°/360.0°)	2610		796.050 kW	\$660,721.50
Orientation: Fixed Array			<b>System Size: 796.050 kW</b>		
Installation Costs - Balance of System					\$2,791,066.00
<b>TOTAL COST BEFORE NYSEDA INCENTIVE</b>					<b>\$3,650,800.00</b>
<b>PBI Rate (\$/kWh) = \$/Watt x 1,000 / (Fixed Array Capacity Factor x Hours per Year x 3 Years)</b> $\$0.34/W \times 1,000 / (0.134 \times 8760 \times 3) = \mathbf{\$0.097/kWh}$ <b>Estimated Annual Production = System Size x Capacity Factor x Hours per Year = 934,435 kWh</b> <b>Maximum Total Incentive = PBI Rate x System Size x Capacity Factor x Hours per Year x 3 Years</b> $\$0.097/kWh \times 796.050 \text{ kW} \times 0.134 \text{ (fixed array)} \times 8760 \times 3 = \mathbf{\$271,920.58}$ <b>Up-Front Operational Payment = 0.25 x Maximum Incentive Amount</b> $0.25 \times \$271,920.58 = \mathbf{\$67,980.14}$ <b>Estimated Yearly Performance Payment = 0.75 x PBI Rate x Estimated Yearly Metered Production (kWh)</b> $0.75 \times \$0.097/kWh \times 934,435 \text{ kWh} = \mathbf{\$67,980.00}$ Note that the actual yearly performance payments will be based on actual metered kWh production, and the total of the Up-Front payment and all of the Yearly payments will be capped by the Maximum Total Incentive.					
<b>MAXIMUM TOTAL INCENTIVE NOT TO EXCEED AMOUNT</b>					<b>\$271,920.58</b>
<b>ENERGY CONSUMPTION AND PRODUCTION</b>					
Annual Energy Consumption			<b>918,419 kWh/yr</b>		
Estimated Annual Energy Production			<b>934,435 kWh/yr</b>		
Annual Electrical Offset Associated with the PV System			<b>102% (Must not be greater than 110%)</b>		
Purchase Type			<b>Power Purchase Agreement</b>		

**CERTIFICATION STATEMENT**

I certify that all the information provided in this application and all attached documents is true and correct to the best of my knowledge. By submitting this Incentive Application I do hereby attest that I have read and understand and agree to abide by the rules and requirements of the NY Sun Incentive Program Participation Agreement and Commercial/Industrial Program Manual, and that the Addendum has been incorporated into the customer agreement.

**ADDITIONAL CERTIFICATION STATEMENT FOR APPLICATIONS UNDER TRACK ONE**

By submitting this Incentive Application I do hereby attest that there is a fully-executed, binding financial agreement that includes a signed Addendum to the Customer Agreement between the solar developer and customer to construct the PV project that will receive incentive funding through this application. Additionally, I attest that applications have been submitted for all jurisdictional permits required for construction of the PV project that will receive incentive funding through this application. I understand that I am required to produce these documents immediately upon NYSERDA's request.

You have not chosen the Assignment option. Therefore, the Incentives are paid directly to the Participating Contractor listed on the Incentive Application. NYSERDA will not assign payments to any other entity.

**Installer\* or Contractor** Nathan T. Rizzo **Date** Jan 28, 2016  
**Signature** Nathan T. Rizzo (Jan 28, 2016)

\* If executed by Installer, Installer and Contractor certify that Installer is authorized by Contractor to do so.

Print Contractor Name: Nathan T. Rizzo

**Customer**  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Customer Name: \_\_\_\_\_

**Resolution Calling on the State of New York to Restore Funding Parity Between the Capital Plans of the Metropolitan Transportation Authority (MTA) and the NY State Department of Transportation**

**WHEREAS**, Governor Andrew Cuomo and Mayor de Blasio recently announced an agreement to jointly subsidize the Metropolitan Transportation Authority's (MTA) nearly \$11 billion funding gap for its 2015-19 five-year capital program; and

**WHEREAS**, as part of this agreement, the Governor is committing \$8.3 billion in state resources to cover the MTA plan's multi-year deficit; and

**WHEREAS**, while we may agree that this vital investment in downstate transit is needed, the state has yet to develop a new Department of Transportation 5-Year Capital Plan designed to assess current conditions and determine investments needed to provide for the future needs of a modern, safe, reliable and efficient multimodal transportation system; and

**WHEREAS**, the enactment of the FAST Act, a fully funded five-year authorization of federal surface transportation programs that provides long-term federal funding predictability, should now facilitate the state to develop and fund a Transportation 5-Year Capital Plan; and

