

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, August 15, 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:** (ceremonial) none
- **CERTIFICATES & PROCLAMATIONS:** none

- **PUBLIC HEARINGS:** Proposed Local Law of 2016 to amend the Village Code:
 - Amendments to Chapter 58-23B Historic Preservation (as to the makeup of Historic Preservation Bd)
 - Inclusion of a chapter on EV Charging Stations
 - Inclusion of a chapter on Parks

- **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 – 8/1/16
 - Approval of bills to be paid
- **CLERK REPORT:**
 - Clerk – Leslie Ann Morelli
 - Village tax collection update
 - Employee/Retiree benefits – annual letters & information packets went out 8/11/16

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)
 - Treasurer – Treasurer Daniel P. Hendricks (excused)
 - Financial reports for period ending 7/31/16
 - Village reserve accounts & recommended transfers
 - Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
 -
 - Police – Police Chief Daniel P. Varrenti
 -
 - Public Works – Superintendent Harry G. Donahue
 -
 - Village Attorney – Daniel J. Mastrella, Esq.
 - Status of / action re sanitary sewer easements through properties on East Avenue
 - Status of MOA with Brockport Fire District & Seymour Library – solar participation agreement
 - Status of BVAC request to waive taxes on property recently purchased – process available

- **PERSONNEL ITEMS:**
 - Appoint to fill 1 of the 4 vacancies on Tree Board
 - Appoint to fill vacancies on Tax Relief Task Force
 - Authorize notice as to remaining Board/Committee vacancies
 - Authorize Court Clerk Jenny Kimmel from part time to full time (35 hours) as soon as she is able
 - Authorize DPW Clerk Carol McNees to sub 10 hours/week in BI/CE Office –mid-Sept--end-Dec while BI/CE/PB/ZBA Clerk Katie Brown is on leave

- **OLD or NEW BUSINESS:**
 - Authorize Court Clerks to attend NYS Court Clerks Training School 9/25/16-9/28/16 Binghamton
 - E.L.K. Museum – approve recommended accession / deaccession list per 7/28 Museum Board meeting
 - Amend Village Board liaison listing to include Village Court & 2 new Task Forces
 - Call special meeting 7pm Monday, 8/29/16 to meet with Assemblyman Hawley re SUNY Impact Aid bill
 - Grants: did not get LGRMIF grant to digitize Building/Code Enforcement files

- **VILLAGE BOARD REPORTS:**
 - 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 Board work session: 7pm Monday, 8/22
 - ❖ Village Hall closed for holiday: Friday, 9/2 & Monday, 9/5 (Court Clerk's Office closed Monday, 9/5 & Tuesday, 9/6)
 - ❖ Village Board meeting: 7pm Monday, 9/19 (w/ Attorney & Treasurer & Department Heads)
 - ❖ Village Board work session: 7pm Monday, 9/26

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

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

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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*

VILLAGE OF BROCKPORT Notice of Public Hearing

Please take notice that the Board of Trustees of the Village of Brockport will hold a **public hearing beginning at 7:00 pm on Monday, August 15, 2016**, in the Village Hall conference room 49 State Street, Brockport, NY 14420 regarding proposed Local Law of 2016 to amend the Village Code as follows:

- Proposed amendments to Chapter 58-23B Historic Preservation (as to the makeup of the Historic Preservation Board)
- Inclusion of a chapter on EV Charging Stations
- Inclusion of a chapter on Parks

Text of the proposed amendments to the Village Code is available for public inspection during normal business hours at the Village Clerk's office and is on the Village website at www.brockportny.org. All interested parties will be given the opportunity to be heard.

By Order of the Brockport Village Board

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: 8/1/16

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

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

§ 58-23 Historic preservation.

[Added 9-10-1990 by L.L. No. 2-1990]

A. Recognizing that the Village of Brockport's rich and varied history and vibrant present are evident in its commercial and residential buildings and surroundings and recognizing that the preservation, protection, enhancement and continued use of these structures and sites serves the best interest of all the people, this section is intended to:

- (1) Preserve, protect and promote the use of historic landmarks which reflect the Village's cultural, social, economic, political and architectural history.
- (2) Safeguard the property rights of owners.
- (3) Stabilize and improve property values.
- (4) Foster civic pride.
- (5) Strengthen the economy.
- (6) Protect and enhance the appeal of the Village for residents, tourists and visitors and for use in educational purposes.
- (7) Encourage the harmonious, orderly and efficient growth and development of the Village.

B. Historic Preservation Board. The Village Historic Preservation Board will identify historic landmarks and districts and will issue certificates of appropriateness. The Board shall be increased from seven to nine members, all Village residents, including to the extent available in the community, but not limited to as follows: one architect, two members of the Historical Society, one real estate broker, one member from the community at large, one attorney, one historian, one historic archaeologist and one prehistoric archaeologist. All members shall have a known interest in historic preservation and shall serve for terms of three years, provided that two of the initial members be appointed for terms of one year, two for a term of two years, and three for terms of three years, and that subsequent members shall be appointed for terms of three years. [Amended 12-18-1995 by L.L. No. 9-1995, - - 2016 by L.L. No. -2016.]

C. Designation of landmarks and historic districts.

- (1) For the purpose of effecting and furthering the goals and purpose of this section and the preservation, protection, perpetuation and use of landmarks and historic areas, the Historic Preservation Board shall select: [Amended 12-18-1995 by L.L. No. 9-1995]
 - (a) Landmarks for designation which shall be identified by a description setting forth the general nature, characteristics and location thereof.
 - (b) Historic districts for designation which shall be identified by a description setting forth the general nature, characteristics, location and boundaries thereof.

An Amendment to Chapter 58, Zoning, of the Village of Brockport Code

Add to §58-2 Definitions.

ELECTRIC VEHICLE CHARGING STATION - A system for the charging of an electric vehicle. Components typically include a charging kiosk and transformer.

ELECTRIC VEHICLE CHARGING - The use of an Electric Vehicle Charging Station by which electric vehicles are “fueled” through the transfer of electricity into the vehicle battery.

Change Article III, Section 10 as follows.

§58-10 Electric Vehicle Charging Stations

Electrical Inspections – See Chapter 17

§58-10-1 Permit Required.

No person shall install an Electric Vehicle Charging Station within the Village without a permit issued from the Building Department. Charging Station permits shall become invalid unless the authorized installation is completed within six months. Upon completion of an installation, the permittee must contact the Building Inspector and arrange an inspection of the charging station with a third party electrical inspector to ensure compliance with all federal, state, and local laws. The application for a permit shall be as determined by the Board of Trustees.

§58-10-2 Requirements.

The following requirements shall apply to all electric Vehicle Charging Stations.

- (a) All installations must comply with National Electrical Code, NFPA 70, Article 625.
- (b) All installations must comply with the New York State Existing Building Code, New York State Fire Code, New York State Plumbing Code, New York State Mechanical Code, New York State Fuel Gas Code, and the New York State energy Conservation Construction Code.
- (c) Any person installing a Charging Station must, prior to installation, notify the utility providing electric power to the property.
- (d) Each electric vehicle charging station shall include vehicle impact protection (bollards) or a similar structure.
- (e) Components for electric vehicle charging stations may encroach up to 36 inches into a required setback or buffer.

- (f) No more than one charging station may be installed on any parcel except for the Business District, where two charging stations may be installed on each parcel.
- (g) Notwithstanding any district regulation to the contrary, Electric Vehicle Charging shall be a permitted accessory use in all zoning districts.

§58-10-3 Penalties.

Any person who violates this chapter or fails to comply with any of the requirements of this chapter shall, upon conviction thereof, be subject to revocation of the charging station permit ~~and~~ *in addition to* the penalties provided in §58-30 of the Code of the Village of Brockport.

Draft Version #9, revised 6/18/14 by R.Duff, 6/23/14 by CRC, 8/21/14, 2/23/15 and 3/25/15 by A.Appleby with Attorney Comments, 6/23/15 by CRC, 11/09/15 by Parks Committee, 11/13/15 by A. Appleby for Public Hearing, 12/21/15 by A. Appleby per Public Hearing comments.
Submitted to Art Appleby, 12/27/13, by Hanny Heyen/Sandi Henschel, Village Parks Committee

Chapter ## PARKS

[Editing changes in red]

HISTORY: Adopted by the Board of Trustees of the Village of Brockport (Date)

GENERAL REFERENCES

Alcoholic Beverages — Ch. 4
Amusement, Games — Ch. 3
Animals — Ch. 5
Berms, fences, hedges, screens, plantings — Ch. 6
Building construction code — Ch. 10
Firearms, fireworks and explosives — Ch. 18
Flood damage prevention — Ch.20
Garbage and refuse — Ch. 21
Local law hearings — Ch. 28.
Noise — Ch. 55
Parking – Ch. 34
Peace and good order — Ch. 35
Peddling and solicitation — Ch. 23
Signs and billboards — Ch. 43
Streets and sidewalks — Ch. 45.
Trailers and trailer camps — Ch. 51
Trees and vegetation — Ch. 46
Vehicles and traffic — Ch. 54
Zoning — Ch. 58.
Code Enforcement — Ch. 59.

ARTICLE I

[Adopted: Date:]

§. ##.# Title; purpose; definitions.

This code shall be known and may be cited as the “Parks Law of the Village of Brockport.”

