

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, December 19, 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)
 - Ceremonial swearing in of newest Brockport Police – Officers Vadas, Blodgett, Clawson

- **CERTIFICATES & PROCLAMATIONS:** none
- **PUBLIC HEARINGS:** none
- **PUBLIC COMMENT:** 5 minute limit per person / state name & address for record & speak directly to entire Board / share if this is a prepared statement & submit hard copy to Clerk after reading (& electronically next day)
- **GUESTS:**
 - Nikole Van Wie – College Service & Community Building – Spring Spruce Up proposal
 - Sarah Hart & Madeleine Hart - 89 Adams Street – Village Code Chapter 5 Animals § 5-1 Keeping of farm animals prohibited (re chickens & horses)

- **CONSENSUS ITEMS:**
 - Approval of minutes – 12/5/16
 - Approval of bills to be paid
- **CLERK REPORT:**
 - Clerk – Leslie Ann Morelli

- **DEPARTMENT REPORTS:** (VB meeting the 3rd Monday of each month)
 - Treasurer – Treasurer Daniel P. Hendricks
 - Financial reports for period ending 11/30/16
 - 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.

- **PERSONNEL ITEMS:**
 - Welcome Center Management Committee – 6-member status
 - Walk Bike Brockport Action Group – drop from Village responsibility (College taking it on) & from last page of document: Selection Process of Members to Boards & Committees
 - FYI – Board/Committee vacancies
- **OLD or NEW BUSINESS:**
 - Accept and authorize Mayor to sign:
 - All Seasons County/Municipality Intermunicipal Work Agreement
 - FBS service agreement for parking enforcement management
 - Government Payment Services, Inc. participation agreement
 - CGI Communications, Inc. Community Video Program agreement & letter to businesses
 - Emily L. Knapp Museum & Library of Local History – 2016 end of calendar year report

- **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**
- **ADJOURNMENT**

Upcoming:

- ❖ Village Hall closed for holiday: Monday, 12/26, Monday, 1/2, Monday, 1/16
- ❖ Village Board work session: 7pm Monday, 1/23 (w/ Treasurer & Department Heads re budget)

GUIDELINES FOR PUBLIC COMMENT:

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

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

Village of Brockport
Budget Preparation Calendar
Fiscal Year June 1, 2017 – May 31, 2018
Adopted by Village Board 7/18/16

Monday, November 7, 2016 <i>done 10/12/16</i>	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 12, 2016	Department Heads & Village Justices to submit expense estimates to Treasurer
Monday, January 23, 2017- 7pm	Village Board work session - with Treasurer & Department Heads to discuss department budget requests
Monday, February 27, 2017 – 7pm	Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)
Monday, March 6, 2017 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 16, 2017	Treasurer to file tentative budget with Clerk (must by March 20 th)
Monday, March 20, 2017 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 22, 2017 for March 26, 2017 edition	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget
Monday, March 27, 2017 – 7pm	Village Board work session – with Treasurer to discuss & make revisions to tentative budget (if necessary)
Monday, April 3, 2017 – 7pm	Treasurer to present proposed budget - public hearing .
Monday, April 17, 2017 – 7pm	Village Board meeting – adopt budget (must by May 1 st)

Spring Spruce Up



Nikole Van Wie

Coordinator of Service and Community Building
The Department of Community Development
The College at Brockport, State University of New York
Phone: (585) 395-5896
Email: nvanwie@brockport.edu

1. Support and feedback from the Village Board on the Spring Spruce Up
2. Liaisons for potential project sites
3. Recruitment of participants from the Village

Date (s): Friday, April 28th- Sunday April 30th, 2016

Purpose: The purpose of Spring Spruce Up is to bring our College and local community together for a weekend of service and volunteerism. The multiple projects will foster civic engagement and strengthen our community by bridging bonds between community members and beautifying our home. This service initiative will bring everyone together for the common purpose of reinvigorating our community after the winter months.

Program Goals:

As a result of participating in the Spring Spruce Up, members of the College and local community will be able to...

- Identify at least one member of the Brockport community with whom they engaged in conversation while serving in the Village of Brockport.
- Express a belief that participating in Spring Spruce Up strengthened the Brockport community by creating bonds between participants and by generating a common purpose amongst its members.
- Reflect on the ways in which serving in the Brockport community demonstrates their commitment as an active citizen of the Brockport community.

List of Potential Projects:

We are working to build community amongst all of its members. We would like all members of the community to get involved with these projects. Below is a list of potential projects for this service initiative.

- **Work with** the Brockport Merchants Association to clean up/beautify Main Street.
- **Work with** the Tree Board to plant trees on Arbor Day. Clean up brush and sticks left over from the winter.
- **Work with** Brockport Fire District and beautify the Capen Hose Fire Museum
- **Work with** Village Parks Committee to clean up the local parks.
- **Work with** Western Monroe Historical Society
- Canal and Welcome Center Clean Up/ beautification
- Beautifying local churches with its members:
 - o Brockport Church of Christ

To whom it may concern in the Village of Brockport:

I am proposing a change to the Village of Brockport's code and its ban on farm animals. I am asking that chickens be allowed for all who would like them and careful consideration be given for horses on a case by case basis.

Climate change is our number one problem that politics is not addressing. If one does not believe in it then pollution is the number two number one problem. We should have a choice as free people to take care of our property in an environmentally clean manner.

Reasons for chickens:

Chickens eat kitchen scraps. They dispose of wasted food from the household and turn it into eggs. This keeps rotting, stinking food out of the landfills

Chickens eat ticks, grubs, Japanese beetles and more. This is safer than pesticides.

Chickens in small numbers do not smell and can occupy land once used by stinking filthy lawnmowers that mainline fossil fuel to create a lawn that creates greenhouse gases.

Homegrown chicken eggs have more nutritional value than the chemical cocktail eggs from the store. For example: a chicken who eats spinach from the garden (that went to flower before you could eat it) transfers the spinach to the egg. Over time this means fewer health issues: Pharmacy

Chickens are historic. Over 90% of chickens and turkeys in this country are homogenized breeds with Frankenstein bodies and living conditions. Stunningly beautiful heritage breeds are now in danger of extinction. The variety is enormous.

Chickens are good for mental health. They get people outside for the 5 minutes it takes to care for them daily. Children put down their phones to watch and interact. Fresh air, movement, and a small chore can make an impact on a person's well being and mental health in a positive way.

Chickens can help with the natural fertilization of other yard plants. Keeping a compost of weeds, leaves, branches, kitchen waste, and chicken waste is a recipe for clean rich topsoil.

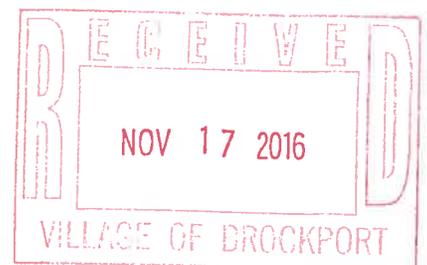
* I plan to expand on each of these points if I am accepted as a guest to the December 19, 2016 meeting.

**I will then make a smaller but similar case for personal permission to keep two horses in the village.

Thank you very much,

Sarah Hart

89 Adams St. Brockport, NY



Village of Brockport

Statement of Actual & Estimated Revenues - General Fund

Statement of Actual & Estimated Revenue

Village of Brockport
For Period Ending 11/30/2016
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	293,415.00			293,415.00	
A1001.0000					
Real Property Taxes	2,651,216.00		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	196.75	6,091.52	5,908.48	50.76
A1120.0000					
County Sales Tax	1,580,000.00	429,039.22	583,886.72	996,113.28	36.95
A1130.0000					
Utility Gross Receipts Tax	75,000.00	260.80	31,374.24	43,625.76	41.83
A1170.0000					
Franchise Tax	75,000.00	54,087.27	54,087.27	20,912.73	72.12
A1230.0000					
Clerk/Treasurer Fees	1,250.00	60.00	1,040.00	210.00	83.20
A1520.0000					
Police Fees	500.00	60.00	270.00	230.00	54.00
A1560.0000					
Safety Inspections	20,000.00	3,081.25	21,626.25	1,626.25-	108.13
A1710.0000					
Public Works Services	3,000.00	182.30	9,779.00	6,779.00-	325.97
A1789.0000					
Docking Fees	3,500.00		4,182.00	682.00-	119.49
A2089.0000					
Farmers Market Fees	2,500.00		3,560.00	1,060.00-	142.40
A2110.0000					
Zoning Fees	1,500.00	225.00	495.00	1,005.00	33.00
A2115.0000					
Planning Fees	600.00		555.00	45.00	92.50
A2389.2000					
Monroe Cty - Election Rmb	1,858.00		1,857.89	0.11	99.99
A2389.3000					
Monroe County - DWI	15,130.00	1,464.56	10,308.59	4,821.41	68.13
A2389.4010					
Livingston County - Gateway Mural Reven	9,100.00		9,042.54	57.46	99.37
A2389.8000					
Monroe Ctny-CD Block Grants	34,750.00		34,750.00		100.00
A2389.8001					
Monroe Cty -Road Work	38,000.00		3,845.38	34,154.62	10.12
A2389.9001					
SCS Contribution- Crossing Guards	5,000.00		5,000.00		100.00
A2401.0000					
Interest & Earnings	1,000.00	279.91	1,149.71	149.71-	114.97
A2545.0000					
Bus / Occupation License	40,000.00	2,062.50	45,769.92	5,769.92-	114.42
A2590.0000					
Permits	5,000.00		2,350.00	2,650.00	47.00
A2610.0000					
Fines & Forfeitures	100,000.00	47,910.00	79,446.50	20,553.50	79.45
A2650.0000					
Scrap Sales	1,000.00		956.00	44.00	95.60
A2655.0000					
Minor Sales	3,500.00			3,500.00	
A2655.0001					
Minor Sales - Museum (Adopt A Picture)	750.00	969.00	1,582.00	832.00-	210.93
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

Date: 12/14/2016
 Time: 4:46:44PM

Statement of Actual & Estimated Revenue

User: DAN
 Page: 2

Village of Brockport
 For Period Ending 11/30/2016

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A2705.0000					
Gifts & Donations	1,995.00	10,855.60	14,245.60	12,250.60-	714.07
A2705.1000					
Gifts & Donations - Community Museum	6,375.00			6,375.00	
A2770.0000					
Other Unclassified	2,000.00			2,000.00	
A3001.0000					
State Aid - AIM	120,000.00		119,099.00	901.00	99.25
A3005.0000					
State Aid-Mortgage Tax	25,000.00		26,447.72	1,447.72-	105.79
A3089.7000					
State Aid - Other	4,400.00		5,876.00	1,476.00-	133.55
A3089.7001					
State Aid, CHIPS	84,291.00			84,291.00	
Total for Fund: A (Fund - A)	5,285,560.00	550,734.16	3,772,570.42	1,512,989.58	71.38
Report Totals	5,285,560.00	550,734.16	3,772,570.42	1,512,989.58	71.38

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - General Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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	6,888.00			6,889.00	50.00
A1010.4000 Trustees-Contractual Expenses	36,000.00		18,000.00			18,000.00	50.00
A1010.4030 Trustees-Conference Exp	2,000.00	212.17	212.17			1,787.83	10.61
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	7,438.38	41,418.88			30,835.12	57.32
A1110.2000 Court - Equipment	1,000.00					1,000.00	
A1110.4000 Court - Contractual Services	7,500.00	2,172.67	7,039.44		106.60	353.96	95.28
A1110.4060 Court - Postage	1,250.00					1,250.00	
A1210.1000 Mayor-Personal Services	9,867.00	822.25	4,933.50			4,933.50	50.00
A1210.4000 Mayor-Contractual Expenses	100.00					100.00	
A1210.4010 Mayor-Telephone	1,500.00	132.12	794.11			705.89	52.94
A1210.4050 Mayor-Conference Exp	1,500.00	75.00	75.00			1,425.00	5.00
A1210.4090 Mayor-Miscellaneous	50.00					50.00	
A1320.4000 Auditor-Contractual Expenses	11,300.00	8,000.00	8,000.00			3,300.00	70.80
A1325.1000 Clrk/Treas-Personal Services	146,434.00	9,523.80	59,696.32			86,737.68	40.77
A1325.4000 Clrk/Treas-Total Contractual Expense	2,200.00	50.00	250.00			1,950.00	11.36
A1325.4010 Clrk/Treas-Telephone	8,000.00	330.33	1,985.39			6,014.61	24.82
A1325.4020 Clrk/Treas-Office Supplies	4,750.00	1,330.98	2,842.46			1,907.54	59.84
A1325.4030 Clrk/Treas-Computer Supplies	11,000.00	300.00	10,105.84			894.16	91.87
A1325.4050 Clrk/Treas-Membership Fees	700.00		90.00			610.00	12.86