**WHEREAS**, locally-owned roads and bridges account for 87 percent of the State's 110,000 miles of roadways and 50 percent of the State's 18,000 bridges and are responsible for a vast system of aging culverts. These locally-owned transportation facilities are deteriorating at a rapid rate as counties continue to struggle to find adequate funding for their maintenance and replacement; and

**WHEREAS**, three of the last four DOT/MTA five-year capital programs were virtually identical in size; and

**WHEREAS**, for nearly two decades, through 2009, the parity agreement was honored and both five-year capital programs were similar in size as well as adopted within a month of each other. It is necessary to once again restore parity between the programs; and

**WHEREAS**, according to a 2014 Comptroller's report, thirty four percent (34%) of bridges are deficient and forty-eight percent (48%) of road pavements in the state are rated fair or poor and getting worse.

**NOW, THEREFORE, BE IT RESOLVED**, that \_\_\_\_\_, calls upon Governor Cuomo and our State Legislative Delegation to work with our County and other local governments in order to develop and fully-fund a 5 Year Capital Plan that will provide the necessary and proper funding to New York's counties by substantially increasing CHIPS and Marchiselli funding and establishing a 5 year State Aid to Local Bridge and Culvert Program to give them the ability to adequately maintain their infrastructure; and

**BE IT FURTHER RESOLVED**, that restoring parity between the Department of Transportation's (DOT) highway and bridge five-year capital program and the MTA's capital program will assure each program is funded at a \$26.1 billion level, providing enough resources to help fund the local needs as described above; and

**BE IT FURTHER RESOLVED**, that \_\_\_\_\_ shall forward copies of this resolution to Governor Andrew M. Cuomo, the New York State Legislature and all others deemed necessary and proper.



**CHATFIELD ENGINEERS, P.C.** • 2800 Dewey Avenue • Rochester, New York 14616  
(585) 227-6040 • Fax (585) 227-4233

January 27, 2016

CE #95-215

Mayor Margaret Blackman  
and Village Board Members  
Village of Brockport  
49 State Street  
Brockport, NY 14420

RE: Village of Brockport  
Monroe Avenue Sanitary Sewer Replacement

Dear Margaret and Village Board Members:

We have reviewed the above referenced project with respect to the State Environmental Quality Review (SEQR). We believe that this action is a Type II Action according to the criteria set forth in 6NYCRR Part 617.5 (c)(2). The project has been classified as Type II because it is considered a replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site. Type II Actions are actions which have been determined not to have a significant effect on the environment and do not require Environmental Impact Statements or any other determination of procedure under the provisions of SEQR.

Type II actions are exempt or excluded actions and are not subject to review. No further action is required for the project in regards to SEQR. Therefore, we conclude that these actions need no further review under the State Environmental Quality Review Act.

For record keeping purposes, however, we have enclosed a Short Environmental Assessment Form. Please review the Form with the Village Board. If the Board is in agreement with our findings of no significant environmental impacts, please **sign** page 3 and **return** a copy of the form to our office.

It would be advisable for the Board to recognize, in a formal resolution, that the project is considered a Type II Action under SEQR. We have attached a suggested resolution for your use. A copy of the Short Environmental Assessment Form should be attached to the resolution, and both kept on file.

Upon your review, should you have any questions please feel free to call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Scott D. Mattison', is written over a horizontal line.

Scott D. Mattison

Enc. (by email only)

cc: Leslie Morelli, Village Clerk (w/ Enc.)  
Harry Donahue, Superintendent of Public Works (w/ Enc.)

## Suggested Resolution

RESOLVED, that in accordance with the New York State Environmental Quality Review (SEQR) procedures, the Village Board of the Village of Brockport has reviewed the significance of and potential environmental impact of the replacement of the existing sanitary sewer system and appurtenances along Monroe Avenue between the Main Street and Utica Street.

RESOLVED, that the Village Board hereby concurs with Chatfield Engineers, P.C. that the Project is considered a Type II Action in accordance with 6NYCRR Part 617.5 (c)(2); a replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site

RESOLVED, that the Village Board hereby accepts the Environmental Assessment of this project, prepared by Chatfield Engineers, P.C.. The Village Board further declares that, based on the Environmental Assessment, it finds that the projects will result in no significant adverse impacts to the environment and requires no further action.