Purpose

This ordinance shall apply to all parks owned, operated, licensed, used or otherwise under the control or supervision of the Village of Brockport at the time of enactment or in the future. These provisions are enacted to:

1. Establish the policies, regulations and standards on public parks within the Village of Brockport

2. Maintain, protect and preserve the parks through safe practices of removal and replacement of equipment.
3. Establish and maintain appropriate parks for various ages and diversified activities.

§ ##.# Definitions

Park – An area owned or used by the Village of Brockport devoted to active or passive recreation such as a playfield, playground, tot lot, multipurpose area, ball field, tennis court, basketball area and all other open space area in the Village devoted to active or passive leisure. This includes the grounds, buildings thereon, waters therein and any other property necessary for the operation thereof and constituting a part thereof which is now or may hereafter be maintained, operated and controlled by the Village of Brockport for public recreation purposes.

##.# Village Parks

There are nine (9) parks within the Village:

1. Barry Street Park: between the residences of 56 & 74 Barry Street and Lyman Street
2. Corbett Park: SW corner of Clark and Smith Streets; borders the Erie Canal on the south
3. Evergreen Park: between the residences of 207 & 215 Evergreen Road; the Erie Canal on the south
4. Harvester Park: between Water Street and Park Avenue; the Erie Canal & Market Street
5. Havenwood Park: between the residences of 47 & 51 Havenwood Drive
6. Monika Andrews Children’s Playground: corner of Holley and Utica Streets
7. Remembrance Park: Triangle area near the intersection of Park Avenue & High Street
8. Sagawa Park: Corner of Main and Erie Streets
9. South Avenue Park: between 52 South Avenue & Winston Woods Apartments’ driveway

§ ##-# Parks Committee

A) Membership; The Parks Committee shall consist of not fewer than 5 no more than 9 members appointed by the mayor subject to the approval of the Village Board. All members shall be residents of the village. Members shall serve for staggered terms of 4 years and without compensation. If a vacancy shall occur during the term of a member his or her successor shall be appointed by the mayor subject to the approval of the Village Board to complete the unexpired portion of the term in which the vacancy occurred. The mayor, subject to the approval of the Village Board, shall also have the power to remove any member of the Parks Committee.

B) Organization; Members of the Parks Committee shall annually select a chair, a vice-chair and a recording secretary, each to serve a one-year term. This action will coincide with the Village Board’s organizational meeting in early July. The board shall adopt rules and regulations concerning its governance and operation. A quorum is necessary for conducting business.

C) Meetings & Surveys; The Parks Committee will:

- 1) Meet as needed.
- 2) The parks' playgrounds and furnishings will be inspected by certified safety personnel and checked by parks members. A summary report will be sent to the Village Board and the Superintendent of Public Works of the findings identifying needs, unsafe conditions including necessary replacements, repairs, and maintenance concerns in our parks.

- D) Authorization and Duties: The Parks Committee is an advisory committee to the Village Board and shall be authorized to fulfill the following duties:
- 1) Coordinate, recommend and implement the care, maintenance and oversight of all the village's public parks and playgrounds; regularly communicating with the DPW on all matters regarding village parks, including development of new parks;
 - 2) Inform and educate the public about the village parks.
 - 3) Make budget recommendations to the Village Board for park needs, expenses and purchase of equipment and play structures.
 - 4) Together with the village, apply for grants related to the maintenance, operation, and purchase of equipment.
 - 5) Submit an annual report to the Village Board detailing the parks committee's accomplishments for the year, educational outreach, activities coordinated with other committees and boards, etc.
 - 6) Review village policies, resolutions and Local Laws impacting parks.

Park Operating Policy / General Regulations

- A. Hours- Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year. The hours of operation for parks shall be from sunrise to sunset.
- B. Closed areas- Any section or any part of any park may be declared closed to the public at any time and for any interval of time, either temporarily or at regular and stated intervals, daily or otherwise and either entirely or merely to certain uses, as the Trustees, the Mayor or the DPW Supervisor shall find reasonably necessary.
- C. Tobacco Use – The Village Board of Trustees has designated all parks to be “Tobacco-Free.”
- D. Fees For Use – There is no charge to residents for use of Village parks, but the Trustees may charge non-residents for the use of special recreational facilities such as tennis courts or pavilions.
- E. Park Signage - Signs should be located where they can easily be seen by park users. The text should be limited to what is necessary and should be supplemented by graphics that are universally understood. Signs should include the name of the park, rules and regulations and be effectively designed in a clear legible manner on material that is durable and resistant to the elements and graffiti.
- F. Parking in Public Parks –
1. No person shall park a motor vehicle or trailer in any public park, including parking lots appurtenant thereto, between sunset and sunrise.
 2. No person shall park any motor vehicle or trailer in a public park unless such person is at that time using the park facilities during permitted times.
 3. Vehicles parked in violation of this section shall be subject to the penalties described in §34-9 & 34-10 of this code.
- G. Prohibited Acts - The following acts are prohibited and no person shall:
1. Willfully mark, deface, disfigure, injure, tamper with, displace, or remove any buildings, tables, benches, fireplaces, railings, paving or paving material, water lines or other public utilities or part

or appurtenances thereto, signs, notices or placards, whether temporary or permanent, monuments, stakes or posts.

2. Damage, transplant or remove any shrub or tree or cause damage to plants or grass areas so as to impair the natural beauty or usefulness of any area except for performance of routine maintenance.
3. Leave or dump any material of any kind in a public park. All items that are carried into a public park, such as food, containers or cooking materials and all refuse, ashes and garbage must be carried out of the park.
4. Cause pollution of any waterway or stream or interfere with the conservation of the natural resources of a park or endanger the health of visitors to any park.
5. Operate any bicycle, skateboard or other kind of personal conveyance on any road, path, parking area, building, or equipment within a park.
6. Park or drive any motor vehicle or motorcycle within a park, except in places designated for such purposes.
 - (a) No motorized vehicles may be operated off the roadway or parking lots in any park.
 - (b) No person shall land any aircraft, including gliders, balloons or engage in stunt flying or parachute landing or fly or land any remote controlled aircraft or drone in any park.
7. Engage in illegal gambling.
8. Bring into or keep in a park any animal that is destructive of wildlife, or bring into a park any animal that is not leashed or otherwise restrained in accordance with local law.
9. No person in custody or control of an animal shall allow said animal to discharge any fecal matter on any park property unless the person in custody or control of said animal immediately and fully removes and disposes of the feces.
10. Possess or carry any firecrackers or fireworks without a permit from the Village Clerk.
11. Except for police officers, possess any firearms, illicit drugs or other dangerous instruments.

Enforcement and Penalties

Any person, corporation or other entity who violates the provisions of this chapter shall be guilty of a violation and shall be subject to a fine not to exceed \$250 or imprisonment not to exceed fifteen days or both such fine and imprisonment. Any police agency of competent jurisdiction and the Code Enforcement Officer shall have authority to enforce the provisions of this chapter.

§ ### Complaints

The Superintendent of the Department of Public Works shall review and investigate complaints which allege or assert the existence of conditions or activities that fail to comply with this local law or any other local law or ordinance or regulation adopted for administration and enforcement of the Parks' codes. The process for responding to a complaint shall include the following steps as the Superintendent at his discretion may deem to be appropriate:

1. Performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of such inspection;
2. Utilizing the Village of Brockport Police and/or the Code Enforcement Officer to carry out enforcement proceedings as deemed appropriate in violation of this Local Law or Law(s) of the Village of Brockport

§ ### Validity

A. Conflict with other ordinances. In any case where a provision of this code is found to be in conflict with a provision of any law of this municipality, the County of Monroe or the State of New York, the provision which establishes the higher standard for the promotion and the protection of the safety and health of the people shall prevail. In any case where a provision of this code is found to be in conflict

with a provision of any other ordinance of the code of this municipality existing on the effective date of this article which establishes a lower standard for the promotion and protection of the safety and health of the people, the provisions of this article shall prevail.

- B. Nothing in this code shall be deemed to abolish or impair existing remedies of the municipality or its officers or agencies relating to the parks and playgrounds when existing conditions are deemed to be dangerous, unsafe or unhealthy.
- C. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this code shall be declared invalid for any reason whatsoever such decision shall not affect the remaining portions of this code, which shall continue in full force and effect, and to this end the provisions of this code are hereby declared to be severable.
- D. Saving clause. This code shall not affect violations of any other ordinance, code or regulation of the municipality existing prior to the effective date hereof and any such violation shall be governed and shall continue to be punishable to the full extent of the law under the provisions of those ordinances, codes or regulations in effect at the time the violation was committed.