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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
Cirk/Treas-Postage	7,000.00	500.00	3,996.08			3,003.92	57.09
A1325.4070							
Cirk/Treas-Copier Expenses	5,000.00	391.16	2,325.22			2,674.78	46.50
A1325.4080							
Cirk/Treas-Payroll Expense	4,750.00	426.25	2,130.58			2,619.42	44.85
A1325.4090							
Cirk/Treas-Miscellaneous	9,677.00	1,350.00	6,013.25		2,405.00	1,258.75	86.99
A1325.4100							
Cirk/Treas - Publications	13,500.00	9,598.29	11,612.36			1,887.64	86.02
A1325.4110							
Cirk/Treas-Training	2,600.00	2,570.63	2,570.63			29.37	98.87
A1325.4120							
Cirk/Treas-Tax Bill Processing	2,000.00	1,639.97	1,639.97			360.03	82.00
A1420.4000							
Law-Total Contractual Expenses	50,000.00	109.24	109.24			49,890.76	0.22
A1440.4000							
Engineer-Total Contractual Expense	5,000.00	809.00	1,535.00			3,465.00	30.70
A1450.4010							
Electons-Inspector Salaries	1,150.00		1,100.00			50.00	95.65
A1450.4020							
Elections-Legal Notice Publication	300.00	50.65	287.75			12.25	95.92
A1450.4030							
Elections-Supplies	1,481.00		1,480.05			0.95	99.94
A1490.1000							
Pub Wrks Admin-Total Personal Ser	133,550.00	6,957.84	42,972.88			90,577.12	32.18
A1490.4020							
Pub Wrks Admin-Conference Exp	1,200.00	1,063.74	1,005.74			194.26	83.81
A1490.4030							
Office Supplies/Postage	900.00	32.29	257.56			642.44	28.62
A1490.4040							
Permits, Licenses, Fees	300.00		199.00			101.00	66.33
A1490.4090							
Pub Wrks Admin-Miscellaneous	300.00		53.99			246.01	18.00
A1620.4020							
Natural Gas-DPW	6,000.00	201.10	475.50			5,524.50	7.93
A1620.4021							
Bldgs-Gas 1 Clinton Street	1,500.00	61.59	187.41			1,312.59	12.49
A1620.4022							
Bldgs-Gas 49 State Street	2,000.00	120.61	328.23			1,671.77	16.41
A1620.4030							
Electric-DPW	9,300.00	352.94	2,809.41			6,490.59	30.21
A1620.4031							
Bldgs-Electric-1 Clinton Street	15,000.00	550.02	6,512.25			8,487.75	43.42

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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
A1620.4032							
Bldgs-Electric-49 State Street	6,000.00	276.76	3,192.53			2,807.47	53.21
A1620.4034							
Elec- Main St Sign	300.00	21.23	127.38			172.62	42.46
A1620.4050							
Bldgs-Janitorial Supplies	1,750.00	206.93	954.95			795.05	54.57
A1620.4051							
Bldgs-Janitor Supplies- Clinton St	5,000.00	300.00	2,360.32			2,639.68	47.21
A1620.4052							
Bldgs-Janitor Supplies-State Street	5,000.00	175.36	1,228.79			3,771.21	24.58
A1620.4060							
Bldgs-Repair Items	25,500.00	1,311.23	21,888.05			3,611.95	85.84
A1620.4070							
Telephone - DPW	1,800.00	111.78	671.35			1,128.65	37.30
A1620.4090							
Bldgs-Miscellaneous	5,410.00	544.63	5,398.27			11.73	99.78
A1640.4000							
Central Garage- Contractual Expens	2,850.00		2,837.50			12.50	99.56
A1640.4010							
Fasteners	1,000.00		680.65			319.35	68.07
A1640.4020							
Auto -Electrical	650.00	50.95	50.95			599.05	7.84
A1640.4040							
Tools	1,000.00	139.98	663.56			336.44	66.36
A1640.4050							
Welding Supplies	500.00		226.53			273.47	45.31
A1640.4060							
Fuel Additives/Oil	2,875.00	49.96	919.96			1,955.04	32.00
A1640.4061							
Oil Expenditures (Not Fuel Oil)	500.00					500.00	
A1640.4070							
Shop Supplies	2,500.00	264.05	842.33			1,657.67	33.69
A1640.4080							
Hydraulic Supplies	500.00		426.87			73.13	85.37
A1640.4090							
Miscellaneous	4,925.00	269.80	983.72			3,941.28	19.97
A1670.4000							
Central Mailing	2,000.00	454.59	1,363.77			636.23	68.19
A1680.2000							
IT Hardware Software	2,500.00					2,500.00	
A1680.4000							
IT Hardware Software	14,000.00	2,173.95	9,583.37			4,416.63	68.45
A1910.4000							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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
Unallocated Insurance	47,000.00	39.80	45,347.45			1,652.55	96.48
A1920.4000 Municipal-Membership Dues	5,200.00		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	69,080.00					69,080.00	
A3120.1000 Police-Total Personal Services	1,096,965.00	98,468.57	523,423.96			573,541.04	47.72
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	4,952.00	27,428.00			32,618.00	45.68
A3120.1060 Overtime	100,000.00	8,948.79	50,203.83			49,796.17	50.20
A3120.2010 Police-Vehicles	29,408.00				29,408.00		100.00
A3120.2020 Police-Firearms	2,700.00					2,700.00	
A3120.2040 Police-Office Furniture/Equip	2,000.00		1,180.55			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				100.00
A3120.4010 Police-Telephone	10,200.00	830.14	4,702.68			5,497.32	46.10
A3120.4020 Police-Office Supplies/Postage	3,500.00		494.03		313.78	2,692.19	23.08
A3120.4030 Police-Fleet Maintenance	3,300.00	538.31	2,045.33		341.52	913.15	72.33
A3120.4031 Police-Fleet Repairs	1,500.00		1,002.37			497.63	66.82
A3120.4032 Police-Fleet Supplies & Equip	9,042.00		20.52			9,021.48	0.23
A3120.4040 Police-Fuel	15,000.00					15,000.00	
A3120.4060 Police-Maintenance Contracts	6,250.00		1,492.57		4,687.50	69.93	98.88
A3120.4065 Office Equip Lease/Rental	7,400.00	364.61	2,398.48			5,001.52	32.41

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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	8,250.00	3,500.90	7,534.12		708.00	7.88	99.90
A3120.4090							
Police-Miscellaneous	2,000.00	1,815.00	1,861.10			138.90	93.06
A3120.4100							
Affiliations	250.00					250.00	
A3120.4105							
Training, School, Conferences	1,000.00		250.00			750.00	25.00
A3120.4110							
Police-Publications	600.00		119.95		98.00	382.05	36.33
A3120.4120							
Police-Supplies/Life Safety Supplies	12,350.00	2,303.94	10,200.84		2,145.00	4.16	99.97
A3120.4130							
Police-Computer Supplies	1,000.00		239.35			760.65	23.94
A3120.4140							
Police-Medical/Psychological	850.00					850.00	
A3120.4150							
Police-Special Enforcement	4,300.00		1,846.00			2,454.00	42.93
A3120.4155							
Police- STOP DWI	15,130.00	1,943.76	6,458.15			8,671.85	42.68
A3120.4160							
Police-Bike Patrol	500.00		135.00			365.00	27.00
A3120.4165							
Police - Traffic Safety Grant	4,400.00		1,929.03			2,470.97	43.84
A3120.4170							
Police-Explorer Post	700.00					700.00	
A3120.4175							
Police - Monroe County "Crackdown"	7,445.00		1,534.57			5,910.43	20.61
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	94.55	288.87			311.13	48.15
A3310.4020							
Traffic Control-Paint	1,500.00		223.01			1,276.99	14.87
A3310.4030							
Traffic Control-Signs	2,500.00		623.61			1,876.39	24.94
A3310.4040							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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 Contro-Channels & Posts	1,300.00		923.52			376.48	71.04
A3310.4090							
Traffic Control-Miscellaneous	400.00		124.12			275.88	31.03
A3620.1000							
Safety Insp-Total Personal Services	124,747.00	7,266.48	53,205.94			71,541.06	42.65
A3620.2000							
Safety Insp-Equipment	3,000.00		2,499.95			500.05	83.33
A3620.4010							
Cellular/Telephone	1,500.00	265.30	797.74			702.26	53.18
A3620.4020							
Training	3,500.00	99.10	595.62			2,904.38	17.02
A3620.4030							
Safety Insp-Computer Supplies	500.00	75.00	184.23			315.77	36.85
A3620.4040							
Fuel	1,800.00					1,800.00	
A3620.4050							
Association Dues	350.00		48.00			302.00	13.71
A3620.4080							
Safety Insp-Uniforms	1,800.00					1,800.00	
A3620.4090							
Miscellaneous	2,000.00	3.99	596.83			1,403.17	29.84
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	47,076.11	309,050.08			225,851.92	57.78
A5110.2080							
Str Maint-Other Equip-Over \$10,000	126,015.00		84,726.46		3,860.00	37,428.54	70.30
A5110.4000							
Str Maint-Total Contractual Expense	100.00					100.00	
A5110.4010							
Str Maint-Telephone	1,500.00	482.92	1,198.28			301.72	79.89
A5110.4042							
Str Maint-Regular Fuel	44,000.00	4,423.05	19,463.46			24,536.54	44.24
A5110.4050							
Str Maint-Tools	900.00	161.67	787.37			112.63	87.49
A5110.4060							
Str Maint-Stone	3,000.00		17.51			2,982.49	0.58
A5110.4070							
Str Maint-Asphalt	97,000.00	13,340.39	96,609.54			390.46	99.60
A5110.4080							
Str Maint-Uniforms	3,630.00	1,017.37	1,017.37		2,612.32	0.31	99.99

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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
A5110.4085							
Str Maint-Shoes/Boots	1,800.00		555.20		600.00	644.80	64.18
A5110.4090							
Str Maint-Miscellaneous	3,870.00	829.14	1,882.27			1,987.73	48.64
A5110.4100							
Str Maint-Equipment Parts	5,800.00	582.95	4,617.32			1,182.68	79.61
A5110.4110							
Str Maint-Truck Parts	14,000.00	1,022.20	11,247.68			2,752.32	80.34
A5110.4130							
Str Maint-Physicals/Drug Testing	800.00	90.00	290.00			510.00	36.25
A5110.4140							
Str Maint-Buildings	1,200.00					1,200.00	
A5110.4150							
Str Maint-Concrete	2,200.00		459.66			1,740.34	20.89
A5110.4160							
Str Maint-Fill Material	100.00					100.00	
A5110.4165							
Str Maint-Top Soil	1,000.00		612.00			388.00	61.20
A5110.4170							
Str Maint-Shop Supplies	500.00		79.51			420.49	15.90
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		72.93			27.07	72.93
A5110.4230							
Str Maint-Equip Rental	100.00					100.00	
A5112.2000							
CHIPS Work	122,291.00	33,247.91	122,060.55			230.45	99.81
A5142.2000							
Snow Plowing-Equipment-Plows	7,000.00					7,000.00	
A5142.4010							
Snow Plowing-Salt	32,000.00		5,967.22			26,032.78	18.65
A5142.4015							
Snow Plowing-Deicer	6,000.00					6,000.00	
A5142.4030							
Snow Plowing-Plow Parts	5,000.00					5,000.00	
A5142.4090							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016 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-Contractual Expenses	200.00					200.00	
A5182.4010 Street Lighting-Electricity	92,000.00	16,375.94	40,911.22			51,088.78	44.47
A5182.4030 Street Lighting-Repairs	1,000.00		93.83		582.00	324.17	67.58
A5182.4040 Street Lighting-Parts	1,500.00		144.00			1,356.00	9.60
A5182.4090 Street Lighting-Contractual Expenses	100.00					100.00	
A5410.4010 Sidewalks-Concrete	10,000.00		2,869.40			7,130.60	28.69
A5410.4020 Sidewalks-Stone	600.00					600.00	
A5410.4090 Sidewalks-Contractual Expenses-Mis	500.00		419.24			80.76	83.85
A5650.4020 Paint	200.00	24.60	74.42			125.58	37.21
A5650.4030 Signs	200.00					200.00	
A5650.4040 Posts	200.00					200.00	
A6410.4000 Welcome Center - Contractual/Sup	6,500.00	561.87	5,697.40			802.60	87.65
A6520.4000 Farmer's Mkt Manager	4,500.00	2,000.00	4,278.81			221.19	95.08
A7140.2000 Parks/Playgrounds-Total Equipment	8,500.00				2,400.00	6,100.00	28.24
A7140.2020 Parks/Playgrounds-Park Equipment	2,995.00	179.08	1,074.48		1,495.00	425.52	85.79
A7140.4000 Parks & Playgrounds-Totals Contract	1,500.00				505.00	995.00	33.67
A7140.4010 Parks/Playgrounds-Equipment Repai	500.00	153.47	252.13			247.87	50.43
A7140.4020 Parks/Playgrounds-Maintenance Sup	6,300.00	359.92	5,968.69			331.31	94.74
A7140.4030 Parks/Playgrounds-Gardening	400.00		90.00			310.00	22.50
A7140.4090 Parks/Playgrounds-Miscellaneous	725.00		721.19			3.81	99.47
A7415.4000 Seymour Library	192,036.00		192,035.43			0.57	100.00
A7450.4000 Museum-Contractual Expenses	9,525.00	1,091.09	9,046.30		468.43	10.27	99.89