## *Short Environmental Assessment Form*

### *Part 1 - Project Information*

#### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Village of Brockport			
Name of Action or Project: Monroe Avenue Sanitary Sewer Replacement			
Project Location (describe, and attach a location map): Monroe Avenue between Main Street (NYS Route 19) and Utica Street.			
Brief Description of Proposed Action: The project involves the replacement of approximately 800 linear feet of existing sanitary sewer.			
Name of Applicant or Sponsor: Mayor Margaret Blackman, Village of Brockport		Telephone: (585) 637-5300	
		E-Mail: mblackman@brockportny.org	
Address: 49 State Street			
City/PO: Brockport		State: New York	Zip Code: 14420
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: Monroe County Department of Health			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ 0.91 acres	
b. Total acreage to be physically disturbed?		_____ 0.11 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 0.91 acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input checked="" type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>Mayor Margaret Blackman</u> Date: _____</p> <p>Signature: _____</p>		

**DRAFT**

**RESOLUTION - VILLAGE OF BROCKPORT**

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on February 1, 2016 the following resolution was regularly made, seconded and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre

MOVED BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_  
CARRIED \_/ \_

RESOLVED, to authorize application due 2/16/16 for a Community Development Block Grant (CDBG) from Monroe County forance of and potential environmental impact of the replacement of the existing sanitary sewer system and appurtenances along Monroe Avenue between Main Street and Utica Street.

Note for the record:  
Village contact is DPW Spt. Harry Donahue  
Village Office contact is Deputy Clerk-Treasurer Erica Linden

BY ORDER OF THE Village Board of the Village of Brockport

STATE OF NEW YORK        )  
County of Monroe         ) SS:

I Leslie Ann Morelli, Village Clerk of the Village of Brockport, do hereby certify that the foregoing is a full and true transcript of a resolution duly adopted at a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York on February 1, 2016 as it appears in the minutes of said meeting was regularly called and duly constituted, and that a quorum was present.

Witness my hand and the seal of the Village of Brockport this 2<sup>nd</sup> day of February 2016.

\_\_\_\_\_  
Leslie Ann Morelli, Village Clerk

Seal

**DRAFT**

**RESOLUTION - VILLAGE OF BROCKPORT**

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on February 1, 2016 the following resolution was regularly made, seconded and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_  
CARRIED   /  

RESOLVED, that in accordance with the New York State Environmental Quality Review (SEQR) procedures, the Village Board of the Village of Brockport has reviewed the significance of and potential environmental impact of the replacement of the existing sanitary sewer system and appurtenances along Monroe Avenue between Main Street and Utica Street.

RESOLVED, that the Village Board hereby concurs with Chatfield Engineers, P.C. that the Project is considered a Type II Action in accordance with 6NYCRR Part 617.5(c)(2); a replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site.

RESOLVED, that the Village Board hereby accepts the Environmental Assessment of this project, prepared by Chat field Engineers, P.C. The Village Board further declares that, based on the Environmental Assessment, it finds that the project will result in no significant adverse impacts of the environment and requires no further action.

BY ORDER OF THE Village Board of the Village of Brockport

STATE OF NEW YORK        )  
County of Monroe         ) SS:

I Leslie Ann Morelli, Village Clerk of the Village of Brockport, do hereby certify that the foregoing is a full and true transcript of a resolution duly adopted at a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York on February 1, 2016 as it appears in the minutes of said meeting was regularly called and duly constituted, and that a quorum was present.

Witness my hand and the seal of the Village of Brockport this 2<sup>nd</sup> day of February 2016.

\_\_\_\_\_  
Leslie Ann Morelli, Village Clerk

Seal

**DRAFT**

**RESOLUTION - VILLAGE OF BROCKPORT**

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PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre

MOVED BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_  
CARRIED   /  

RESOLVED, to authorize application for a 2016 Erie Canalway National Heritage Corridor's 2015 Event and Festival Sponsorship Program to help fund "Low Bridge, High Water: A Canal Opening Celebration May 12<sup>th</sup> to May 14<sup>th</sup>". Funding from Erie Canalway National Heritage Corridor in the amount of \$500 will be used toward the cost of entertainment, programming, and marketing.

Note for the record:  
J. O'Connell & Associates contact is Tom Lajewski  
Village Board contact is Mayor Margaret Blackman  
Village Office contact is Deputy Clerk-Treasurer Erica Linden

BY ORDER OF THE Village Board of the Village of Brockport

STATE OF NEW YORK        )  
County of Monroe         ) SS:

I Leslie Ann Morelli, Village Clerk of the Village of Brockport, do hereby certify that the foregoing is a full and true transcript of a resolution duly adopted at a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York on February 1, 2016 as it appears in the minutes of said meeting was regularly called and duly constituted, and that a quorum was present.