§ ### **Effective Date**

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

2016 VILLAGE TAX COLLECTION (6/01/16 – 10/31/16) - Leslie's log
TOTAL WARRANT: \$2,656,815.92 (\$2,651,216 taxes & \$5,599.92 relevies)
of parcels: 1,767 (1,684 tax bills – 824 bank coded & 860 not)

AS OF Thursday, 8/11/16:

POSTED TO TSL:

Taxes = \$2,516,389.48 = 95%

Penalty = \$2,690.76

= Total taxes & penalty collected = \$2,519,080.24

Parcels so far paid in full = 1,577

Paid by mail = 1,092 of 1,878 = 58%

Paid in person = 786 of 1,878 = 42%

Paid in full = 1,290 of 1,878 = 69%

Paid in installment = 588 of 1,878 = 31%

**Credited "approved petition" = \$1,060.99 (Bill #1662 - Time Warner – 6/8
since they are paid through franchise fees)**

COMIDA OR PILOT – (General Fund deposit slip, not property taxes deposit slip)

Belmont Management (Park Place) \$16,800.00 – billed 6/8 – due 8/1 – paid 6/20/16

Belmont Management (Village Centre) \$18,262.68 – billed 6/8 – due 8/1 – paid 6/20/16

Bettina Properties (375 West Avenue) \$5,230.89 – billed 6/8 – due 8/1 – paid 6/16/16



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 1-31-2017)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Leslie Ann Morelli, Brockport Village Clerk.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Village of Brockport		4. Employer Identification Number (EIN) 16-6002439	
5. Employer address 49 State Street		6. Employer phone number 585-637-5300	
7. City Brockport		8. State NY	9. ZIP code 14420
10. Who can we contact about employee health coverage at this job? Leslie Ann Morelli, Brockport Village Clerk			
11. Phone number (if different from above) 585-637-5300 X12		12. Email address lmorelli@brockportny.org	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
 - All employees. Eligible employees are:

- Some employees. Eligible employees are:

full time

- With respect to dependents:
 - We do offer coverage. Eligible dependents are:

spouse & dependents up to age 26

- We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



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TO: Village of Brockport Employees & Retirees under age 65

FROM: Leslie Ann Morelli, Village Clerk

DATE: August 9, 2016

RE: Annual Benefits Packets - Please review this letter and the enclosed materials and share with your spouse if applicable. You are encouraged to file it with your benefits papers. Please mark your calendar to attend the insurance info session: 3pm on Tuesday, 8/23/16 at Village Hall for an overview of Excellus's changes to our health plan 9/1/16 and opportunity for questions regarding our health, hra, dental, life, add, std, eap plans.

Health - all full time employees and retirees under age 65 are eligible for Excellus Plus Silver 4 HDHP plan with an HRA fully funding the deductible.

- Non-union & retirees – per employee handbook - contribute 20% of the premium
- Stetson Club – per contract – contribute 5% of the premium
(maxes at \$50 for single, \$75 for 2-person, \$100 for family)
- CSEA – per contract – contribute 0% until 6/1/17 then contribute 5% of the premium

Dental – all full time employees and retirees are eligible for dental. There remains an option as to dental insurance plans: either Excellus Smile Saver dental or Guardian dental.

- Non-union & retirees – per employee handbook - contribute 20% of the premium
- Stetson Club – per contract – contribute 5% of the premium
- CSEA – per contract – contribute 0%

Please contact me directly when:

- o you or a dependent no longer require health or dental coverage through the Village
 - o you wish to enroll in the buyout option (retirees are not eligible)
 - If your spouse is eligible for coverage through their employer and can add you (and children) to it, you could have money added to your paycheck for NOT taking coverage through the Village. It's a win/win!
- o you wish to switch dental plans
 - o Smile Saver (standard) or Guardian (upgrade – any \$ difference at your cost)
- o you wish to apply for domestic partnership coverage (Stetson Club – per contract)
- o you wish to apply for coverage for unmarried young adults ages 26 to 29 -
Eligibility requirements: 1) is less than age 30 upon the group's next health insurance renewal 2) is not married 3) is not insured or eligible for health insurance coverage through own employer 4) lives, works or resides in NYS and health plan service area 5) is not covered by Medicare. If approved, he or she would be responsible for the full cost of a single plan and would not receive the HRA.

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Using your HRA:

- Remember to never pay anything at a Doctor/provider's office. The only time you'll swipe the HRA card is at the pharmacy. Otherwise, you must wait to match up your Excellus profile (explanation of benefits) with your Doctor/provider's bill. Then call in your HRA card number to pay the Doctor/provider's bill. Keep your receipts.
- Eye exams: the HRA card itself cannot be used for payment of an eye exam bill. Wait to match up your Excellus profile with your eye doctor bill, then pay the eye exam bill yourself, save a receipt and submit a paper claim to Benefit Resource. The HRA Administrator said the card cannot be used since they have no way of distinguishing the eye exam charge from other charges (i.e. glasses, contacts...). A paper claim form is available off the Benefit Resource website.
- Some providers try to implement a charge at time of service for those on high deductible health plans with HRA cards. According to our Broker of Record and the HRA Administrator you really should verify what this is for. If they insist on charging it, once you get your bill from the doctor it should be the amount owed minus the charge. If the charge is considered part of the payment, then it would be covered (by the HRA). If it is a fee, it would not be. Question this and try to avoid paying such if possible.

Retirees: Retirees who share in the premiums or an upgrade from Smile Saver to Guardian dental – monthly payment coupons for the remainder of 2016 are enclosed.

Employees: Employees who share in the premiums or upgrade from Smile Saver to Guardian dental will continue to have such deducted from their paychecks each month.

The Affordable Care Act comes with many rules and compliance measures. The first of which is the notice provided to employees regarding the Health Insurance Exchange (also known as the Marketplace). Employers are required to provide the written notice to each current employee not later than October 1st each year. Notice is regardless of plan enrollment status or of part-time or full-time status. Employers are not required to provide a separate notice to dependents that are or may become eligible for coverage under the plan but whom are not employees. Notice applicable to you is enclosed. Please review and file it with your health papers.

Per my records you are covered as follows:

HEALTH (9/1-8/31 plan year)	September 2016 RATES	HRA
_____ Excellus BCBS: Simply Blue Plus Silver 4 HDHP plan		
_____ single	\$406.17/mo	\$2,200
_____ subscriber with spouse (2-person)	\$812.34/mo	\$4,400
_____ subscriber with child	\$690.49/mo	\$4,400
_____ family	\$1,157.58/mo	\$4,400
_____ buy out		
_____ not eligible		

DENTAL (1/1-12/31 plan year)	September 2016 RATES
_____ Guardian (9/1-8/31)	
_____ single	\$48.75/mo
_____ subscriber with spouse (2-person)	\$117.95/mo
_____ family	\$187.55/mo
_____ buy out	
_____ not eligible	
_____ Smile Saver IV (1/1-12/31)	January 2016 RATES
_____ single	\$55.12/mo
N/A subscriber with spouse (2-person)	N/A
_____ family	\$140.78/mo
_____ buy out	
_____ not eligible	

LIFE, A.D.D. AND SHORT TERM DISABILITY (full time employees) (9/1-8/31 plan year)

Basic life:	costs Village /mo	.37/1,000 of annual salary
Accidental Death:	costs Village /mo	.04/1,000 of annual salary
		▪ cost cap \$20.50/mo
Short Term Disability:	costs Village/mo	.42/1,000 of annual salary
		▪ cost cap \$14/mo

EMPLOYEE ASSISTANCE PROGRAM (full time employees) – information is enclosed.

SUPPLEMENTAL INSURANCES available at your cost

The Village has partnerships with the following should employees (not retirees) be interested. Information is enclosed for Village employees only.

- Aflac - supplemental insurance policies – available through payroll deduction
- NY Life – life insurance policies – available through payroll deduction
- Liberty Mutual – auto and home insurance policies – discount for employees

SUPPLEMENTAL RETIREMENT PLAN available at your cost

The Village has a partnership should employees (not retirees) be interested. Information is enclosed for Village employees only.

- Nationwide Deferred Compensation Program – available through payroll deduction

Village of Brockport

Statement of Actual & Estimated Revenues - General Fund

Statement of Actual & Estimated Revenue

Village of Brockport
For Period Ending 07/31/2016
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	2,651,216.00	1,960.84-	2,649,255.16	1,960.84	99.93
A1081.0000					
In-Lieu-Of Taxes	13,330.00		40,293.57	26,963.57-	302.28
A1090.0000					
Int & Penalties on Taxes	12,000.00	1,960.16	1,960.16	10,039.84	16.33
A1120.0000					
County Sales Tax	1,580,000.00		265,544.00-	1,845,544.00	-16.81
A1130.0000					
Utility Gross Receipts Tax	75,000.00	15,678.94	16,295.85	58,704.15	21.73
A1170.0000					
Franchise Tax	75,000.00			75,000.00	
A1230.0000					
Clerk/Treasurer Fees	1,250.00	380.00	580.00	670.00	46.40
A1520.0000					
Police Fees	500.00	60.00	60.00	440.00	12.00
A1560.0000					
Safety Inspections	20,000.00	6,965.00	10,665.00	9,335.00	53.33
A1710.0000					
Public Works Services	3,000.00		120.56	2,879.44	4.02
A1789.0000					
Docking Fees	3,500.00	985.00	1,547.00	1,953.00	44.20
A2089.0000					
Farmers Market Fees	2,500.00	2,760.00	2,760.00	260.00-	110.40
A2110.0000					
Zoning Fees	1,500.00		245.00	1,255.00	16.33
A2115.0000					
Planning Fees	600.00	90.00	225.00	375.00	37.50
A2389.3000					
Monroe County - DWI	15,130.00	444.87	444.87	14,685.13	2.94
A2389.9001					
SCS Contribution- Crossing Guards	5,000.00			5,000.00	
A2401.0000					
Interest & Earnings	1,000.00	176.77	321.31	678.69	32.13
A2545.0000					
Bus / Occupation License	40,000.00	375.00	638.50	39,361.50	1.60
A2590.0000					
Permits	5,000.00	1,500.00	3,000.00	2,000.00	60.00
A2610.0000					
Fines & Forfeitures	100,000.00	105.00	13,250.50	86,749.50	13.25
A2650.0000					
Scrap Sales	1,000.00	103.00	842.00	158.00	84.20
A2655.0000					
Minor Sales	3,500.00			3,500.00	
A2655.0001					
Minor Sales - Museum (Adopt A Picture)		288.00	353.00	353.00-	
A2680.0000					
Insurance Recoveries	6,500.00			6,500.00	
A2690.0000					
Other Comp - Reimbursement	2,500.00		3,899.00	1,399.00-	155.96
A2701.0000					
Refund of P/Y Exp	44,600.00		448.84	44,151.16	1.01
A2705.0000					
Gifts & Donations		100.00	100.00	100.00-	
A2770.0000					
Other Unclassified	2,000.00	5,000.00	5,000.00	3,000.00-	250.00
A3001.0000					
State Aid - AIM	120,000.00			120,000.00	
A3005.0000					
State Aid-Mortgage Tax	25,000.00		26,447.72	1,447.72-	105.79