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

Selecting on FUND from A to A

ACCOUNT	ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A7450.4010	Museum - Adopt A Picture Expenses	750.00		750.00				100.00
A7510.4000	Total Contractual Expenses	1,200.00					1,200.00	
A7510.4030	CLG Historic Home Imp Grant	3,250.00	1,300.00	3,250.00				100.00
A7510.4090	Historian-Miscellaneous	1,695.00			1,164.00		531.00	68.67
A7550.4020	Celebrations-Banners	250.00		23.18			226.82	9.27
A7550.4035	Low Bridge High Water Festival	1,250.00		1,220.00			30.00	97.60
A7550.4040	Celebrations-Special Events	1,500.00		1,035.42			464.58	69.03
A7550.4050	Celebrations-Electric	600.00	37.02	269.99			330.01	45.00
A7550.4090	Celebrations-Miscellaneous	2,200.00	537.31	2,150.34			49.66	97.74
A8010.4010	Zoning- Member Stipends	625.00		145.00			480.00	23.20
A8010.4020	Zoning-Conference Expense	155.00		128.08			26.92	82.63
A8010.4300	Zoning-Publications	170.00		51.41			118.59	30.24
A8020.1000	Planning Board-Personal Services	6,443.00	571.38	2,052.30			4,390.70	31.85
A8020.4020	Planning Board-Conference Expense	500.00	189.90	229.90			270.10	45.98
A8020.4030	Planning Board-Board Expenses	200.00		22.96			177.04	11.48
A8140.4010	Storm Sewer-Supply Parts	6,000.00		201.33			5,798.67	3.36
A8140.4020	Strom Sewer-Maintenance Supplies	1,200.00					1,200.00	
A8140.4090	Storm Sewers-Miscellaneous	4,000.00		3,671.00			329.00	91.78
A8160.4010	Refuse Collection-Monthly Trash Ren	3,950.00	344.02	2,064.12			1,885.88	52.26
A8160.4030	Refuse Collection-Brush Pick-up	3,600.00	128.00	280.00			3,320.00	7.78
A8160.4040	Refuse Collection-Special Pick-up (50.00		25.00-			75.00	50.00-

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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
Refuse Collection-Coolant Removal	200.00	67.50	67.50			132.50	33.75
A8170.4010							
Str Cleaning-Sweeper Repairs	1,000.00					1,000.00	
A8170.4020							
Str Cleaning-Sweeper parts	4,000.00		1,791.09			2,208.91	44.78
A8170.4090							
Str Cleaning-Miscellaneous	250.00					250.00	
A8189.4002							
Sanitation-Landfill-Testing	16,100.00		300.00		15,800.00		100.00
A8560.4010							
Equipment Repairs	1,200.00		740.11			459.89	61.68
A8560.4020							
Shade Trees-New Tree Purchases	1,500.00					1,500.00	
A8560.4030							
Shade Trees-Supplies	500.00		12.00			488.00	2.40
A8560.4090							
Shade Trees-Miscellaneous	3,000.00		396.41			2,603.59	13.21
A9010.8000							
NYS Retirement	181,129.00		127,353.00			53,776.00	70.31
A9015.8000							
Police Retirement System Payments	255,426.00		218,581.00			36,845.00	85.58
A9030.8000							
Social Security	176,560.00		14,509.74			91,269.51	48.31
A9040.8000							
Workers Compensation	125,000.00		50.00			124,950.00	0.04
A9045.8000							
Life Insurance	8,200.00		4,825.01			3,374.99	58.84
A9050.8000							
Unemployment Expense	10,000.00					10,000.00	
A9055.8000							
Disability Insurance	6,000.00		3,801.54			2,198.46	63.36
A9060.8000							
Medical Insurance	461,130.00		288,443.32			172,686.68	62.55
A9061.8000							
HRA	140,000.00		36,425.40			103,574.60	26.02
A9070.8000							
Dental Insurance	65,160.00		42,765.56			22,394.44	65.63
A9950.8240							
Cap Resrv Transfer-DPW Equip Rep	10,000.00					10,000.00	
A9950.8510							
Cap Resrv Transfer-Smith St Bridge	10,000.00					10,000.00	
Totals for Fund:	5,285,960.00	785,511.10	2,833,424.67	0.00	69,700.15	2,382,835.18	54.92
A (Fund - A)							

Village of Brockport

Statement of Actual & Estimated Revenues - Water Fund

Date: 12/14/2016
Time: 3:37:37PM

Statement of Actual & Estimated Revenue

User: DAN
Page: 1

Village of Brockport
For Period Ending 11/30/2016
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	55,973.12	331,022.16	270,846.84	55.00
F2141.0000					
Meter Water Sales O/G	505,000.00	47,061.19	274,028.20	230,971.80	54.26
F2144.0000					
Water Service Charges	8,000.00	350.00	1,078.02	6,921.98	13.48
F2148.0000					
Interest & Penalties	8,000.00	1,283.99	5,200.52	2,799.48	65.01
F2389.8000					
Monroe Cty CDBG Water Fund			40,000.00	40,000.00-	
F2401.0000					
Interest & Earnings	1,000.00	29.35	169.39	830.61	16.94
F2401.1000					
Int Earned-Spec Reserves	250.00			250.00	
Total for Fund:	1,124,119.00	104,697.65	651,498.29	472,620.71	57.96
F (Fund - F)					
Report Totals	1,124,119.00	104,697.65	651,498.29	472,620.71	57.96

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Water Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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			50.00			7,450.00	0.67
Engineer-Contractual Exp	7,500.00						
F1620.4060			510.41			489.59	51.04
Bldg. Repairs - Water Dept.	1,000.00						
F1680.2000						1,000.00	
It Hardware Software	1,000.00						
F1680.4000						2,500.00	
IT Hardware Software	2,500.00						
F1910.4000			28,791.23			708.77	97.60
General Insurance	29,500.00						
F1990.4000						19,550.00	
Water-Contingency	19,550.00						
F8310.1000						65,022.86	30.51
Water-Supervision	93,566.00	4,339.75	28,543.14				
F8310.4000						1,400.00	
Water Admin Total CE	1,400.00						
F8310.4010						250.00	
Payroll Charges	250.00						
F8310.4040						1,711.67	4.91
Office Expense	1,800.00	88.33	88.33				
F8310.4090						900.00	
Miscellaneous	900.00						
F8310.4200						2,400.00	
Postage	2,400.00						
F8320.4000						160,885.92	65.02
Water Purchases	460,000.00	51,209.60	299,114.08				
F8340.1000						39,462.17	62.25
Water-Labor	104,536.00	9,715.04	65,073.83				
F8340.2020						42,560.18	51.71
Vehicles	88,130.00	10,935.00	45,569.82				
F8340.2040						740.00	92.60
Meters	10,000.00	8,700.00	9,260.00				
F8340.2050						5,105.00	59.16
Wtr Transm - Equipment Other	12,500.00		7,395.00				
F8340.4000						37,442.48	4.54
Wtr Transm-Ttl Cont Exp	39,225.00		1,782.52				
F8340.400W						10.71	99.99
Water Main Replacement West Ave.	101,000.00		100,989.29				
F8340.4010						7,025.52	12.18
Water Main Supplies	8,000.00		974.48				
F8340.4020						6,794.26	8.52
Vehicle Parts & Supplies	7,427.00	62.70	632.74				
F8340.4030							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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	700.00		669.62			30.38	95.66
F8340.4040 Curb Box Supplies	2,100.00		126.00			1,974.00	6.00
F8340.4041 Fuel	5,000.00					5,000.00	
F8340.4050 Stone	2,000.00		291.02			1,708.98	14.55
F8340.4060 Asphalt	2,500.00					2,500.00	
F8340.4070 Dirt	3,100.00		144.00			2,956.00	4.65
F8340.4080 Water Transm-Uniforms	1,250.00		560.02		589.31	100.67	91.95
F8340.4090 Miscellaneous	6,750.00	123.99	1,243.86			5,506.14	18.43
F8340.4100 Water Transm-Telephone	2,500.00	217.48	1,023.62			1,476.38	40.94
F8340.4110 Water Transm-Electricity	5,000.00	260.67	2,100.64			2,899.36	42.01
F8340.4120 Transm - Sample Testing	26,000.00		13,500.00			12,500.00	51.92
F8340.4130 Wtr Transm-Drug/Alcohol Testing	250.00		20.07			229.93	8.03
F8340.4140 Wtr Trans-Equip Repair	850.00					850.00	
F8340.4150 Wtr Trans-Training	250.00		99.00			151.00	39.60
F8340.4160 Wtr Trans-Concrete	200.00					200.00	
F8340.4170 Wtr Trans-Gas	200.00		66.35			133.65	33.18
F8340.4171 Heating Oil	2,800.00	47.57	66.55			2,733.45	2.38
F8340.4180 Water Transm-Publications	3,000.00	152.00	304.00			2,696.00	10.13
F9010.8000 NYS Retirement	27,797.00	23,597.00	23,597.00			4,200.00	84.89
F9030.8000 Social Security	15,155.00	1,066.71	7,111.36			8,043.64	46.92
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 11/30/2016

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						504.00	
Disability Insurance	504.00						
F9060.8000						26,120.00	
Hospital Insurance	26,120.00						
F9061.8000							100.00
HRA	12,100.00	12,100.00	12,100.00				
F9070.8000						4,500.00	
Dental Insurance	4,500.00						
F9710.6000						32,691.00	
Serial Bond - Principle payments	32,691.00						
F9710.7000						5,690.12	80.01
Serial Bond - Interest payments	28,458.00	22,767.88	22,767.88	0.00	589.31	549,963.83	55.11
Totals for Fund:	1,225,119.00	145,383.72	674,565.86	0.00	589.31		
F (Fund - F)						549,963.83	55.11
Report totals	1,225,119.00	145,383.72	674,565.86	0.00	589.31		

Village of Brockport

Statement of Actual & Estimated Revenues - Sewer Fund

Date: 12/14/2016
Time: 3:25:27PM

Statement of Actual & Estimated Revenue

User: DAN
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Village of Brockport
For Period Ending 11/30/2016
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	14,828.01	75,134.29	72,331.71	50.95
G2128.0000					
Sanitary Sewer- Interest and Penalties	100.00			100.00	
G2401.0000					
Interest and Earning- Sewer Fund		3.32	15.68	15.68-	
Total for Fund: G (Fund - G)	147,566.00	14,831.33	75,149.97	72,416.03	50.93
Report Totals	147,566.00	14,831.33	75,149.97	72,416.03	50.93

Village of Brockport

Statement of Expenditures, Encumbrances & Appropriations - Sewer Fund

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 11/30/2016

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							
Sanitary Sewers- Equipment	15,000.00	28.00	5,295.00		939.00	8,766.00	41.56
G8120.4000							
Contractual	30,121.00	328.97	10,108.98			20,012.02	33.56
G8120.4010							
Sanitary Sewers- Truck Parts	4,500.00					4,500.00	
G8120.4020							
Sanitary Sewers- Supply Parts	100.00					100.00	
G9710.6000							
Bond Principal	52,309.00					52,309.00	
G9710.7000							
Bond Interest	45,536.00	14,229.03	14,229.03			31,306.97	31.25
Totals for Fund:	147,566.00	14,586.00	29,633.01	0.00	939.00	116,993.99	20.72
G (Fund - G)							
Report totals	147,566.00	14,586.00	29,633.01	0.00	939.00	116,993.99	20.72

Village of Brockport
Selection Process of Members to Boards and Committees
Amended 7/18/16

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

BOARDS AND COMMITTEES

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

APPLICATION PROCESS

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

SELECTION PROCESS

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

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

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

REQUIREMENTS FOR MEMBERSHIP

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

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

TERMS OF OFFICE

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

OATH OF OFFICE

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

EFFECT

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

VILLAGE OF BROCKPORT BOARDS AND COMMITTEES

Types

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

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



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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*

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VILLAGE OF BROCKPORT BOARD / COMMITTEE VOLUNTEER OPPORTUNITIES

There are vacancies on the following:

- Zoning Board of Appeals – 1 vacancy – to complete a term to 6/30/17
Meets 1st Thursday 7pm at Village Hall (only upon application)
- Historic Preservation Board – 1 vacancy to complete a term to 6/30/18
Meets 3rd Thursday 7:15pm at Village Hall
- Code Review Committee – 1 vacancy to complete a term to 6/30/19
Meets 4th Monday 6pm at Village Hall
(and requires use of email & internet)
- Emily L. Knapp Museum Board – 1 vacancy to complete a term to 6/30/19
Meets 4th Wednesday 6:30pm at Village Hall
- Housing Task Force – 1 vacancy – no term
Meets 2nd & 4th Monday 5:30pm at Village Hall

Applicant must be a Village resident.

Submit a position interest form via the Village website: www.brockportny.org

Updated: 12/6/16

Application deadline: until filled

For posting on Village website & at Village Hall & at Seymour Library.

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



Department of Transportation

Monroe County, New York

Cheryl Dinolfo
County Executive

Terrence J. Rice, P.E.
Director

November 18, 2016

Harry G. Donahue
Director of Public Works
Village of Brockport
49 State Street
Brockport, NY 14420

RE: ALL SEASONS COUNTY/MUNICIPALITY INTERMUNICIPAL WORK AGREEMENT

Dear Mr. Donahue,

Harry,

Enclosed are three (3) copies of the *ALL SEASONS' COUNTY/MUNICIPALITY INTERMUNICIPAL WORK AGREEMENT*. The term of the agreement is 10 years from January 1, 2017 through December 31, 2026. Please have the agreement authorized by your Town Board and signed/notarized accordingly.

If the Village's insurance documentation with Monroe County is currently up to date, then no additional insurance documentation will be necessary to execute the agreement. If the Village's insurance is out of date, new insurance documentation will be needed to execute the agreement. Refer to the attached 'Monroe County Summary of Vendor Insurance Requirement' Checklist for guidance. Call Joyce Cordello at 753-7717 if you have any questions on the insurance provisions and documentation for this agreement.