Witness my hand and the seal of the Village of Brockport this 2<sup>nd</sup> day of February 2016.

\_\_\_\_\_  
Leslie Ann Morelli, Village Clerk

Seal

**DRAFT**

**RESOLUTION - VILLAGE OF BROCKPORT**

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on February 1, 2016 the following resolution was regularly made, seconded and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre

MOVED BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_  
CARRIED   /  

RESOLVED, to authorize the Village’s grantwriters, J. O’Connell & Associates, to prepare an application for a CLG (Certified Local Government) grant to hire a consultant to conduct an intensive level survey of neighborhoods on the west side of the Village south of the canal starting on the east side on Main Street heading west.

Note for the record:  
J. O’Connell & Associates contact is Tom Lajewski  
Village Board contact is Trustee/Deputy Mayor William Andrews  
Historic Preservation Board contact is Chair Kevin McCarthy  
Village Office contact is Deputy Clerk-Treasurer Erica Linden

BY ORDER OF THE Village Board of the Village of Brockport

STATE OF NEW YORK        )  
County of Monroe         ) SS:

I Leslie Ann Morelli, Village Clerk of the Village of Brockport, do hereby certify that the foregoing is a full and true transcript of a resolution duly adopted at a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York on February 1, 2016 as it appears in the minutes of said meeting was regularly called and duly constituted, and that a quorum was present.

Witness my hand and the seal of the Village of Brockport this 2<sup>nd</sup> day of February 2016.

\_\_\_\_\_  
Leslie Ann Morelli, Village Clerk

Seal

STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
Hall of Justice, Room 545  
99 Exchange Boulevard  
Rochester, NY 14614  
(585) 428-2885

**Lawrence K. Marks**  
Chief Administrative Judge

**Craig J. Doran**  
Seventh District Administrative Judge

**Michael V. Cocco**  
Deputy Chief Administrative Judge  
Courts Outside New York City

December 23, 2015

Hon. William Andrews  
Village Justice  
Brockport Village Court  
49 State Street  
Brockport, NY 14420

Dear Judge Andrews:

We are pleased to advise you the Brockport Village Court has been awarded a grant under the 2015-2016 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system. Under the Court System's Action Plan for the Justice Courts, JCAP has been expanded, both in the level of funding and the scope of the projects funded.

The Brockport Village Court is one of 353 courts receiving JCAP funding this year. Details regarding your award are set forth on the enclosed reconciliation form. Funds will be sent to your municipality via direct deposit or check and must be spent within 180 days. The reconciliation form must be returned to the Office of Justice Court Support via fax at: (518) 438-3518 or e-mail at: [jcap@nycourts.gov](mailto:jcap@nycourts.gov).

Congratulations and thank you for your participation in the Justice Court Assistance Program.

Craig J. Doran  
Seventh District Administrative Judge

Alex Renzi  
Supervising Judge

cc: Hon. Henry J. Scudder, Presiding Justice Appellate Division  
Hon. Michael V. Cocco, Deputy Chief Administrative Judge  
Courts Outside New York City

# 2015-2016 Justice Court Assistance Program Award Reconciliation Form

Please fax this form to 518-438-3518 or mail to:

Office of Justice Court Support, 187 Wolf Road, Suite 103, Albany, N.Y.12205

Application ID # 3587

In the space provided below, indicate when the money was spent on the item described below and the exact amount spent.

**Funds to be spent within 180 days of receipt**

Information about when you spent the grant:

**Brockport Village Court, Monroe County**

District: 7

<b>Item Category</b>	<b>Grant Amount Approved</b>	Print Name: _____
Other	\$7,500.00	Signature: _____
<input type="checkbox"/> I affirm this was received	Date: _____	Amount actually spent: _____

Total Amount of Grant	Brockport Village Court	\$7,500.00
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**SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:**

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

Please remember to save your receipts for at least three (3) years for audit and review purposes. If the amount you spend purchasing an item is less than the amount awarded in the grant, and that difference is less than 10% of the award for that item, then you may use that savings toward another grant item or towards consumable office supplies. If the savings exceeds 10% of the amount awarded for that item, please contact the Office of Justice Court Support at (800)-232-0630 for approval.

**FOR OJCS USE ONLY:**

Vendor ID# 1000004222	Application # _____	Attachments _____
Voucher# _____	AO Date _____	Approval Date _____
Submit Date _____	DN/SP _____	Grant Amt _____
	Business Unit _____	Final Approval _____