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Statement of Actual & Estimated Revenue

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Village of Brockport
For Period Ending 07/31/2016

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A3089.7000					
State Aid - Other	4,400.00			4,400.00	
A3089.7001					
State Aid, CHIPS	84,291.00			84,291.00	
Report Totals	5,174,317.00	35,010.90	2,513,209.04	2,661,107.96	48.57

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - General Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport
For Period Ending 07/31/2016
Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1010.1000							
Trustees-Personal Services	13,777.00	1,148.00	2,296.00			11,481.00	16.67
A1010.4000							
Trustees-Contractual Expenses	36,000.00		9,000.00			27,000.00	25.00
A1010.4030							
Trustees-Conference Exp	2,000.00					2,000.00	
A1010.4031							
Publications	1,750.00					1,750.00	
A1010.4090							
Trustees-Miscellaneous	250.00					250.00	
A1110.1000							
Court - Personnel Services	72,254.00	5,927.50	12,602.00			59,652.00	17.44
A1110.2000							
Court - Equipment	1,000.00					1,000.00	
A1110.4000							
Court - Contractual Services	6,500.00	253.00	1,499.79			5,000.21	23.07
A1110.4060							
Court - Postage	1,250.00					1,250.00	
A1210.1000							
Mayor-Personal Services	9,867.00	822.25	1,644.50			8,222.50	16.67
A1210.4000							
Mayor-Contractual Expenses	100.00					100.00	
A1210.4010							
Mayor-Telephone	1,500.00	132.47	264.65			1,235.35	17.64
A1210.4050							
Mayor-Conference Exp	1,500.00					1,500.00	
A1210.4090							
Mayor-Miscellaneous	50.00					50.00	
A1320.4000							
Auditor-Contractual Expenses	11,300.00					11,300.00	
A1325.1000							
Clrk/Treas-Personal Services	146,434.00	7,995.40	20,764.57			125,669.43	14.18
A1325.4000							
Clrk/Treas-Total Contractual Expense	2,200.00		125.00			2,075.00	5.68
A1325.4010							
Clrk/Treas-Telephone	8,000.00	331.20	661.67			7,338.33	8.27
A1325.4020							
Clrk/Treas-Office Supplies	4,750.00	59.99	351.24			4,398.76	7.39
A1325.4030							
Clrk/Treas-Computer Supplies	11,000.00					11,000.00	
A1325.4050							
Clrk/Treas-Membership Fees	700.00	40.00	40.00			660.00	5.71
A1325.4060							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2016

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Clrk/Treas-Postage	7,000.00	996.75	1,496.08			5,503.92	21.37
A1325.4070							
Clrk/Treas-Copier Expenses	5,000.00		476.00			4,524.00	9.52
A1325.4080							
Clrk/Treas-Payroll Expense	4,750.00		310.38			4,439.62	6.53
A1325.4090							
Clrk/Treas-Miscellaneous	5,000.00	1,195.00	1,195.00			3,805.00	23.90
A1325.4100							
Clrk/Treas - Publications	4,500.00	661.60	1,400.21			3,099.79	31.12
A1325.4110							
Clrk/Treas-Training	2,500.00		224.00			2,276.00	8.96
A1325.4120							
Clrk/Treas-Tax Bill Processing	2,000.00		1,639.97			360.03	82.00
A1420.4000							
Law-Total Contractual Expenses	50,000.00		109.24			49,890.76	0.22
A1440.4000							
Engineer-Total Contractual Expense	5,000.00					5,000.00	
A1450.4010							
Elections-Inspector Salaries	1,150.00		1,100.00			50.00	95.65
A1450.4020							
Elections-Legal Notice Publication	300.00		138.84			161.16	46.28
A1450.4030							
Elections-Supplies	400.00		1,480.05			1,080.05	370.01
A1490.1000							
Pub Wrks Admin-Total Personal Ser	133,550.00	6,495.84	16,527.52			117,022.48	12.38
A1490.4020							
Pub Wrks Admin-Conference Exp	1,200.00					1,200.00	
A1490.4030							
Office Supplies/Postage	900.00	56.04	113.61			786.39	12.62
A1490.4040							
Permits, Licenses, Fees	300.00					300.00	
A1490.4090							
Pub Wrks Admin-Miscellaneous	300.00	45.00	45.00			255.00	15.00
A1620.4020							
Natural Gas-DPW	6,000.00		164.06			5,835.94	2.73
A1620.4021							
Bldgs-Gas 1 Clinton Street	1,500.00		50.64			1,449.36	3.38
A1620.4022							
Bldgs-Gas 49 State Street	2,000.00		97.87			1,902.13	4.89
A1620.4030							
Electric-DPW	9,300.00	490.13	970.00			8,330.00	10.43
A1620.4031							
Bldgs-Electric-1 Clinton Street	15,000.00	1,134.45	2,201.14			12,798.86	14.67

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2016

Selecting on FUND from A to A

ACCOUNT	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Unallocated Insurance	47,000.00		1,345.05			45,654.95	2.86
A1920.4000							
Municipal-Membership Dues	5,200.00	3,840.00	3,840.00			1,360.00	73.85
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	1,096,965.00	80,558.84	177,102.23			919,862.77	16.14
A3120.1040							
Police-Crossing Guards	13,465.00		1,187.88			12,277.12	8.82
A3120.1055							
Police-Secretaries P/T	60,046.00	4,464.00	9,084.00			50,962.00	15.13
A3120.1060							
Overtime	100,000.00	10,530.43	18,699.67			81,300.33	18.70
A3120.2010							
Police-Vehicles	26,500.00					26,500.00	
A3120.2020							
Police-Firearms	2,700.00					2,700.00	
A3120.2040							
Police-Office Furniture/Equip	2,000.00	419.84	419.84		760.71	819.45	59.03
A3120.2051							
Police-Computer Software	8,000.00					8,000.00	
A3120.4000							
Police-Total Contractual	4,000.00					4,000.00	
A3120.4001							
Police - Insurance Law Enforcement	17,350.00					17,350.00	
A3120.4010							
Police-Telephone	10,200.00	560.42	1,385.88			8,814.12	13.59
A3120.4020							
Police-Office Supplies/Postage	3,500.00	41.60	75.74		33.95	3,390.31	3.13
A3120.4030							
Police-Fleet Maintenance	3,300.00	10.00	105.12		542.56	2,652.32	19.63
A3120.4031							
Police-Fleet Repairs	1,500.00	186.90	186.90			1,313.10	12.46
A3120.4032							
Police-Fleet Supplies & Equip	12,200.00					12,200.00	
A3120.4040							
Police-Fuel	15,000.00					15,000.00	
A3120.4060							
Police-Maintenance Contracts	6,000.00		995.07		5,000.00	4.93	99.92
A3120.4065							
Office Equip Lease/Rental	7,400.00	292.45	820.44			6,579.56	11.09

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport
For Period Ending 07/31/2016
Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4080							
Police-Quarter Master Unit	8,000.00	770.10	770.10		2,426.10	4,803.80	39.95
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	12,300.00		21.98			12,278.02	0.18
A3120.4130							
Police-Computer Supplies	1,000.00		209.95		29.40	760.65	23.94
A3120.4140							
Police-Medical/Psychological	850.00					850.00	
A3120.4150							
Police-Special Enforcement	4,300.00					4,300.00	
A3120.4155							
Police- STOP DWI	15,130.00					15,130.00	
A3120.4160							
Police-Bike Patrol	500.00					500.00	
A3120.4165							
Police - Traffic Safety Grant	4,400.00					4,400.00	
A3120.4170							
Police-Explorer Post	1,000.00					1,000.00	
A3120.4175							
Police - Monroe County "Crackdown"	7,445.00					7,445.00	
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	1,100.00					1,100.00	
A3310.4010							
Traffic Control-Signal	600.00	50.07	50.07			549.93	8.35
A3310.4020							
Traffic Control-Paint	1,500.00		131.78			1,368.22	8.79
A3310.4030							
Traffic Control-Signs	2,500.00					2,500.00	
A3310.4040							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2016