Once your Village Board authorizes the agreement, please return all signed copies of the agreement as well as copy of the resolution and insurance documents to me at the address below. Once all the documents are received and complete, I will execute the agreement and return a fully executed agreement to you.

If you have any questions regarding the agreement, please contact Tim Frelier at 753-7731 or me.

Sincerely,

Terrence J. Rice
For Terrence J. Rice, P.E.
Director of Transportation

TJR:TPF:jlc

Enclosures

cc: T. Frelier
D. Crumb
File

'ALL SEASONS' COUNTY/MUNICIPALITY
INTERMUNICIPAL WORK AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 20__, by and between the COUNTY OF MONROE, a municipal corporation having its office and place of business in the County Office Building, 39 West Main Street, Rochester, New York 14614, hereinafter referred to as the "County", and the Town or Village of Village of Brockport, a municipal corporation within the County of Monroe, having its office and place of business at 49 State Street, Brockport, NY 14420, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the County owns, operates, and maintains a highway system in the towns and villages of the County, and

WHEREAS, the County Superintendent of Highways has authorized this Intermunicipal Agreement under the provisions of Monroe County Code, Article C6-19(B)(6), and

WHEREAS, the Supervisor of the Municipality has authorized this Intermunicipal Agreement pursuant to the Municipality Board Resolution No. ____ of 20__, and

WHEREAS, the County Superintendent of Highways has general charge and supervision of the work of constructing, improving, repairing and maintaining all County roads, culverts and bridges, and

WHEREAS, the County funds may be expended for maintenance and repair of County roads, culverts and bridges, and

WHEREAS, the County desires to contract with the Municipality for planned county road, culvert and bridge work, including highway resurfacing and reconstruction, bridge and culvert rehabilitation and replacement, and other planned construction work to be paid on an hourly labor and cost of Equipment basis ("Planned Work"), and

WHEREAS, the County desires to contract with the Municipality for unplanned road repairs and service responses, and snow and ice build-up removal, to be paid on an hourly Labor and Equipment basis ("Unplanned Work"), and

WHEREAS, the parties shall refer to Planned Work and Unplanned Work collectively as "Hourly Work", and

WHEREAS, the County may contract with the Municipality for roadside mowing, dead animal pickup and right of way/roadside pickup, all of which shall be paid on a unit cost per the rates of Appendix "C" ("MAR Services"), and

WHEREAS, the parties shall refer to Hourly Work and MAR Services collectively as "County Work", and

WHEREAS, the Municipality represents that it has appropriate equipment, personnel, and support to perform County Work,

NOW THEREFORE, in consideration of the mutual covenants, agreements, and conditions hereinafter set forth, and pursuant to Sections 135,135-a and 142-d of the New York State Highway Law, the parties hereto mutually agree that the Municipality will perform County Work on County roads, and that the County will reimburse the Municipality in the manner described herein.

GENERAL CONDITIONS

1. The term of this Agreement shall be 10 (ten) years from January 1, 2017 through December 31, 2026.
2. The Municipality hereby agrees to perform County Work on designated County roads according to the terms described herein, and according to project agreements and work orders to be executed between the parties for County Work.
3. The Municipality in which County work on designated County Roads is required shall have the first right to perform said County Work. In the event the Municipality is unable or unwilling to perform the necessary County Work, the County shall have the right to subcontract with any other municipality it shall choose.
4. From time to time, the parties may use one another's equipment and machinery (hereafter "Equipment") for County Work. In exchange for payment according to the Current New York State Department of Transportation Equipment Rental Rate Schedule ("NYSDOT Schedule"), and subject to availability, the Municipality agrees to provide the County with Equipment listed on the latest Municipality Equipment inventory at any time and place within Monroe County, upon reasonable request of the County Superintendent of Highways, or designee. In the event that the Municipality should request and obtain County Equipment for County Work, the Municipality shall not be paid rental fees according to the NYSDOT Schedule for such borrowed Equipment. If the Municipality does not possess Equipment necessary to perform County Work, the Municipality or County may obtain Equipment from another municipality to complete County Work, and the County shall tender payment to the other municipality for the use of such Equipment.
5. The Municipality will maintain its Equipment in serviceable condition at its own expense during the term of this Agreement. The Municipality will furnish and pay for all supplies, including but not limited to petroleum products and tires necessary for the operation of the Equipment. The Municipality shall utilize the appropriate Equipment for all tasks required to perform the County Work. The County shall have no responsibility for the care, maintenance or repair of such Equipment.
6. The Municipality shall furnish qualified and licensed operators for such Equipment that require operators, and will provide additional labor as requested and as approved by the County. The operators and other labor shall be paid by the Municipality, which shall also carry State required workers' compensation insurance for such personnel.
7. The Municipality shall furnish and make available for the performance of County Work: small tools, including picks, shovels, and other implements necessary for County Work. The use of small tools shall not be the subject of any additional charge to the County.

8. The Municipality shall mark all sites for County Work with the proper warning lights, barricades and signs in accordance with the most recent NATIONAL MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) and the latest New York State supplement to the MUTCD, or as required by the County Superintendent of Highways, or designee. No work shall commence until required traffic measures and controls are in place. Signs shall remain in place until directed to be removed by the County Superintendent of Highways or designee.
9. The Municipality shall equip all trucks, tractors and other vehicles working in or along the roads with hazard or warning signs and/or lights as required by law, and these lights must be used when vehicles are parked or standing, or moving at slow speed along the road.
10. The Municipality shall equip and require its employees working in or along the County right-of-way to wear long pants, shirts with sleeves, and personal safety protective gear, including but not limited to hard hats, reflective vests, and protective footwear which shall comply with ANSI standards.
11. The Municipality shall be fully responsible for compliance with all applicable safety rules, regulations, laws, statutes and ordinances which pertain to the performance of County Work, and shall indemnify the County pursuant to the terms and conditions set forth in Schedule A, for any failure to so comply.
12. If the Municipality has insufficient Municipality labor crews to perform Planned County Work, the Municipality may sub-contract Planned County Work to another municipality (hereinafter referred to as "Sub",) in Monroe County to complete a portion of the Planned County Work. However, except as described in paragraph 21, the Municipality shall remain responsible to the County for the obligations delegated to the Sub under this Agreement.
13. If the parties cannot agree to the terms of a project agreement or work order, the County shall perform the work with County forces or contract with another municipality for such services.

HOURLY WORK

14. The County shall issue a Project Agreement or Work Order for all Hourly Work which shall be paid on an hourly basis (Labor and Equipment) according to rates described in Sections 4 and 23, and in Appendix "B". The Municipality shall not commence work until a project agreement or work order has been executed by the County and the Municipality Highway Superintendent or Commissioner of Public Works.
15. The County shall furnish the Municipality with a list of approved purchase orders in a timely fashion. The Municipality shall use these purchase orders when obtaining material for authorized Hourly Work. The County shall be responsible for payment to vendors only for authorized purchases by the Municipality. The County shall not reimburse the Municipality for unauthorized purchases. In the event material is removed from the Municipality inventory, the County shall pay the reasonable cost of

such material. If the Municipality must purchase material for Hourly Work, the County shall reimburse the Municipality at a rate to be agreed upon by the parties.

16. Pursuant to Labor Law Section 220, the normal workday shall be eight (8) hours. In all cases in which the Municipality performs Hourly Work, the Municipality shall establish its own hours and procedures subject to the requirements of the New York Labor Law. Travel time up to a maximum of fifteen (15) minutes to and from the work site will be reimbursed by the County for work within the Municipality, and adjusted accordingly for work in other municipalities by actual measurement. Any additional travel time shall not be at the County's expense. Except as provided in Section 17, payment shall be made for actual hours worked per day, including authorized travel time. **PRIOR APPROVAL FROM THE COUNTY HIGHWAY MAINTENANCE MANAGER IS REQUIRED FOR AUTHORIZATION OF OVERTIME HOURS.** In cases in which the Municipality performs MAR Services, the Municipality shall establish its own hours consistent with the New York Labor Law.
17. In the event inclement weather disrupts the normal work operations for Hourly Work, the County shall reimburse the Municipality for labor at the rate of four (4) hours of pay for the first four (4) hours or less of actual work, unless other County Work can be found for Municipality forces to complete for the remainder of the four hour period. Equipment shall be reimbursed only for actual hours of operation.
18. The Municipality that executes the project agreement or work order (Lead Municipality) shall collect, organize, code, and provide materials tickets to the County on at least a weekly basis for review and approval by the County Highway Superintendent or designee.
19. The Lead Municipality shall complete daily maintenance reports of all authorized projects in process and provide an original on at least a weekly basis to the County for review and approval by the County Highway Superintendent or designee. The daily maintenance reports must indicate daily labor, equipment/machinery, and cost of materials cost, including unit costs, extensions and total costs, and totals costs to date.
20. The County Highway Superintendent or designee shall pick up the materials tickets and the original daily maintenance reports from the Lead Municipality on a weekly basis.
21. If the Lead Municipality has subcontracted Labor and Equipment to another Municipality (Sub), the Lead Municipality shall include the Sub's daily maintenance reports in the Lead's submittal to the County in accordance with Sections 19 and 20 of this Agreement. If a Lead Municipality has subcontracted Labor and Equipment to a Sub, the Sub shall complete the daily maintenance reports and either deliver the original signed daily maintenance report or fax a copy of the report to the lead Municipality for signature by the Lead's foreman.
22. The lead Municipality and Subs are required to produce and submit to the County, a bill/invoice for reimbursement of their Labor and Equipment expenses. In no event shall the Lead Municipality be responsible for preparing and submitting a bill/invoice for the work of the Sub. The Sub shall submit its claims to the County in accordance with Section 34 of this Agreement.

23. The County shall reimburse the Municipality for labor costs for authorized Hourly Work. Such labor costs shall include the hourly labor rate, increased by an additional amount for fringe rates ("Loaded Labor Rate"). (MAR Services shall be paid on a unit cost basis per the rates in Appendix "C" pursuant to Section 33.)
24. For each year of this Agreement, the County shall pay a fringe benefit rate, updated annually, for all full and part time Municipality employees working regular and overtime hours for Hourly Work according to the current fringe benefit rate of Appendix "B". The Municipality shall submit fringe benefit information to the County on an annual basis, and the County will calculate and distribute to the Municipality the updated fringe benefit rate for each calendar year.
25. On an annual basis, the County shall prepare a list of Municipality employees and submit the list to the Municipality for corrections. The Municipality shall review the list, add and delete employees, and update the labor rates. The County shall revise the employee roster and labor rates in accordance with the Municipality's corrections. The County shall apply a fringe rate to each employee's labor rate and calculate Loaded Labor Rates for each full time and part time employee, including regular and overtime rates. The County shall provide the Municipality with the updated Loaded Labor Rates.
26. The County shall update the Municipality labor rates throughout each year of the Agreement to record Municipality labor rate changes, such as merit increases and cost of living increases. The Municipality is required to notify the County of changes in the employee roster or labor rates as of the effective date of such roster or labor rate changes.
27. The County shall issue work orders for snow and ice build-up removal when conditions warrant such measures, and only in situations in which the removal was not the result of the Municipality's failure to properly perform the basic services required under the Agreement between the Municipality and the County for Snow Removal and Ice control Services dated October 1, 2013.
28. With respect to snow and ice removal, the Municipality shall push back and haul snow from County highway rights-of-way, remove ice build-ups from pavements, and open culvert crossings or drainage ways obstructed by ice build-ups as authorized by a written work order issued by the County.
29. From time to time, the County may request services of the Municipality for 'Unplanned Work' such as repair to County roads caused by storms, flooding, or other acts of God, customer services responses and other services requested by the County.
30. All 'Unplanned Work' shall require prior approval by the Monroe County Superintendent of Highways or designee. The County shall orally approve 'Unplanned Work', and shall confirm with a written work order which shall identify the location and scope of work to be performed and which shall be signed by the parties.
31. The Municipality shall provide daily Labor and Equipment costs of 'Unplanned Work' on the County Daily Maintenance Report form. These time records must include the work order number and the rates for Loaded Labor and Equipment currently in effect,

and shall be reported by the Municipality to the County. The Municipality shall submit these forms to Monroe County Department of Transportation on a weekly basis.

32. 'Unplanned Work' shall be reimbursed based on actual costs of Municipality Labor and Equipment used to perform the Work. Payment for 'Unplanned Work' shall require a properly completed County claim voucher, a copy of the issued work order(s) and the daily time and cost records. The County shall reimburse the Municipality in accordance with the County's payment schedule (bi-weekly) during the term of the Agreement.

MAR SERVICES

33. Dead Animal Pickup shall be paid by the centerline mile according to the rate set forth in Appendix "C". Roadside pickup and roadside mowing shall be paid on a lump sum basis according to Appendix "C". Roadside mowing, roadside pickup and dead animal pickup shall be paid according to the terms of Project Agreements which must be approved and signed between the County and Municipality prior to the commencement of MAR Services during the term of this Agreement. Rates for roadside mowing, roadside pickup and dead animal pickup shall be negotiated by the parties for any renewal of this Agreement.

GENERAL TERMS

34. Except for MAR Services under paragraph 32, the County shall process Municipality claims for payment for work performed on a Labor and Equipment basis upon submission (to the Finance Division of the Department of Transportation) of a properly completed Monroe County claim voucher and a Municipality generated bill/invoice in a form acceptable to the County. The bill/invoice shall include project name and number and daily information regarding Labor and Equipment used.