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Traffic Control--Channels & Posts	1,300.00				923.52	376.48	71.04
A3310.4090							
Traffic Control-Miscellaneous	400.00		21.77			378.23	5.44
A3620.1000							
Safety Insp-Total Personal Services	124,747.00	9,211.39	18,556.07			106,190.93	14.87
A3620.2000							
Safety Insp-Equipment	3,000.00				2,499.95	500.05	83.33
A3620.4010							
Cellular/Telephone	1,500.00		132.10			1,367.90	8.81
A3620.4020							
Training	3,500.00	99.36	198.50			3,301.50	5.67
A3620.4030							
Safety Insp-Computer Supplies	500.00		109.23			390.77	21.85
A3620.4040							
Fuel	1,800.00					1,800.00	
A3620.4050							
Association Dues	350.00	24.00	24.00			326.00	6.86
A3620.4080							
Safety Insp-Uniforms	1,800.00					1,800.00	
A3620.4090							
Miscellaneous	2,000.00		189.00			1,811.00	9.45
A3620.4200							
Postage	2,000.00					2,000.00	
A3620.4210							
Vehicle Maintenance	450.00					450.00	
A5110.1000							
Str Maint-Total Personal Services	534,902.00	51,798.47	114,616.68			420,285.32	21.43
A5110.2080							
Str Maint-Other Equip-Over \$10,000	90,250.00		27,465.00			62,785.00	30.43
A5110.4000							
Str Maint-Total Contractual Expense	100.00					100.00	
A5110.4010							
Str Maint-Telephone	1,500.00	99.36	258.76			1,241.24	17.25
A5110.4041							
Str Maint-Diesel Fuel	25,000.00					25,000.00	
A5110.4042							
Str Maint-Regular Fuel	19,000.00	3,083.53	5,314.23			13,685.77	27.97
A5110.4050							
Str Maint-Tools	900.00		87.47			812.53	9.72
A5110.4060							
Str Maint-Stone	3,000.00					3,000.00	
A5110.4070							
Str Maint-Asphalt	80,000.00		4,275.00			75,725.00	5.34

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2016

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.4080							
Str Maint-Uniforms	3,500.00				500.00	3,000.00	14.29
A5110.4085							
Str Maint-Shoes/Boots	1,800.00	355.20	355.20			1,444.80	19.73
A5110.4090							
Str Maint-Miscellaneous	4,000.00	25.14	25.14			3,974.86	0.63
A5110.4100							
Str Maint-Equipment Parts	5,800.00	454.32	694.96			5,105.04	11.98
A5110.4110							
Str Maint-Truck Parts	14,000.00	1,850.73	3,541.11			10,458.89	25.29
A5110.4130							
Str Maint-Physicals/Drug Testing	800.00	80.00	200.00			600.00	25.00
A5110.4140							
Str Maint-Buildings	1,200.00					1,200.00	
A5110.4150							
Str Maint-Concrete	2,200.00	286.20	286.20			1,913.80	13.01
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	69.91	69.91			430.09	13.98
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	
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	32,000.00					32,000.00	
A5142.4015							
Snow Plowing-Deicer	6,000.00					6,000.00	
A5142.4030							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport
For Period Ending 07/31/2016
Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Snow Plowing-Plow Parts	5,000.00					5,000.00	
A5142.4090							
Snow Plowing-Contractual Expenses	200.00					200.00	
A5182.4010							
Street Lighting-Electricity	92,000.00	7,543.14	7,681.42			84,318.58	8.35
A5182.4030							
Street Lighting-Repairs	1,000.00	84.44	84.44			915.56	8.44
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	600.00					600.00	
A5410.4090							
Sidewalks-Contractual Expenses-Mis	500.00		38.94			461.06	7.79
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	6,500.00	754.95	1,812.88		377.50	4,309.62	33.70
A6520.4000							
Farmer's Mkt Manager	2,500.00				2,158.81	341.19	86.35
A7140.2000							
Parks/Playgrounds-Total Equipment	8,500.00					8,500.00	
A7140.2020							
Parks/Playgrounds-Park Equipment	1,500.00	179.08	358.16			1,141.84	23.88
A7140.4000							
Parks & Playgrounds-Totals Contrac	1,500.00					1,500.00	
A7140.4010							
Parks/Playgrounds-Equipment Repai	500.00					500.00	
A7140.4020							
Parks/Playgrounds-Maintenance Sup	4,000.00	2,407.66	2,407.66			1,592.34	60.19
A7140.4030							
Parks/Playgrounds-Gardening	400.00	90.00	90.00			310.00	22.50
A7140.4090							
Parks/Playgrounds-Miscellaneous	500.00	9.48	9.48			490.52	1.90
A7415.4000							
Seymour Library	192,036.00		192,035.43			0.57	100.00

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2016

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Str Cleaning-Sweeper parts	4,000.00	539.64	579.18			3,420.82	14.48
A8170.4090							
Str Cleaning-Miscellaneous	250.00					250.00	
A8189.4002							
Sanitation-Landfill-Testing	5,000.00		300.00			4,700.00	6.00
A8560.4010							
Equipment Repairs	1,200.00	21.98	21.98			1,178.02	1.83
A8560.4020							
Shade Trees-New Tree Purchases	1,500.00					1,500.00	
A8560.4030							
Shade Trees-Supplies	500.00					500.00	
A8560.4090							
Shade Trees-Miscellaneous	3,000.00		15.00			2,985.00	0.50
A9010.8000							
NYS Retirement	181,129.00					181,129.00	
A9015.8000							
Police Retirement System Payments	255,426.00					255,426.00	
A9030.8000							
Social Security	176,560.00	13,531.23	29,761.46			146,798.54	16.86
A9040.8000							
Workers Compensation	125,000.00		50.00			124,950.00	0.04
A9045.8000							
Life Insurance	8,200.00		1,331.68			6,868.32	16.24
A9050.8000							
Unemployment Expense	10,000.00					10,000.00	
A9055.8000							
Disability Insurance	6,000.00		1,008.00			4,992.00	16.80
A9060.8000							
Medical Insurance	461,130.00	4,066.84	73,955.46			387,174.54	16.04
A9061.8000							
HRA	140,000.00	4,234.34	7,821.96			132,178.04	5.59
A9070.8000							
Dental Insurance	65,160.00	955.79	11,958.88			53,201.12	18.35
A9950.8240							
Cap Reserv Transfer-DPW Equip Rep	10,000.00					10,000.00	
A9950.8510							
Cap Reserv Transfer-Smith St Bridge	10,000.00					10,000.00	
Totals for Fund:	5,174,317.00	225,707.17	820,230.00	0.00	33,670.93	4,320,416.07	16.50
A (Fund - A)							
Report totals	5,174,317.00	225,707.17	820,230.00	0.00	33,670.93	4,320,416.07	16.50

Village of Brockport

Statement of Actual & Estimated Revenues - Water Fund

Date: 08/08/2016
Time: 3:50:48PM

Statement of Actual & Estimated Revenue

User: DAN
Page: 1

Village of Brockport
For Period Ending 07/31/2016

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	601,869.00	55,060.75	103,584.38	498,284.62	17.21
F2141.0000					
Meter Water Sales O/G	505,000.00	37,138.19	74,992.85	430,007.15	14.85
F2144.0000					
Water Service Charges	8,000.00		156.88	7,843.12	1.96
F2148.0000					
Interest & Penalties	8,000.00	538.69	1,659.49	6,340.51	20.74
F2401.0000					
Interest & Earnings	1,000.00	39.80	45.17	954.83	4.52
F2401.1000					
Int Earned-Spec Reserves	250.00			250.00	
Report Totals	1,124,119.00	92,777.43	180,438.77	943,680.23	16.05

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Water Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport
For Period Ending 07/31/2016
Selecting on FUND from F to F

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	7,500.00		50.00			7,450.00	0.67
F1620.4060							
Bldg. Repairs - Water Dept.	1,000.00		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	26,750.00					26,750.00	
F8310.1000							
Water-Supervision	93,566.00		10,833.09			82,732.91	11.58
F8310.4000							
Water Admin Total CE	1,400.00					1,400.00	
F8310.4010							
Payroll Charges	250.00					250.00	
F8310.4040							
Office Expense	1,800.00					1,800.00	
F8310.4090							
Miscellaneous	900.00					900.00	
F8310.4200							
Postage	2,400.00					2,400.00	
F8320.4000							
Water Purchases	460,000.00	48,389.12	93,185.12			366,814.88	20.26
F8340.1000							
Water-Labor	104,536.00	13,919.88	25,216.85			79,319.15	24.12
F8340.2020							
Vehicles	88,130.00					88,130.00	
F8340.2040							
Meters	10,000.00					10,000.00	
F8340.2050							
Wtr Transm - Equipment Other	12,500.00					12,500.00	
F8340.4000							
Wtr Transm-TI Cont Exp	39,225.00					39,225.00	
F8340.400W							
Water Main Replacement West Ave.		3,835.50	30,749.28			30,749.28	
F8340.4010							
Water Main Supplies	8,000.00		658.60			7,341.40	8.23
F8340.4020							
Vehicle Parts & Supplies	7,427.00					7,427.00	
F8340.4030							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2016

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Meter Supplies	500.00	110.64	110.64			389.36	22.13
F8340.4040							
Curb Box Supplies	2,100.00					2,100.00	
F8340.4041							
Fuel	5,000.00					5,000.00	
F8340.4050							
Stone	2,000.00					2,000.00	
F8340.4060							
Asphalt	2,500.00					2,500.00	
F8340.4070							
Dirt	3,100.00					3,100.00	
F8340.4080							
Water Transm-Uniforms	1,250.00		365.63		70.00	814.37	34.85
F8340.4090							
Miscellaneous	6,750.00	22.00	22.00			6,728.00	0.33
F8340.4100							
Water Transm-Telephone	2,500.00	111.84	276.74			2,223.26	11.07
F8340.4110							
Water Transm-Electricity	5,000.00	332.52	709.67			4,290.33	14.19
F8340.4120							
Transm - Sample Testing	26,000.00	7,020.00	7,020.00			18,980.00	27.00
F8340.4130							
Wtr Transm-Drug/Alcohol Testing	250.00					250.00	
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	
F8340.4170							
Wtr Trans-Gas	200.00		29.21			170.79	14.61
F8340.4171							
Heating Oil	2,800.00	18.98	18.98			2,781.02	0.68
F8340.4180							
Water Transm-Publications	3,000.00					3,000.00	
F9010.8000							
NYS Retirement	27,797.00					27,797.00	
F9030.8000							
Social Security	15,155.00	1,056.72	2,741.54			12,413.46	18.09
F9040.8000							
Workers Compensation	20,500.00					20,500.00	
F9045.8000							
Life Insurance	660.00					660.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport
For Period Ending 07/31/2016
Selecting on FUND from F to F