The suggested format and required information included on the bill/invoice are as follows:

A columnar format with headings for employee number, name, date(s) worked, total hours worked, loaded labor rates, extensions. The Municipality should record the name and number of each employee working during the claim period, and record corresponding information for the dates and hours worked, total hours worked, loaded labor rates, extensions (total hours X loaded labor rates), and a grand total of the extensions. Overtime hours worked by an employee(s) should be recorded on a separate row with the actual hours worked and the loaded over time rate listed. The extensions should be totaled and recorded as Total Labor Costs at the bottom of the labor bill/invoice.

Municipality Equipment should also be in a columnar format with headings for Equipment number, date(s) used, total hours used, rental rates, and extensions. The Municipality should record the Equipment number used during the claim period, and record corresponding information for the dates and hours used, total hours used, rental rates for the piece of Equipment, extensions (total hours X rental rates), and a grand total of the extensions. The extensions should be totaled and recorded as Total Equipment Costs at the bottom of the Equipment bill/invoice. The County shall pay no overtime

costs for Equipment.

35. Appendix "A" contains the standard clauses for all Monroe County contracts and is attached hereto and is hereby made a part of this Agreement as set forth fully herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written

COUNTY OF MONROE

By _____
Name: TERRENCE J. RICE, P.E.
Title: County Superintendent of Highways

VILLAGE OF BROCKPORT

By _____
Name:
Title:

[Acknowledgments on the following page]

State of New York)
County of Monroe) ss:

On the ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared TERRENCE J. RICE, P.E., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

State of New York)
County of Monroe) ss:

On the ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

APPENDIX A STANDARD CLAUSES

The parties to the attached Agreement (hereinafter, "the Agreement") agree to be bound by the following clauses which are hereby made a part of the Agreement:

Section 1. AMENDMENTS

This Agreement may be modified or amended only in writing duly executed by both parties. Any modification or amendment shall be attached to and become part of this Agreement. All notices concerning this Agreement shall be delivered in writing to the parties at the principal addresses as set forth above unless either party notifies the other of a change in address.

Section 2. INSURANCE

The Municipality will at its own expense, procure and maintain a policy or policies of insurance during the term of this Agreement. The policy or policies of insurance required are:

- Standard Worker's Compensation ;
- Standard Disability Insurance;
- General liability insurance (including, without limitation, contractual liability covering the indemnification requirements herein, comprehensive form, premises operations, broad form property damage, independent contractors, and personal injury) with single limits of liability in the amount of \$2,000,000 per occurrence, and \$3,000,000 aggregate coverage;
- Contractor's Protective Liability Insurance Policy covering the liability for damages imposed by law upon the Municipality for the acts or neglect of each of the Municipality subcontractors with respect to all work performed by said subcontractors under the Agreement.
- Automobile liability insurance in the amount of \$2,000,000 with a minimum of \$2,000,000 each occurrence, bodily injury, and property damage.

Original certificates and endorsements evidencing such coverage shall be delivered to the County before final execution of this Agreement. The certificates shall indicate that such coverage will not be cancelled or amended in any way without thirty (30) days prior written notice to the County and original renewal certificates conforming to the requirements of this section shall be delivered to the County at least sixty (60) days prior to the expiration of such policy or policies of insurance. The Municipality's insurance shall provide for and name Monroe County as an additional insured. All policies shall insure the County for all claims arising out of the Agreement. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State or otherwise acceptable to the County.

If any required insurance coverage contains aggregate limits or applies to other operations of the Municipality, outside of those required by this Agreement, the Municipality shall provide Monroe County with prompt written notice of any incident, claims settlement, or judgment against that insurance which diminishes the protection of such insurance affords Monroe County. The Municipality shall further take immediate steps to restore such aggregate limits or shall provide other insurance protection for such aggregate limits.

If the Municipality is self-insured, the County will accept, subject to approval by the County Attorney, a self-insurance document on appropriate letterhead containing at least the following language:

"This is to advise you that the Municipality is self-insured for workers compensation, general liability and auto liability insurance and therefore cannot provide a certificate of insurance. If there is a change in the self-insured status of the Municipality, the County of Monroe will be notified.

In any contract requiring indemnification of the County by the Municipality, this letter is to represent that the Municipality will hold harmless and indemnify the County for losses sustained resulting from such contracts.

The Municipality will defend and indemnify the County for each such contract, for the period _____, 20__ through _____, 20__.

Section 3. INDEMNIFICATION

The Municipality shall defend, indemnify and save harmless the County, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Municipality, its agents or employees, the provision of any products by the Municipality, its agents or employees, arising from any act, omission or negligence of the Municipality, its agents or employees, or arising from any breach or default by the Municipality, its agents or employees under the Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Municipality.

Section 4. INDEPENDENT CONTRACTOR

For the purpose of this Agreement, the Municipality is and shall in all respects be considered an independent contractor. The Municipality, its individual members, directors, officers, employees and agents are not and shall not hold themselves out nor claim to be an officer or employee of Monroe County nor make claim to any rights accruing thereto, including, but not limited to, Worker's Compensation, unemployment benefits, Social Security or retirement plan membership or credit.

The Municipality shall have the direct and sole responsibility for the following: payment of wages and other compensation; reimbursement of the Municipality's employees' expenses; compliance with Federal, state and local tax withholding requirements pertaining to income taxes, Worker's Compensation, Social Security, unemployment and other insurance or other statutory withholding requirements; and all obligations imposed on the employer of personnel. The County shall have no responsibility for any of the incidences of employment.

Section 5. EXECUTORY NATURE OF CONTRACT

This Agreement shall be deemed executory only to the extent of the funding available and the

County shall not incur any liability beyond the funds annually budgeted therefore. The County may make reductions in this Agreement for the loss/reduction in State Aid or other sources of revenues. If this occurs, the Municipality's obligations regarding the services provided under this Agreement may be reduced correspondingly.

Section 6. NO ASSIGNMENT WITHOUT CONSENT

The Municipality shall not, in whole or in part, assign, transfer, convey, sublet, mortgage, pledge, hypothecate, grant any security interest in, or otherwise dispose of this Agreement or any of its right, title or interest herein or its power to execute the Agreement, or any part thereof to any person or entity without the prior written consent of the County.

Section 7. FEDERAL SINGLE AUDIT ACT

In the event the Municipality is a recipient through this Agreement, directly or indirectly, of any funds of or from the United States Government, the Municipality agrees to comply fully with the terms and requirements of Federal Single Audit Act [Title 31 United States Code, Chapter 75], as amended from time to time. The Municipality shall comply with all requirements stated in Federal Office of Management and Budget Circulars A- 102, A-110 and A-133, and such other circulars, interpretations, opinions, rules or regulations that may be issued in connection with the Federal Single Audit Act.

If on a cumulative basis the Municipality expends Five Hundred Thousand and no/100 Dollars (\$500,000.00) or more in federal funds in any fiscal year, it shall cause to have a single audit conducted, the Data Collection Form (defined in Federal Office of Management and Budget Circular A-133) shall be submitted to the County; however, if there are findings or questioned costs related to the program that is federally funded by the County, the Municipality shall submit the complete reporting package (defined in Federal Office of Management and Budget Circular A-133) to the County.

If on a cumulative basis the Municipality expends less than Five Hundred Thousand and no/100 Dollars (\$500,000.00) in federal funds in any fiscal year, it shall retain all documents relating to the federal programs for three (3) years after the close of the Municipality's fiscal year in which any payment was received from such federal programs.

All required documents must be submitted within nine (9) months of the close of the Municipality's fiscal year end to:

Monroe County Internal Audit Unit
402 County Office Building
39 West Main Street
Rochester, New York 14614

The Municipality shall, upon request of the County, provide the County such documentation, records, information and data and response to such inquiries as the County may deem necessary or appropriate and shall fully cooperate with internal and/or independent auditors designated by the County and permit such auditors to have access to, examine and copy all records, documents, reports and financial statements as the County deems necessary to assure or monitor payments to the Municipality under this Agreement.

The County's right of inspection and audit pursuant to this Agreement shall survive the payment of monies due to Municipality and shall remain in full force and effect for a period of three (3) years after the close of the Municipality's fiscal year in which any funds or payment were received from the County under this Agreement.

Section 8. RIGHT TO INSPECT

Designated representatives of the County shall have the right to monitor the provision of services under this Agreement which includes having access at reasonable times and places to the Municipality's employees, reports, books, records, audits and any other material relating to the delivery of such services. The Municipality agrees to maintain and retain all pertinent records related to this Agreement for a period of ten (10) years after final payment.

Section 9. JOB OPENINGS

The Municipality recognizes the continuing commitment on the part of Monroe County to assist those receiving temporary assistance to become employed in jobs for which they are qualified, and the County's need to know when jobs become available in the community.

The Municipality agrees to notify the County when the Municipality has or is about to have a job opening within Monroe County. Such notice shall be given as soon as practicable after the Municipality has knowledge that a job opening will occur. The notice shall contain information that will facilitate the identification and referral of appropriate candidates in a form and as required by the Employment Coordinator. This would include at least a description of conditions for employment, including the job title and information concerning wages, hours per work week, location and qualifications (education and experience).

Notice shall be given in writing to:

Employment Coordinator
Monroe County Department of Human Services
Room 204
111 Westfall Road
Rochester, New York 14620
Fax: (585) 753-6096
Telephone: (585) 753-1245

The Municipality recognizes that this is an opportunity to make a good faith effort to work with Monroe County for the benefit of the community. Nothing contained in this provision, however, shall be interpreted as an obligation on the part of the Municipality to employ any individual who may be referred by or through the County for job openings as a result of the above notice. Any decisions made by the Municipality to hire any individual referred by or through the County shall be voluntary and based solely upon the Municipality's job requirements and the individual's qualifications for the job, as determined by the Municipality.

Section 10. NON-DISCRIMINATION

To the extent required by Article 15 of the Executive Law (also known as the Human Rights

Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Municipality will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, the Municipality agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, the Municipality agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. The Municipality is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

Section 11. MUNICIPALITY QUALIFIED, LICENSED, ETC.

The Municipality represents and warrants to the County that it and its employees are duly and fully qualified under the laws of the state of its incorporation and of the State of New York, to undertake the activities and obligations set forth in this Agreement, that it possesses as of the date of its execution of this Agreement, and it will maintain throughout the term hereof, all necessary approvals, consents and licenses from all applicable government agencies and County and that it has taken and secured all necessary board of directors and shareholders action and approval.

In addition, the Municipality shall execute the attached CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND RESPONSIBILITY to certify it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency.

Section 12. CONFIDENTIAL INFORMATION

a. For the purpose of this Agreement, "Confidential Information" shall mean information or material proprietary to the County or designated as "Confidential Information" by the County, and not generally known by non-County personnel, which the Municipality may obtain knowledge of or access to as a result of a contract for services with the County. The Confidential Information includes, without limitation, the following types of information or other information of a similar nature (whether or not reduced to writing): methods of doing business, computer programs, computer network operations and security, finances and other confidential and proprietary information belonging to the County. Confidential Information also includes any information described above which the County obtained from another party which the County treats as proprietary or designates as Confidential Information, whether or not owned or developed by the County. Information publicly known and that is generally employed by the trade at the time that Municipality learns of such information or knowledge

shall not be deemed part of the Confidential Information.

1. Scope of Use

- a. The Municipality shall not, without prior authorization from the County, acquire, use or copy, in whole or in part, any Confidential Information.
- b. The Municipality shall not disclose, provide or otherwise make available, in whole or in part, the Confidential Information other than to those employees of the Municipality who have executed a confidentiality agreement with the County, have a need to know such Confidential Information, and who have been authorized to receive such Confidential Information.
- c. The Municipality shall not remove or cause to be removed, in whole or in part, from County facilities, any Confidential Information, without the prior written permission of the County.
- d. The Municipality shall take all appropriate action, whether by instruction, agreement or otherwise, to insure the protection, confidentiality and security of the Confidential Information and to satisfy its obligations under this Confidentiality Agreement.

2. Nature of Obligation

The Municipality acknowledges that the County, because of the unique nature of the Confidential Information, would suffer irreparable harm in the event that the Municipality breaches its obligation under this Agreement in that monetary damages would be inadequate to compensate the County for such a breach. The parties agree that in such circumstances, the County shall be entitled, in addition to monetary relief, to injunctive relief as may be necessary to restrain any continuing or further breach by the Municipality, without showing or proving any actual damages sustained by the County.

Section 13. FEDERAL, STATE AND LOCAL LAW AND REGULATIONS COMPLIANCE

Notwithstanding any other provision in this Agreement, the Municipality remains responsible for ensuring that any service(s) provided pursuant to this Agreement complies with all pertinent provisions of Federal, State and local statutes, rules and regulations, including without limitation, Title VI of the Civil Rights Act of 1964 (CRA Title VI), Federal Executive Order 13166, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA).

Section 14. LAW

This Agreement shall be governed by and under the laws of the State of New York without regard or reference to its conflict of law principles. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

Section 15. NO-WAIVER

In the event that the terms and conditions of this Agreement are not strictly enforced by the

County, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the County from enforcing each and every term of this Agreement thereafter.

Section 16. SEVERABILITY

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

Section 17. TITLE TO WORK

a. The title to all work performed by the Municipality and any unused materials or machinery purchased by the Municipality with funds provided by the County in order to accomplish the work hereunder shall become legally vested to the County upon the completion of the work required under this Agreement. The Municipality shall obtain from any subcontractors and shall transfer, assign, and/or convey to Monroe County all exclusive, irrevocable, or other rights to all work performed under this Agreement, including, but not limited to, trademark and/or service mark rights, copyrights, publication rights, distribution rights, rights of reproduction, and royalties.

b. No information relative to this Agreement shall be released by the Municipality or its employees for publication, advertising or for any other purpose without the prior written approval of the County.

Section 18. WAGE AND HOURS PROVISIONS

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither the Municipality's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, the Municipality and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Municipality understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the County of any County approved sums due and owing for work done upon the project.

Section 19. STATE FINANCE LAW PROVISIONS

a. In accordance with Section 139-d of the State Finance Law, if this Agreement was awarded based upon the submission of bids, the Municipality affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. The Municipality further affirms that, at the time the Municipality submitted its bid, an authorized and responsible person executed and delivered to the County a non-collusive bidding certification on the Municipality's behalf.

b. To the extent this agreement is a "procurement contract" as defined by the State Finance Law Sections 139-j and 139-k, by signing this agreement the Municipality certifies and affirms that all disclosures made in accordance with the State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the County may terminate this Agreement by providing written notification to the Municipality in accordance with the terms of the Agreement.

Section 20. MISCELLANEOUS

a. The Municipality agrees to comply with all confidentiality and access to information requirements in Federal, State and Local laws and regulations.

b. This Agreement constitutes the entire Agreement between the County and the Municipality and supersedes any and all prior Agreements between the parties hereto for the services herein to be provided.

Intermunicipal Agreement
ATTACHMENT 1
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND RESPONSIBILITY

The undersigned certifies, to the best of his/her knowledge and belief, that the Municipality and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
2. Have not within a three-year period preceding this transaction/application/proposal/contract/ agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three-year period preceding this transaction/application/proposal/contract/ agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

Date: _____, 20____

MUNICIPALITY: Village of Brockport

BY: _____
Name: _____
Title: _____

APPENDIX B

**FRINGE RATES TO BE PAID PER LABOR HOUR FOR 2017
(Brockport)**

ALL HOURLY WORK	
Full Time/Regular Hours	63.79%
Full Time/Overtime Hours	37.58%
Part Time/Regular Hours	20.72%
Part Time/Overtime Hours	20.72%

APPENDIX C

MAR SERVICES

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

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

AGREEMENT

AGREEMENT dated _____, 2016 between Village of Brockport, a municipal corporation with offices at 49 State Street, Brockport, New York, 14420, (Hereafter referred to as Village) and FUNDAMENTAL BUSINESS SERVICE, INC., 14 Front Street, Hempstead, New York, 11550, (Hereafter referred to as FBS).

WHEREAS, FBS, has been selected to perform these services, now therefore
IT IS MUTUALLY AGREED: BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. The term of this agreement will commence on the date above written and will continue for a period of Three (3) years with an option to renew, at the option of FBS, for an additional three year period upon thirty (30) days written notice unless terminated sooner pursuant to the provisions of paragraph 21 herein.
2. FBS shall transcribe all records of parking summonses and all information contained therein from the original appearance tickets/summonses located at Village of BROCKPORT and issued for violation of parking ordinances. Said summonses shall be delivered to FBS by the Village at the sole cost and expense of the Village.
3. The Village agrees to cooperate with FBS, in providing access to the aforesaid information, including the information regarding the payment of all summonses.
4. FBS shall obtain from the Department of Motor Vehicles the name, address and vehicle registration numbers from the information provided by the Village, including license plate numbers, as found on the aforesaid tickets/summonses.
5. FBS shall engage in skip tracing procedures, if determined by FBS to be necessary or appropriate, to locate delinquent violators.
6. FBS shall notify all aforesaid violators of the outstanding tickets/summonses, on a form, which has been approved by the Village prior to transmission.
7. FBS shall forward copies of all correspondence received from violators or other sources which result from the aforesaid notification and shall notify the Village of BROCKPORT and the Department of Motor Vehicles of the results of said correspondence and compliance or lack thereof.
8. FBS shall maintain monthly account files, which reflect the amount of fines remitted as a result of the efforts of FBS and shall provide copies of such reports to the Village on a monthly basis.

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

9. FBS shall repeat notification to delinquent violators by two additional notices as set forth herein on forms approved by the Village at thirty (30) day intervals, unless payment is sooner made.
10. FBS shall provide a warning to all delinquent violators that failure to respond to the aforesaid three (3) notices may result in the entry of a civil judgment.
11. FBS, on behalf of and at the direction of the Village of BROCKPORT, shall prepare civil default judgments for docketing by the appropriate Village officials in certain instances where violators fail to respond to the aforesaid three (3) notices, as directed by the Village.
12. FBS shall provide all responding violators with information regarding all outstanding summonses, including summons number, date and place of violation, license plate number and amount of fine.
13. FBS, on behalf of and at the direction of the Village of BROCKPORT, shall notify the Department of Motor Vehicles of scofflaws with three (3) or more unanswered violations.
14. FBS agrees to devote reasonable best efforts to recover the full amount of the accounts placed for collection through persistent and diligent activity which shall be at all times legal and ethical and in compliance with applicable Government (Federal, State and Local) rules and regulations including without limitation, the Federal Fair Debt Collection Practices Act. FBS shall endeavor to maintain and preserve the violator's good will toward the Village.
15. FBS shall maintain all records in relation to this agreement and perform services as required herein at and from its own business premises.
16. All fines remitted in response to the efforts of FBS shall be remitted directly to the Village. In no instance shall FBS engage in the service of, or be considered in any way, to be the escrowee of the Village.
17. The parties further agree that all correspondence to be sent to scofflaws and violators shall be subject to the prior approval of the Village.
18. FBS agrees to hold the Village harmless and indemnify against any liability imposed upon the Village as a result of acts committed by FBS, in violation of this agreement and of the Fair Debt Collection Act and all applicable Federal, State and Local regulations in regard to debt collections. The Village of BROCKPORT agrees to hold FBS harmless and indemnify against any liability imposed upon FBS as a result of erroneous

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

or incorrect information transmitted by the Village to FBS and actions taken by FBS in reliance thereon.

19. It is understood that FBS' relationship to the Village is that of an independent contractor and not its employee or agent. Any arrangements made by FBS with outside agents or attorneys shall be solely FBS' responsibility and shall in no way constitute or incur additional obligation on the part of the Village. The Village's obligation is limited to payment to FBS of compensation earned in accordance with this agreement.

20. FBS shall be compensated on a contingent basis and shall be entitled to:

Thirty percent (30%) of amounts paid on or after thirty (30) days from issuance

In addition, all costs of operation incurred by FBS in furtherance of the services enumerated, excluding statutory court and filing fees and fees imposed by the Department of Motor Vehicle directly upon the Village, shall be borne solely by contractor. The compensation due FBS shall be based upon a percentage of that actually collected and not upon the face amount of the summons/ticket. FBS shall submit invoices and be compensated pursuant to customary Village billing procedures.

21. Either party may terminate this agreement by giving written notice by registered or certified mail upon thirty (30) days notice for cause. In the event this agreement is so terminated, FBS shall return to Village all accounts and related records. The Village will be responsible to FBS for fees due as a result of the collection efforts of FBS but shall incur no other liability as a result of such cancellation.

22. FBS agrees to supply the software and equipment contained in Exhibit "A" annexed hereto. FBS may substitute equipment which, in its judgment, is equal or comparable to said equipment. The initial cost of said equipment shall be borne solely by FBS. The cost of all warranties, maintenance, repairs and updates shall be borne by the Village.

23. All equipment and intellectual property provided by FBS during the course of this agreement shall remain the property of FBS or the entity which licenses its use. All data held by FBS shall be turned over to the Village upon demand at the expiration of this contract.

FBS SERVICE AGREEMENT FOR PARKING ENFORCEMENT MANAGEMENT

This agreement sets forth all of the terms and conditions of the agreement and may only be changed by a writing executed by both parties.

DATED: **FUNDAMENTAL BUSINESS SERVICE,INC.**

BY _____

DATED: **VILLAGE OF BROCKPORT**

BY _____

PARTICIPATION AGREEMENT – NEW YORK/CP

Village of Brockport
49 State Street
Brockport, NY 14420

Government Payment Service, Inc. (“GPS”)
7102 Lakeview Parkway West Drive
Indianapolis, Indiana 46268
Phone: (866) 564-0169
Facsimile: (888) 665-4755
Email: accountservices@govpaynet.com

1. Services. The above-named entity (“Participant”) authorizes GPS to act on its behalf in processing credit, debit, and prepaid debit card transactions for the payment types Participant designates and which GPS accepts for processing under the terms of this Participation Agreement (“Agreement”). GPS shall provide Participant with training, documentation, and electronic and telephonic support at GPS’ expense. GPS shall cause funds to be forwarded electronically to such account as Participant designates within two banking days after transaction authorization or by mailed check if Participant so indicates.

2. Term and Termination. This Agreement shall become effective upon the date of the latter signature to this Agreement and shall continue for three years, automatically renewing for additional one-year periods. This Agreement may be terminated (i) by Participant at any time with or without cause upon 30 days’ written notice to GPS, provided, however, that Participant shall pay to GPS a \$2,000 early termination fee if such termination occurs prior to the Agreement’s first anniversary; (ii) by GPS upon 30 days’ written notice to Participant prior to any renewal term; or (iii) by either party immediately upon notice to the other party of such other party’s material breach of this Agreement, subject to a reasonable opportunity to cure such breach.

3. Fees. GPS shall collect the service fees shown in Attachment “A” based on type of payment processed. GPS shall not charge Participant for services unless stated otherwise in Attachment A. Participant may elect from any or all of the payment types available under the corresponding service fees as follows:

- For cash bail/bond payments, “**Service Fee Schedule for Bail Payments**” applies.
- For criminal justice-related payments, such as fees for probation management, electronic monitoring, work release, or other payments associated with reducing or avoiding a term of

incarceration, “**Service Fee Schedule for Criminal Justice-Related Payments**” applies.

- For payments other than bail postings or those related to a defendant’s criminal justice fee obligations, “**Service Fee Schedule for Administrative & Civil Payments**” applies.

GPS will apply its then-current service fee to the payment types Participant has selected for processing under this Agreement. GPS may modify any or all service fees at its sole option, providing Participant with 30 days’ advance written notice. **ALL SERVICE FEES ARE NON-REFUNDABLE.**

4. Disputes and Chargebacks. GPS shall be responsible for handling all transaction disputes associated with cardholders’ use of cards to make payments to Participant through GPS. Chargebacks are subject to the terms described in Attachment “B”.

5. Warranties. Each party warrants that this Agreement is valid, binding, and enforceable against such party in accordance with its terms and that each party has full power and authority to execute and deliver this Agreement and to perform its obligations hereunder. GPS further warrants that during the performance of this Agreement, GPS (i) shall provide services in a non-discriminatory manner and shall not deny services or employment on the basis of race, creed, color, national origin, sex, age, disability, sexual orientation, military status, marital status or any other legally protected class; (ii) will comply with all applicable laws and regulations and the rules and procedures applicable to the credit and debit card brands it accepts and processes; and (iii) in accordance with then-current PCI DSS requirements, will maintain proper security and responsibility for cardholder data while it is in GPS’s possession, all at GPS’ sole cost.

6. Indemnification and Disclaimers. GPS shall indemnify and save harmless Participant, its agents,

officers, and employees from responsibility or liability for all damages, costs, expenses, (including reasonable attorney fees and defense costs) relating to death or bodily injury or damages to physical property directly resulting from GPS' performance under this Agreement. **GPS ACCEPTS NO RESPONSIBILITY FOR SECURITY OF CARDHOLDER DATA ON SYSTEMS OTHER THAN THOSE CONTROLLED BY GPS. GPS LIABILITY WITH RESPECT TO PAYMENTS PROCESSED HEREUNDER IS LIMITED TO MAKING PAYMENTS IN THE AMOUNTS AUTHORIZED. GPS IS NOT A SURETY AND PROCESSING A PAYMENT THROUGH GPS DOES NOT GUARANTEE ANY PARTICULAR OUTCOME INCLUDING, BUT NOT LIMITED TO, A DEFENDANT'S COURT APPEARANCE OR FULL SATISFACTION OF A FINANCIAL OBLIGATION. OTHER THAN WARRANTIES EXPLICITLY MADE IN THIS AGREEMENT, GPS DISCLAIMS ALL WARRANTIES OR REPRESENTATIONS OF ANY KIND, EXPRESS OR IMPLIED. NEITHER PARTY SHALL BE LIABLE FOR INCIDENTAL, INDIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PARTICIPANT BEARS RESPONSIBILITY FOR ANY ADMINISTRATIVE ACTIONS IT MAY TAKE IN CONNECTION WITH SERVICES PROVIDED UNDER THIS AGREEMENT.**

7. Independent Contractor. GPS shall provide all services to Participant as an independent contractor. Nothing contained herein shall be deemed to create any association, partnership, joint venture, or relationship of master and servant or employer and employee between the parties or to provide either party with the right, power, or authority, expressed or implied, to create any such duty or obligation on behalf of the other party.