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F9055.8000 Disability Insurance	504.00					504.00	
F9060.8000 Hospital Insurance	26,120.00					26,120.00	
F9061.8000 HRA	12,100.00					12,100.00	
F9070.8000 Dental Insurance	4,500.00					4,500.00	
F9710.6000 Serial Bond - Principle payments	32,691.00					32,691.00	
F9710.7000 Serial Bond - Interest payments	28,458.00					28,458.00	
Totals for Fund:	1,124,119.00	74,817.20	172,497.76	0.00	70.00	951,551.24	15.35
F (Fund - F)							
Report totals	1,124,119.00	74,817.20	172,497.76	0.00	70.00	951,551.24	15.35

Village of Brockport

Statement of Actual & Estimated Revenues - Sewer Fund

Statement of Actual & Estimated Revenue

Village of Brockport
 For Period Ending 07/31/2016
 Selecting on FUND from G to G

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
G2122.0000					
Sanitary Sewer- Sewer Charges	147,466.00	11,193.10	22,094.34	125,371.66	14.98
G2128.0000					
Sanitary Sewer- Interest and Penalties	100.00			100.00	
G2401.0000					
Interest and Earning- Sewer Fund		2.89	3.91	3.91-	
Report Totals	147,566.00	11,195.99	22,098.25	125,467.75	14.98

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Sewer Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2016

Selecting on FUND from G to G

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
G8120.2000						15,000.00	
Sanitary Sewers- Equipment	15,000.00						
G8120.4000						29,242.61	2.92
Contractual	30,121.00	280.64	878.39				
G8120.4010						4,500.00	
Sanitary Sewers- Truck Parts	4,500.00						
G8120.4020						100.00	
Sanitary Sewers- Supply Parts	100.00						
G9710.6000						52,309.00	
Bond Principal	52,309.00						
G9710.7000						45,536.00	
Bond Interest	45,536.00						
Totals for Fund:	147,566.00	280.64	878.39	0.00		146,687.61	0.60
G (Fund - G)							
Report totals	147,566.00	280.64	878.39	0.00		146,687.61	0.60

To: Mayor Blackman, Village Trustees

From: Daniel P. Hendricks 

Date: August 11, 2016

Re: Village Reserve Accounts

Establishment of Reserve Account for Boat House Project:

As the funds generated by the Low Bridge High Water Festival (LBHWF) are currently comingled in our General Fund, fund balance account, A0911.0000, the need to segregate these funds into a reserve account will allow us to account for these funds properly.

I am recommending that we establish, a Reserve for Boat House Account, A0889.2300 for \$10,715.28. This is the net profit generated by the LBHWF, \$4,221.50 from the first festival, and \$6,493.78 from the most recent festival. (In the unlikely event that the project does not go forward, the funds could be transferred by the Trustees to a different reserve or back to the General Fund Balance Account A0911.0000).

Transfer to DPW Equipment Reserve:

In addition to the above transfer, I am recommending that we transfer \$82,481.00 to the DPW Equipment Reserve A0889.2400. This amount represents the equivalent of the refund we received from our Worker's Compensation Carrier. We have typically placed this refund in the Worker's Compensation Insurance Reserve, A0889.5100, but as this balance is sufficient, I am recommending that we transfer the funds to the DPW Equipment Reserve to enable the Village to address future equipment needs.

Current Reserve Accounts and balances at May 31, 2016:

Asset Forfeiture Account - A0889.0000, May 31, 2016 balance, \$30,910.84. This account includes funds received for asset forfeitures received by the Police Department.

DPW Equipment Reserve – A0889.2400, May 31, 2016 balance, \$31,945.39. This balance has come from several sources, sale of equipment, interest earnings, and prior transfers. The funds can be used to purchase equipment for the DPW.

Vehicle Reserve – A0889.2600, May 31, 2016 balance \$16,329.98. This balance has been generated from vehicles sales, interest earnings, and is available for future vehicle purchases.

Parks and Playgrounds - A0889.2800, May 31, 2016 balance \$37,119.93. This balance has been generated from prior transfers, interest earnings, and is available for purchases for Village park needs.

Buildings - A0889.2900, May 31, 2016 balance \$18,688.51. This balance has been generated from prior transfers, interest earnings, and is available for building repairs

Smith Street Bridge - A0889.4900, May 31, 2016 balance \$30,003.47. This balance has been generated from prior transfers, interest earnings, and is available for future repairs associated with the Smith Street Bridge.

Reserve for Worker's Compensation - A0889.5100, May 31, 2016 balance \$256,860.84. This balance has been generated from refunds from our carrier, interest earnings, and is available in the event that a claim exceeds our coverage.

Employee Benefits Reserve - A0867.0000, May 31, 2016 balance \$353,413.21. This account includes the balance payable to employees as of May 31, 2016 for unused vacation days, and for employees covered by the Stetson Club contract, for accumulated comp and sick time.

If you have any questions, or need any additional information please let me know.



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
Climate Smart Community*

VILLAGE OF BROCKPORT BOARD / COMMITTEE VOLUNTEER OPPORTUNITIES

There are vacancies on the following:

- Tree Board – 4 vacancies
Meets 3rd Tuesday 7pm September-May
- Ethics Board – 1 vacancy
Meets only as needed (very rare)
- Code Review Committee – 3 vacancies (1 must be a Planning Board member)
Meets 4th Monday 6pm
- Tax Relief Task Force – 7 vacancies
Meeting schedule to be determined by membership – at least monthly

The Tax Relief Task Force will recommend to the Village Board actionable ideas that will result in lowering the tax rate village property owners pay to sustain the village. The task force itself has no authority to implement change; its function is strictly advisory to the Village Board. The task force will be made up of 9 people - 2 will be Village Board members and 7 will be from Brockport businesses, Brockport homeowners - all Village residents. The document that provides detail as to the task force was adopted at the 7/18/16 Village Board meeting and is available from the Village website.

Dated: 7/20/16

Application deadline: Noon, 8/3/16

Applicant must be a Village resident.

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

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

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

Tax Relief Task Force

GOAL: to recommend to the Village Board actionable ideas that will result in lowering the tax rate village owners pay to sustain the village. The task force itself has no authority to implement change; its function is strictly advisory.

Objectives and Action Plans, to include, but not limited to the following:

1. Review sources of village funding—including property taxes, sales tax, fees, grants and other non-tax revenue.
 - A. Objective: identify additional funding sources that could result in reduced tax levy
 - B. Suggested Actions: Consult other municipalities (villages) for comparative funding sources; confer with grant writers for additional grant opportunities.
2. Review how and where village monies are spent
 - A. Objective: identify opportunities to reduce spending along with consequences and future departmental liabilities of doing so.
 - B. Suggested Actions: Department heads will be asked to educate the task force on how departmental money is spent, changes in spending over the past 5 years, and predicted future spending. Department heads will be asked to describe required cuts if spending were cut by a given percentage.
3. Review taxes, fees, spending to assure those village monies are not being used to unknowingly subsidize non-municipal programs and entities.
 - A. Objective: to assure that expenses incurred by the village are benefitting village residents and that fee structures are fair for both the user of the benefit and the village at large
 - B. Suggested Actions: Review schedule of fees within Village Code.
4. Review Options for legislation designed to alleviate unfunded mandates (retirement, health care costs), increase AIM funding (state funding for municipalities), and relieve the financial burden of supporting The College at Brockport.
 - A. Objective: to push the State to increase its financial support of municipalities
 - B. Suggested Actions: Become familiar with NYCOM's legislative agenda and budget and work with state legislators to accomplish this.

Membership

The Task Force shall be 9 members, appointed by the mayor: 2 Village Board members serving as co-chairs; 2 village business owners, 2 village homeowners, 1 Sweden Town Board representative, 2 others.

The two Village Board members will co-chair the committee. A recording secretary will be elected by the committee from among its membership.

Meetings

The Task Force will meet at least monthly; the meetings will be public; minutes will be taken by the secretary, approved by the members, and published on the Village website.

Duration of Task Force and Reporting

Before the close of the 2016-17 fiscal year, the committee will prepare and issue a report to the Village Board with findings and recommendations for actions. Co-chairs will provide periodic interim reporting on the task force's activities at Village Board meetings.

The task force will remain in place until such time as the Task Force and Village Board determine that its work is complete.

DRAFT
VILLAGE OF BROCKPORT
BOARD / COMMITTEE
VOLUNTEER OPPORTUNITIES

There are vacancies on the following:

- Tree Board – 3 vacancies
Meets 3rd Tuesday 7pm September-May
- Ethics Board – 1 vacancy
Meets only as needed (very rare)
- Code Review Committee – 2 vacancies
Meets 4th Monday 6pm

Dated: 8/15/16

Application deadline: Noon, Thursday, 9/8/16

Applicant must be a Village resident.