8. Taxes. GPS shall be responsible for the payment of all taxes legally imposed upon its services.

9. Notices. All legal notices permitted or required by this Agreement shall be in writing and given to the respective parties in person, by first class mail, by recognized private courier, or by facsimile (with a hard copy following) directed to the address first stated in this Agreement or to such other person or place that the parties may from time to time designate (if to GovPayNet, note "Attention: Account Services). Notices and consents under this section shall be deemed to be received, if sent by mail or courier, five days following their deposit in the U.S. Mail or with such courier or, if sent by facsimile, when such

facsimile is transmitted to the number the intended recipient provides and sender receives a confirmation that such facsimile was transmitted.

10. SERVICE CHANGES: Participant is responsible for advising GPS as to the types of payments GPS is authorized to accept on Participant's behalf (per the fees in Attachment "A") and the type of service and equipment modes that will apply to each payment type. Participant may at any time (i) authorize GPS to accept additional types of payments, (ii) cancel the processing through GPS of any types of payments, (iii) modify the service or equipment modes (from among Internet, telephone, Internet and telephone, *GovSwipe*[®], etc.), (iv) modify the account(s) to which GPS shall direct payments to Participant, or (v) add other agencies, departments or sub-agencies ("Affiliated Agencies") to, or delete Affiliated Agencies from Participant's use of any GPS services and equipment by specifying all such changes to GPS in writing. Any such changes will be subject to GPS acknowledgment and acceptance in writing. For purposes of this subsection only, "in writing" shall mean via letter, facsimile, or email (if to GovPayNet, to accountservices@govpaynet.com).

11. *GovSwipe*. GPS will provide Participants who select *GovSwipe* with card readers and peripheral equipment (cables, etc.), which are and will remain the property of GPS. Participant understands that GPS card readers are embedded with proprietary technology ("Firmware"). GPS grants Participant a license to use such card readers and Firmware for the duration of the Agreement. Participant's use of card readers and Firmware shall be limited to the purposes of this Agreement. Acceptance and use of card readers does not convey to Participant any title, patent, copyright or other proprietary right in or to the Firmware. At all times, GPS or its suppliers retain all rights to the Firmware, including but not limited to updates, enhancements, and additions. Participant shall not attempt to access or disclose the Firmware to any party, or transfer, copy, license, sub-license, modify, translate, reverse engineer, decompile, disassemble, tamper with, or create any derivative work based on Firmware.

Participant will use reasonable care to protect card readers from loss, theft, damage or any legal encumbrance. GPS shall provide card readers and installation instructions at service implementation and when providing any replacement or additional card readers by shipment to a location Participant designates or, at GPS's option, Participant will allow GPS and its designated representatives reasonable access to Participant's premises for training purposes

and device installation, repair, removal, modification, upgrades, and relocation.

Card readers for use with *GovSwipe* are designed to communicate cardholder data to GPS through Participant's computing equipment to which they are cable-attached via USB port. Internet access to GPS is required for transaction processing via *GovSwipe* and is enabled solely by Participant's computers and networks. Participant is responsible to use standard safeguards and practices to keep its computers and networks secure and free from malicious software or hardware. GPS shall not be held liable to Participant for exposure of Participant's computers or networks to malicious software or hardware of any kind. GPS is solely responsible for the maintenance of any card readers and shall supply Participant with replacement card readers on Participant's request and as GPS deems appropriate. Upon termination of the Agreement, GPS may require Participant to return card readers at GPS's expense and by such method as GPS specifies.

12. Miscellaneous. There are no third-party beneficiaries to this Agreement. This Agreement may not be assigned, in whole or in part, by either party hereto without prior written consent of the other party, which consent shall not be unreasonably withheld. Either party is excused from performance and shall not be liable for any delay in performance or non-performance, in whole or in part, caused by the occurrence of any contingency beyond the control of the non-performing party including, but not limited to,

VILLAGE OF BROCKPORT

Margaret Blackman
Mayor

Date

work stoppages, fires, civil disobedience, riots, rebellions, terrorism, loss of power or telecommunications, flood, storm, Acts of God, and similar occurrences. This Agreement shall be governed by the internal laws of the state of Indiana. A waiver of any portion of this Agreement shall not be deemed a waiver or renunciation of other portions. Rights and obligations under this Agreement which by their nature should survive will remain in effect after termination or expiration hereof. In the event that any provision of this Agreement is adjudicated by any court of competent jurisdiction to be invalid, illegal, void, or unenforceable, all other provisions of this Agreement shall remain in full force and effect.

13. Completeness and Execution. This Agreement is the entire agreement between the parties and expresses the complete understanding of the parties, superseding all prior or contemporaneous agreements with regard to the subject matter herein. This Agreement may not be altered, amended or modified except in a writing incorporated hereto and signed by the parties, provided, however, that GPS may revise the terms of this Agreement if required to comply with law, regulation, or card industry rules and GPS provides prompt notice to Participant of such change(s). This Agreement may be executed simultaneously in multiple counterparts, each of which is deemed an original, but all of which taken together constitute one and the same instrument. All signed fax or electronically imaged counterparts to this Agreement shall be deemed as valid as originals.

GOVERNMENT PAYMENT SERVICE, INC.

Mark E. MacKenzie
President & Chief Executive Officer

Date



ATTACHMENT "A" – SERVICE FEES AVAILABLE

Service Fee Schedule # CJR-[TBD]_[TBD]_SSF for Non-Bail Transactions (1)			
Payments Made via Gov\$wipe^o		Telephone-Assisted Payments (Call Center/Live Agent)	
Transaction Range	Service Fee	Transaction Range	Service Fee
\$0.01 > \$50.00	\$3.00	\$0.01 > \$50.00	\$7.75
\$50.01 > \$75.00	\$3.25	\$50.01 > \$75.00	\$8.00
\$75.01 > \$100.00	\$4.50	\$75.01 > \$100.00	\$9.75
\$100.01 > \$150.00	\$6.50	\$100.01 > \$150.00	\$11.75
\$150.01 > \$200.00	\$8.50	\$150.01 > \$200.00	\$13.25
<i>For each additional increment of \$50.00, or portion thereof, add \$2.00</i>		<i>For each additional increment of \$50.00, or portion thereof, add \$2.00</i>	

Service Fee Schedule # CJR-[TBD]_[TBD]_SSF for Non-Bail Transactions (2)			
Payments Made via Internet		Telephone-Assisted Payments (Call Center/Live Agent)	
Transaction Range	Service Fee	Transaction Range	Service Fee
\$0.01 > \$50.00	\$3.75	\$0.01 > \$50.00	\$7.75
\$50.01 > \$75.00	\$4.00	\$50.01 > \$75.00	\$8.00
\$75.01 > \$100.00	\$5.25	\$75.01 > \$100.00	\$9.75
\$100.01 > \$150.00	\$7.25	\$100.01 > \$150.00	\$11.75
\$150.01 > \$200.00	\$9.25	\$150.01 > \$200.00	\$13.25
<i>For each additional increment of \$50.00, or portion thereof, add \$2.00</i>		<i>For each additional increment of \$50.00, or portion thereof, add \$2.00</i>	

**Service Fee Schedule # CB-169_170 for
Cash Bail Payments**

9.0%

**Bail postings exceeding \$10,000 may only be made via the GPS Call
Center and are subject to security verifications.**

ALL SERVICE FEES ARE NON-REFUNDABLE

ATTACHMENT “B” – PAYMENT INTEGRITY PROGRAM

Funds posted under the Agreement that become subject to a chargeback are alleged to have been obtained in error, without authorization, or, in many instances, to have been obtained by card-related theft. These funds are deducted from a GPS account as a provisional credit to the cardholder which can become permanent. GPS has therefore established this “Payment Integrity Program” to discourage the use of stolen funds as payments and to assist in maintaining the fiscal integrity of government and business operations. When GPS is notified of a chargeback within six months of the transaction, the following will apply:

1. Promptly upon receiving notice of a chargeback, GPS will alert Participant via email addressed to a contact person Participant shall designate to GPS regarding chargebacks affecting funds transferred to Participant.
2. Participant shall reimburse GPS for the principal amount of any chargeback (*i.e.*, excluding the GPS fee for processing the payment to Participant) that is the subject of the notification in accordance with either (a) or (b) below, as may apply. GPS shall provide reasonable administrative assistance in the event Participant elects to challenge a chargeback through the available industry procedures. Participant may take such actions as are available to Participant that Participant deems necessary with respect to collecting the cardholder’s financial obligation to Participant in addition to Participant’s obligation to reimburse GPS.
 - a. For bail chargebacks, Participant shall reimburse GPS within 30 days of chargeback notification, provided Participant still has control over the deposited funds. Participant may further require the defendant to (i) replace cash bail that is the subject of a chargeback with funds obtained with proper authorization so long as defendant or anyone acting on defendant’s behalf is prevented from accessing GPS’s services directly or indirectly to effect such replacement; (ii) take any other suitable actions to secure defendant’s court appearance; and/or (iii) prevent the future release of the bail amount from Participant to any person or entity other than GPS and transfer the full face value of the processed bail amount to GPS upon defendant’s court appearance or bail forfeiture if occurring within 30 days of GPS’s notice. Participant further agrees that GPS shall be entitled to make a claim through Participant against the defendant for restitution of GPS’s processing fee through any related civil or criminal proceeding.
 - b. For chargebacks of criminal justice-related payments (such as fees for probation management, electronic monitoring, work release, or other payments that avoid or reduce incarceration), tax payments, or other administrative and civil payments, Participant shall reimburse GPS within 30 days of GPS’s chargeback notification.
3. At termination of GPS’s card processing services for Participant, GPS may invoice Participant for any chargebacks involving payments GPS processed to Participant and for which GPS had not received notice as of the date of service termination. Participant shall reimburse GPS according to such invoice’s terms. GPS’s right to so invoice Participant shall conclude eight months after termination of GPS’s services for Participant.
4. Any funds Participant directly or indirectly recovers at any time that are the subject of a bail chargeback for which GPS has given Participant notice shall be deemed held by Participant for GPS’s benefit. Participant shall promptly notify GPS of such recovered funds and pay them to GPS without deduction or offset and without any further action being required by GPS.
5. GPS will coordinate with Participant to provide affidavits or other supporting information as may reasonably be necessary to substantiate GPS’s claim to funds and to enable Participant to carry out Participant’s obligations hereunder.

6. GPS will not honor a chargeback instituted more than six months after a payment transaction. If GPS fails to dishonor a chargeback filed more than six months after such transaction or fails to notify Participant of a chargeback filed within such period, GPS will retain liability to the cardholder for the chargeback.
7. GPS will review the circumstances of any chargeback(s) previous to Participant joining this Program for indications that they may potentially be suitable for investigation and prosecution. Upon GPS's request, Participant will facilitate GPS's access to prosecutors, investigators, or other law enforcement officials and provide additional, reasonable verification and support should GPS request potential investigation and criminal or civil charges be filed against the perpetrators of the indicated card fraud.
8. Program participation is mandatory for Participant to continue to receive services from GPS. Failure to participate may result in GPS not renewing Participant's contract(s) with GPS at the next scheduled automatic renewal date that falls at least 60 days after the date of this Agreement.
9. In the event GPS's review of Participant's chargebacks indicates serious, repeating, or systematic fraud is or may be occurring in Participant's use of GPS's services, GPS may **at any time** act to preserve the integrity of the card payment system and prevent or reduce card fraud by taking all actions available to GPS. These may include, but will not be limited to, modifying the means by which GPS's services are made available to cardholders; taking measures to ensure prompt transfer of funds to GPS where required under the Program; GPS suspending its services pending Participant implementation of fraud control measures reasonably acceptable to GPS; or terminating GPS's services to Participant. If Participant fails to follow Program requirements, GPS may, in its sole discretion, terminate services to, or any contract GPS has with, Participant without liability or penalty to GPS.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

The 2016 Community Video Program

CGI Communications, Inc.
130 East Main Street, 5th Floor
Rochester, NY 14604
(800) 398-3029 phone
(866) 429-8611 fax

Name: Margaret Blackman
Title: Mayor
Address: 49 State Street
City, State, Zip: Brockport, NY, 14420
Phone: 585-230-5966
Email: mblackman@brockportny.org
Website: www.brockportny.org

This agreement is between CGI Communications, Inc. ("CGI") and the Village of Brockport (the "Village") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewer access on different devices via a link on the www.brockportny.org homepage, including any alternate versions of that homepage.

During the term of this Agreement, CGI shall:

- Produce four video chapters with subject matter that includes but is not limited to: Welcome, Education, Healthy Living and Homes / Real Estate
- Provide one Community Organizations chapter to promote charities, nonprofits and community development organizations
- Provide SnapBrockport interactive map
- Provide script writing and video content consultation
- Send a videographer to Village locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide a final draft of Community Video Program content subject to Village's approval (up to 3 sets of revisions allowed). CGI's request for approval of content or revision, including final draft, shall be deemed approved if no response is received by us within 30 days of request
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia™ and QuickTime™
- Store and stream all videos on CGI's dedicated server
- Feature business sponsors around the perimeter of video panels
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from Village website, including any alternate versions of Village's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the www.brockportny.org website homepage
- Grant to Village a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program
- Afford businesses the opportunity to purchase various digital media products and services from CGI and its affiliates

During the term of this Agreement, the Village shall:

- Provide a letter of introduction for the program on Village's letterhead
- Assist with the content and script for the Community Video Program
- Grant CGI the right to use Village's name in connection with the preparation, production, and marketing of the Program
- Display the "Community Video Program" link prominently on its www.brockportny.org homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Agree that the town will not knowingly submit any photograph, video, or other content that infringes on any third party's copyright, trademark or other intellectual property, privacy or public right for use in any video or other display comprising this program.