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

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

**Brockport Village Court
County of Monroe**



**49 State Street
Brockport, NY 14420
(585) 637-5300**

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

RE: Request to convert PT Deputy Clerk FT Court Clerk

Leslie,

Please include the following request on the Village Board agenda for August 15, 2016:

Request

While Judge Blair and I are mindful of the Village's budgetary pressures we believe the Court needs additional Court Clerk resources to function properly. Accordingly, we are asking that the approved hours for our Deputy Clerk, Jennifer Kimmel, be increased from a maximum of 15 hours per week to full time status.

Justification

1. The Court Clerks' do not have enough time to fulfill their responsibilities today, even with Ms. Kimmel often working 30 hours per week. This is due to many factors but the fundamental reason is that, as the court grew through the first year so did the percent effort spent on maintenance activities; sealing records for sentences conditional on future events (typically Adjournment Contemplating Dismissal), completing Criminal Data Reports (post-sentencing NYS reports that feed into State and National databases, internal audits and reviews, and other periodic maintenance activities.
2. Benchmarking Brockport Village Court against other courts of similar size indicates we are understaffed. For example East Rochester and Geneseo both have two full time clerks. Sweden, with less than half the number of cases also has 2 FT clerks.
3. Recommendations we expect from the current Unified Court System (UCS) audit:
 - a. Increase internal controls to include division of Clerks' responsibilities: The Clerk who accepts payments should not be the same person who applies those payments to the receivable. This will require more clerk time and more overlap of their shifts, and
 - b. The Special Counsel to the Town and Villages' supervising judges for the 7th District, Mary Claire Frank – herself a town Justice for 19 years, strongly advised increased time and training for the clerks.
4. Parking ticket processing and collections imposes a far greater time burden on the Clerks than expected. Even before the recent increase in the number of parking tickets, the time required easily exceeded 15 hours per week.

Let us know if you have questions or concerns,

Regards,

Hon. William G. Andrews and Kent R. Blair

CC: File

Leslie Morelli

From: Leslie Morelli
Sent: Thursday, August 11, 2016 3:04 PM
To: Leslie Morelli
Subject: FW: opportunity for temporary clerical hours in Building/Code Enforcement office at Village Hall
Attachments: Vacancy notice - BI-CE-PB-ZBA clerk.pdf

Importance: High

VB –

Below was sent to the 3 part time clerks in the Village (Carol in DPW, Lisa in PD, Jenny in Court) on 8/2 & copied to their supervisors & to BI/CEO Miller.

Carol is willing & David is amenable to her putting in 10 hours/week (2 hours per day M-F likely 12:30-2:30pm – after her 8:30am-12:30pm in DPW) in BI/CE Office to handle certain time-sensitive functions in Katie’s absence.

This would be at her regular hourly rate, still no benefits, and the 10 hours in addition to her 20 hours at DPW still keeps her part time. This is temporary & will not cost extra as much of Katie’s time off will be unpaid.

David & Katie would acquaint/train her on what she would be doing prior to Katie’s leave.

Carol is unable to cover any PB or ZBA meetings during Katie’s leave. If I am able, I will assist. If not, I will prepare minutes templates for David to fill in the blanks.

Leslie

8/2/16 email:

You may know that BI/CE/PB/ZBA Clerk Katie Brown will be going on leave – likely for 12 weeks.

BI/CEO David Miller & Treasurer Dan Hendricks & I discussed this morning how to fill the void during this time.

Before posting the temporary position, we thought it worthwhile to reach out to the 3 part time clerks in the Village to see if they would be interested in additional hours in another department on a temporary basis.

This would be at your current hourly wage, no benefits, but additional hours.

Would you be interested in filling in part time – likely mid-September to end-December? Hours could work around your current schedule in your department. Village Hall is open Monday-Friday 8:30am-4:30pm. Either a couple of hours a day or a couple of days a week – David said he is flexible – but a set schedule is preferred. It may also include taking minutes at the monthly meeting of the Planning Board (2nd Monday at 7pm) and Zoning Board of Appeals (1st Thursday at 7pm). The PB & ZBA only meet when there is an application. If covering those meetings is not possible, I may be able to do so.

Attached – just to give you an indication of the type of work Katie does – is the vacancy notice when she was hired last winter.

Please give this some thought, reach out to David at 637-5300 X19 or dmiller@brockportny.org with any questions as to the work it would entail, and let us know ASAP.

If filling the void from within is not possible, on 8/9 I’ll draft a vacancy notice for the temporary position for the Village Board to approve at their 8/15 meeting.

Looking forward to hearing from you.

Thanks. 😊

Leslie Ann Morelli
Village Clerk
Village of Brockport
49 State Street

COPY



**BUILDING INSPECTION/CODE ENFORCEMENT/PLANNING BOARD/ZBA CLERK
VILLAGE OF BROCKPORT**

The Village of Brockport (2.2 square miles, population ~8,300 which doubles when College is in session, ~1,766 parcels) seeks individual to assist the Building/Code Enforcement Department and Planning Board and Zoning Board of Appeals in a variety of clerical, customer service, meeting minutes taking and record keeping functions. The BI/CE Department is located at Brockport Village Hall and is comprised of 1 full time BI/CEO, 2 part time BI/CEO's, and the Clerk. The full time BI/CEO serves as direct supervisor to the BI/CE/PB/ZBA Clerk.

Education and Experience: secretarial, business, or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs are utilized such as I.P.S. by B.A.S.

Full time 35 hours per week to include monthly evening meeting of the Planning Board (currently 2nd Monday at 7pm) and Zoning Board of Appeals (currently 1st Thursday at 7pm). Wage range \$12.50 to \$15 per hour plus benefits. New York State Retirement System. Position is Civil Service Exempt – title is Secretary to Planning and Zoning Boards.

Download employment application from www.brockportny.org. Send cover letter to include names, titles and contact information for 3 references, and résumé with completed employment application by e-mail to: lmorelli@brockportny.org or by mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420.

Application deadline: Noon, Tuesday, December 15, 2015

Leslie Ann Morelli
Brockport Village Clerk



Brockport Village Court

49 State Street
Brockport, NY 14420
585/637-1044

July 28, 2016

Village of Brockport Trustees:

Corey Stepanek and Jennifer Kimmel would like to attend the New York State Association of Magistrates Court Clerks, Inc. 36th Annual Fall Conference in Binghamton, NY from Sunday, September 25, 2016 to September 28, 2016. This conference will allow for Corey and Jenny to attend two full days of classes to help facilitate their further understanding of court clerk tasks. A detailed list of classes has not been presented at this time, but all of the classes are formatted to deliver knowledge that can be utilized on the job. Both Corey and Jenny are in need of fine-tuning their skills about how to handle certain procedures within the legal system. This conference will help provide those experiences to them.

The registration fee for the conference is \$40 and the hotel fees are \$641.40 per person. Justice Andrews and Justice Blair feel that both Corey and Jenny should attend the conference as they can attend classes to further their different knowledge bases. The court office hours would need to be closed on Monday, September 26, 2016 through Wednesday, September 28, 2016 in order for them to attend.

This conference is also a great way for the Brockport Village Court to network with others from around the state.

Thank you for considering this matter.

Jennifer Kimmel & Corey Stepanek

New York State Association of Magistrates Court Clerks, Inc.
36th Annual Fall Conference
DOUBLETREE by HILTON, Binghamton, New York
Sunday, September 25, 2016 – Wednesday, September 28, 2016

Join us!

This conference is always a great educational experience.
Come to learn, network, renew old acquaintances and make new ones.

U#
2755

All members participating in any portion of the annual conference are required to pay the registration fee. The fee covers the costs of many of the detailed arrangements necessary for a successful conference. For your convenience, receipts will be available at our registration desk.

Please note: This registration and fee is separate from the hotel costs.

Registration fee is NON-REFUNDABLE

Visit www.nysamcc.com for the posting of hotel registration packet

A 1110-1000

Registration form is due by: August 19th

- Town/Village check, personal check, money order and cash are accepted forms of payment
- NO voucher payments will be accepted
- Checks are payable to NYSAMCC, Inc.

Member Registration Fee: \$40.00** **\$50.00 is due if not postmarked by August 19th
 On-site and NON Member Registration Fee \$60.00

PLEASE PRINT:

Name: Corey Stepanek

Email: CStepanek@nycourts.gov

Court Address: 49 Skato St.

Years of Service 2

City: Brockport NY zip 14420

What is your District # 7

County Monroe

County Rep YN

Clerk for the ~~Town of~~ Village of: Brockport

Are you interested in becoming a County Rep? N

Are your annual membership fees paid? Y

Please mail this form along with payment for the registration fee to:

NYSAMCC, Inc.
Dawn Marie Klingner
4988 Route 22
Amenia, NY 12501

Check # _____ Receipt # _____

New York State Association of Magistrates Court Clerks, Inc.

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Visit www.nysamcc.com for the posting of hotel registration packet

Registration form is due by: August 19th

Town/Village check, personal check, money order and cash
are accepted forms of payment

NO voucher payments will be accepted

Checks are payable to NYSAMCC, Inc.

Member Registration Fee: \$40.00** **\$50.00 is due if not postmarked by August 19th

On-site and NON Member Registration Fee \$60.00

PLEASE PRINT:

Name: Jennifer E. Kimmel

Email: jkimmel@nycourts.gov

Court

Years of Service < 1yr.

Address: 49 State st.

What is your District # _____

City: Brockport NY zip 14420

County Rep Y/N

County Monroe

Are you interested in becoming a County Rep? N

Clerk for the Town or Village of :

Brockport

Are your annual membership fees paid? Y

Please mail this form along with payment for the registration fee to:

NYSAMCC, Inc.
Dawn Marie Klingner
4988 Route 22
Amenia, NY 12501

Check # _____ Receipt # _____

same for Corey



DOUBLETREE
BY HILTON™
BINGHAMTON

NYS Association of Magistrate Court Clerks
Sunday, 9/25/2016 – Wednesday, 9/28/2016

Reservation Form

All rates are per person. Place an (X) by selection.

Guestroom and Meal Package

The Meal Package includes Dinner (Sunday), Breakfast Buffet, Lunch Buffet and Dinner Buffet (Monday), Breakfast Buffet, Lunch Buffet, One Hour Reception Tuesday Evening, Served Meal (Tuesday), and Breakfast Buffet only (Wednesday), (2) Morning Breaks, (2) Afternoon Breaks and is inclusive of 20% Service Charges.

Each individual must present a NYS Sales Tax Exemption form with their registration.

Single Occupancy \$641.40 per person

Double Occupancy \$432.90 per person

TAX is not included in above pricing. Tax will be charged if exemption form is not received with form.

Reservations accepted on this form only. Please do not call and book a room as well. Please fill out only one form per room.

- **Reservation Forms must be received by August 25, 2016.** All reservations must be secured with a credit card, check, or money order.
- Payments by check, voucher or a purchase order must be received by August 25, 2016. Cancellations must be made by August 25, 2016 or forfeiture of deposit will occur.
- Credit cards will be charged on **September 9, 2016.**
- Hotel policy is to obtain a credit card from every guest upon check-in and authorize said card \$20.00 per night for any possible incidentals.
- Room type requests & special requests will be honored as availability permits. Check in time is 4:00 PM; check out time is 11:00 AM.
- The cut-off date for making reservations is **August 25, 2016.** Reservations received after this date will be taken on a space available basis only.
- If tax exempt, please submit a valid ST-119 form with your reservation request. Please note the rates listed above do NOT include tax, therefore if you are not Tax Exempt, prices will be subject to 11% on guestrooms and 8% on food and beverage.

Name Jennifer Kimmel Roommate _____

Email jkimmel@nycourts.gov Email _____

Roommate _____ Email _____

Company/Affiliation Brockport Village Court

Street 49 State St. City/State/Zip Brockport, NY 14420

Telephone 585-637-1044 Fax 585-391-3119

Arrival _____ Departure _____

Check # _____

CC# _____ EXP _____

I have read and agree with the above reservation policies.

By signing below, I acknowledge that I have read and understand the terms of my reservation and authorize the DoubleTree by Hilton Binghamton to process total room and any applicable taxes to the credit card indicated above.

X _____

Submit form by 8/25/2016
DoubleTree by Hilton
Binghamton
 225 Water Street
 Binghamton NY 13901
www.binghamtondoubletree.com
 Fax: Fax (607) 724 7263
 Email: tammy.gow@hilton.com

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

Emily L. Knapp Museum & Library of Local History
Deaccession Documentation

Quantity	Description	Reason	Course of Action	Comments	Deaccession Date
1	Map of NY State 1929	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	World Map 1958	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Hymnal from Protestant Episcopal Church 1871	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Hymns of Methodist Episcopal Church 1849	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Book of Sermons for Children Rev George Reichel 1849	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The New Testament (Business Men's Council) 1917	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Notes on the Gospels by Albert Barnes 1856	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The Psalms of David (Watts)	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Red Letter Holy Bible	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	A Golden Treasury for the Children of God by C H V Bogatzky 1877	Not relevant to the history of Brockport or its residents	Sell		Jul-16

Emily L. Knapp Museum & Library of Local History
Deaccession Documentation

Quantity	Description	Reason	Course of Action	Comments	Deaccession Date
1	International Teacher's Edition of the Holy Bible (1905)	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Gospel Songs Hymns and Tunes P P Bliss 1874	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The New Testament 1908	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The Upper Room Daily Devotions for Family and Individual Use 1943	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The Vestments What They Are and What They Mean 1951	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Higher Ideals Alfred Hart 1933	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The Emphasized Gospel According to St. Mark	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The New Testament 1872	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	The Book of Common Prayer (Church of England) 1880	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Hernia by Leigh Watson MD 1924	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Diseases of the Skin (Sutton) 1917	Not relevant to the history of Brockport or its residents	Sell		Jul-16
1	Coronary Artery Disease (Ernst P Boas MD) 1949	Not relevant to the history of Brockport or its residents	Sell		Jul-16

Emily L. Knapp Museum & Library of Local History
Deaccession Documentation

Quantity	Description	Reason	Course of Action	Comments	Deaccession Date
1	Peptic Ulcer A Symposium of the Current Literature (The BiSoDoL Company) 1931	Not relevant to the history of Brockport or its residents	Sell		Jul-16
2	Proceedings of the Board of Supervisors of Monroe County 1932	Duplicate item	Sell		Jul-16
1	The Farm Journal Illustrated Rural	Duplicate item	Gift to another institution	Gift to Farmers Museum	Jul-16
1	Proceedings of the Board of Supervisors of Monroe County 1938,39,40,41	Duplicate item	Sell		Jul-16

Reasons
Not relevant to the history of Brockport or its residents
Proper Preservation within Museum facilities is not possible
Legality of ownership is in question
Duplicate item
Condition of the item is no longer sufficient to enable display and review

Courses of Action
Gift to another institution
Return to donor
Sell
Recycle
Destroy

Compiled by SUE SAVARO Date 7/13/16
 Acknowledged by PAT O'BRIEN Date 7/13/16
 Reviewed by ELK Board PAT O'BRIEN Date 7/13/16

DRAFT
VILLAGE OF BROCKPORT
VILLAGE BOARD LIAISONS
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES
For Village Board to amend 8/15/16

Mayor Blackman, Trustee/Deputy Mayor Andrews, Trustees Crane, Kristansen, LaPierre

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

DRAFT
VILLAGE OF BROCKPORT
NOTICE
SPECIAL VILLAGE BOARD MEETING

Please take notice that a special Village Board meeting will be held on Monday, August 29, 2016 at 7pm at Brockport Village Hall 49 State Street, Brockport, New York 14420 for the purpose of meeting with NYS Assemblyman Steve Hawley to discuss the SUNY Impact Aid bill.

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: August 15, 2016

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

Leslie Morelli

From: ARCHGRANTS <ARCHGRANTS@nysed.gov>
Sent: Wednesday, August 03, 2016 2:42 PM
To: Leslie Morelli
Subject: LGRMIF, 2016 - 2017 - Notification

NYS Education Department RFP – GC16-006
Local Government Records Management Improvement Fund (LGRMIF)

Village Of Brockport
Project Number: 0580-17-6503

Dear David Miller,

On behalf of the New York State Education Department, I wish to thank you for your participation in our recent RFP listed above. It is the desire of the State Education Department to encourage as much competition as possible.

I regret to inform you that your LGRMIF application has not been selected to receive a grant award. With ninety-nine individual applications requesting over \$3.2 million and just \$500,000 available for individual grants and twenty-two shared services applications requesting \$2.1 million and just \$1.2 available this year's grant review was extremely competitive. As a result, many worthy applications were not recommended for funding.

Our grant application review process is governed by State Laws and procurement guidelines, as well as State Education Department rules and procedures. Panels of independent experts in records management, archival administration, or information technology and a member of the Local Government Records Advisory Council (LGRAC) evaluated each application in writing. Panels then met in Albany to discuss the merits of the applications, taking into account reviewers' written evaluations. LGRAC considered the panels' funding recommendations and forwarded them to the Commissioner of Education for final review and approval.

The grant review panel did not recommend funding for this application for the following reasons:

1. The proposed methodology is described only in cursory detail, and the application did not discuss other methodologies at all.
2. The application did not provide the necessary detail on the records that would have been the focus of this project. The application stated that it would be scanning two different records series with varying levels of retention and indicated that the records were stored together, but did not specify the date ranges for the records with short retention periods. As a result, the reviewers could not determine whether records that had passed their retention period. Additionally, the application did not justify the digitization and retention of non-permanent records with short retention periods.
3. Although the application noted that the village creates over 1000 records annually, it did not provide sufficient quantitative detail about the number of records created in the specific series to justify the request.

If you are interested in receiving a debriefing letter on the selection process regarding this RFP, you must submit a written request within fifteen (15) calendar days of receiving this letter to:

New York State Education Department
State Archives
Grants Administration Unit
Cultural Education Center, Room 9A81
Albany, NY 12230

We will provide you with a written summary of your proposal's strengths and weaknesses, as well as recommendations for improvement. Within ten (10) business days we will issue a written debriefing letter to you.

Denis P Meadows, Grant Program Manager
New York State Archives
Grants Administration Unit
Room 9A81 CEC
Albany, NY 12230
(518) 474-6926
Archgrants@nysed.gov

Confidentiality Notice

This email including all attachments is confidential and intended solely for the use of the individual or entity to which it is addressed. This communication may contain information that is protected from disclosure under State and/or Federal law. Please notify the sender immediately if you have received this communication in error and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.