This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. Village warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this agreement.

The Village of Brockport, NY

CGI Communications, Inc.

Signature:



Name (printed):

Name (printed): Nicole Rongo

Title:

Title: Vice President of Marketing and Acquisitions

Date:

Date: August 31, 2016

DATE

Dear Valued Business Owner:

The Village of Brockport is excited to announce the continued partnership with CGI Communications, Inc. to create a series of professionally produced online videos to highlight everything our community offers residents, visitors, and business owners.

In addition to creating the videos, CGI is ensuring they are seen. Mobile devices have shifted the landscape of business, making it more important than ever to embrace technology. For many businesses, getting noticed online can be a challenge, however, **utilizing video dramatically improves visibility and drives more action to your website** than static pages, with the demand for video climbing even higher for users on mobile devices.

With an easily viewable interface on the official village website, the Video Tour and interactive SnapBrockport Map will encourage viewers to learn more about area attractions, economic development opportunities, quality of life, and the businesses supporting the program. In addition, the village's official website will backlink to CGI's www.elocallink.tv, which hosts the Video Tour.

We are dedicated to highlighting the advantages of living and working in Brockport; advantages that include access to our wonderful business community; and we feel that this video program can be widely successful. We encourage you to consider participating in this village-wide program as it provides an exciting opportunity to showcase your business and utilize the power of video on your own websites and social media pages.

To learn more about sponsorship opportunities or to request an appointment please e-mail BrandonB@cgicomcommunications.com.

Best Regards,

(SIGNATURE)

Signatory

Emily L Knapp Museum Year End Summary 2016

Reported by Pat O'Brien on behalf of the Board Members and Volunteers

December 13, 2016

Board Members

- Allan Berry (Secretary), Sarah Cedeno (Vice Chair),(Village Historian), Alicia Kerfoot, Pam Ketchum, Norman Knapp, Chris McCabe, Pat Obrien (Chair), Karen Owen
- Nonvoting members: Neil Keating (on leave), (College Faculty), Bill Andrews (Village Liaison), Sue Savard (Director of Volunteers)

Volunteers

- Marilyn Brown, Doug Bull, Leslie Bull, Dan Burns, Ann Butler, Debra Cody, Pat Coon, Henry Dilger, Marion Dilger, Marie Drennen, Ann Frey, Norm Frisch, Scott Gulliford, Sarah Hart, Roberta Hasek, Christine Hunt, Linda MacLennan, Christine Maxwell, Skip Perry, Andrea Perry, Sue Savard (Director of Volunteers), Shirley Schuff, Rosemary Smith, Kimberly Taylor, Anita Wicks
- ✓ 25 volunteers

Volunteer Hours – 4950 hours

Visitors

- Number of visitors– 1/01/16 to 12/08/16 – 429

Virtual Visitors (Blog and Facebook)

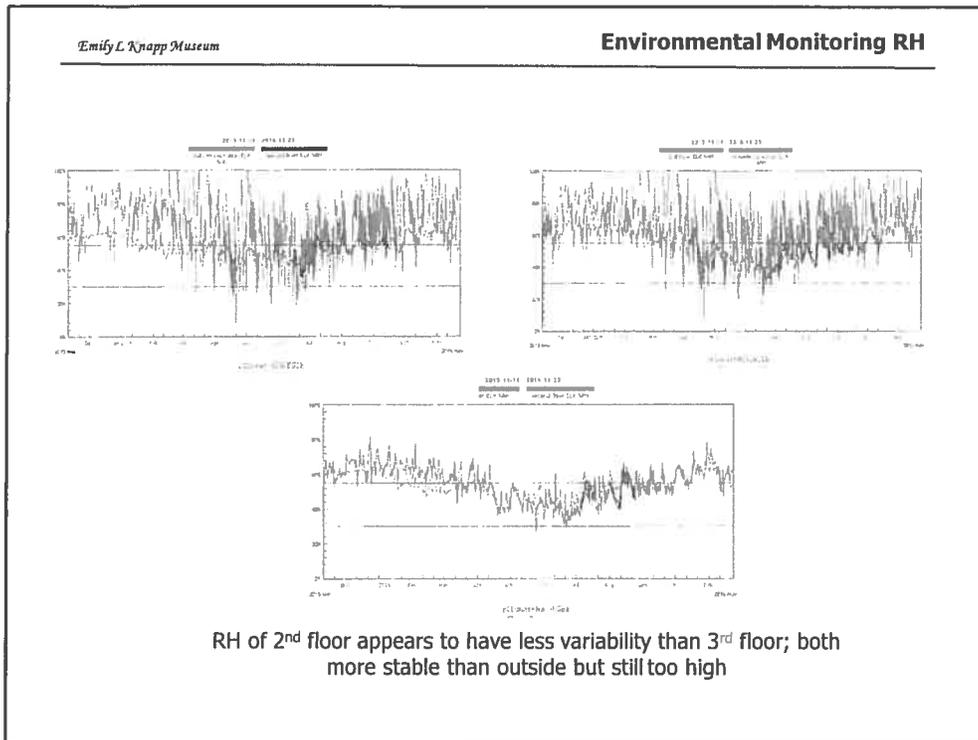
- Blog – 2500
- Facebook – 18,600

Emily L Knapp Museum **Projects**

- Adopt a Picture Program –
 - ✓ 91 pictures adopted and preserved 6/1/15 to 12/08/16
 - ✓ Personal donations – \$ 3,607
- Environmental Monitoring
 - ✓ Complete, data analysis in progress
- Deaccessioning
 - ✓ 251 duplicate items have been deaccessioned
- Map Restorations – complete
 - ✓ 3 maps (cemetery map 1894, town of Sweden 1861 and 1860)
 - ✓ All 3 maps "digitized" to enable "zoom in" to specific areas of interest
- Grants – no grants have been submitted

Emily L Knapp Museum **Environmental Monitoring Temperature**

Additional AC on 2nd floor effective minimizing temp excursions;
 additional AC on 3rd floor due to lack of insulation;



Emily L Knapp Museum **Environmental Monitoring**

3rd floor ELK

Risk Summary		Preservation Metrics		Data Overview	
Natural Aging	RISK	TWPI	44	Start	2015-11-11
Mold Risk	C/3GD	IMRF	0.15	End	2016-11-23
Metal Corrosion	RISK	%EMC Max	12.8	T°F Mean	60.4
Mechanical Damage	RISK	%EMC Min	7.4	%RH Mean	55
		%DC Max	1.52	DP°F Mean	43.6

second floor ELK

Risk Summary		Preservation Metrics		Data Overview	
Natural Aging	OK	TWPI	47	Start	2015-11-11
Mold Risk	GOOD	IMRF	0.01	End	2016-11-23
Metal Corrosion	RISK	%EMC Max	11.7	T°F Mean	62.2
Mechanical Damage	OK	%EMC Min	8.2	%RH Mean	54
		%DC Max	0.96	DP°F Mean	45.2

ClimateNotebook

3rd floor at much higher environmental risk than 2nd based on Permanence Institute metrics; 2nd floor risk driven by RH levels above 55 %

*Emily L Knapp Museum***Projects**

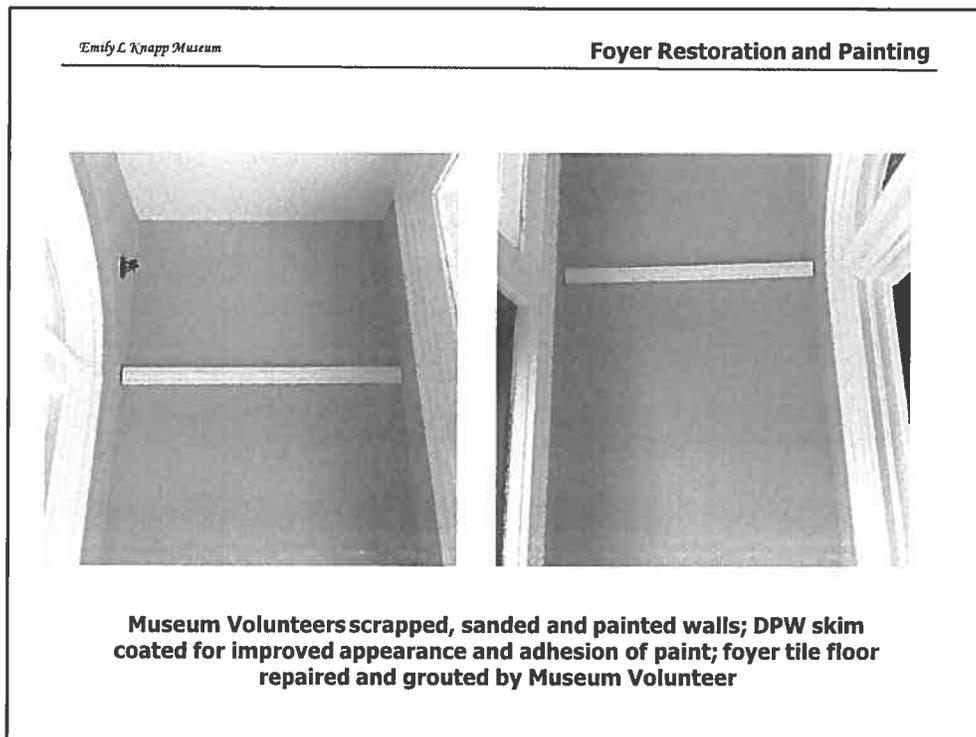
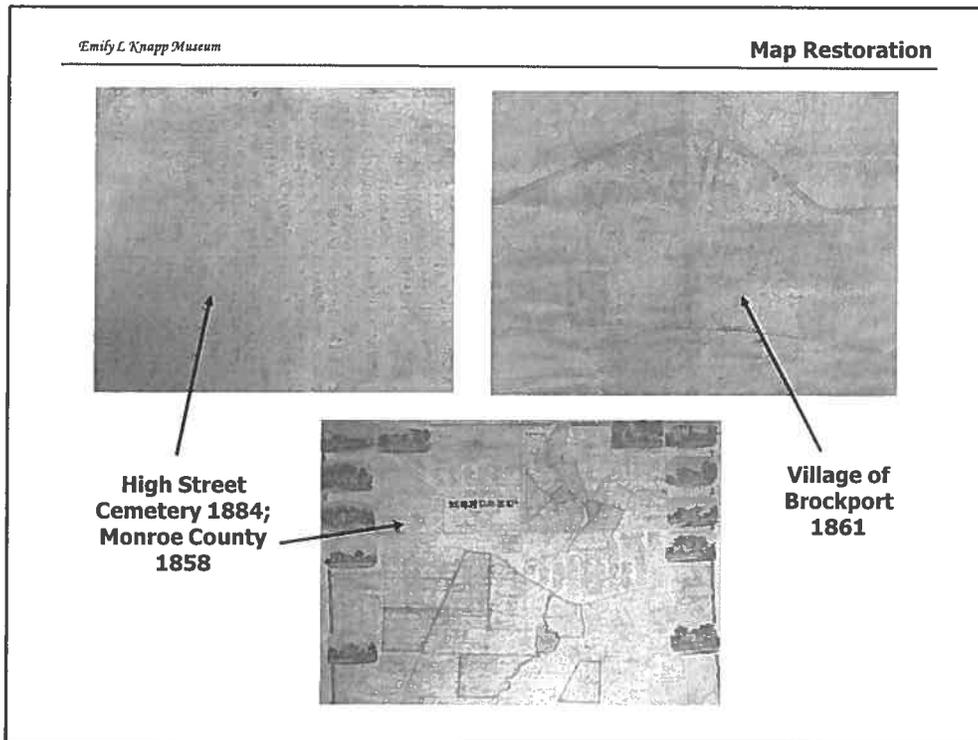
➤ Enhancing Exhibit Esthetics

- ✓ Antique Parlor light installed in the Parlor
- ✓ Painted 2nd floor Canal Room
- ✓ Painted Dentist office
- ✓ Painted Children's room
- ✓ Painted Mary Jane Holmes Room
- ✓ Painted Office
- ✓ Painted Kitchen
- ✓ Painted Front Foyer
- ✓ Painted 3rd Floor War Room
- ✓ Painted stairs from 2nd to 3rd Floor as well as 2nd and 3rd floor hallways
- ✓ Picture rail molding installed in 3rd floor War Room
- ✓ Installed picture rail molding in Front Foyer
- ✓ Repaired floor tiles in front foyer

*Emily L Knapp Museum***Projects**

➤ Enhancing Exhibit Esthetics

- ✓ Repaired floor tiles in front foyer
- ✓ Repaired and restored wallpaper stained with candle soot in the Victorian Parlor
- ✓ Fabricated new display case in 3rd floor apothecary
- ✓ Restored old brass cash register in 3rd floor apothecary
- ✓ Redesigned exhibit in 3rd floor apothecary
- ✓ Redesigned exhibit in Garret
- ✓ Redesigned exhibit in Mary Jane Holmes room
- ✓ Redesigned exhibit in kitchen
- ✓ Old carpet removed and floors painted
- ✓ Picture rail molding installed in 3rd floor War Room
- ✓ Painted 3rd Floor War Room
- ✓ Painted stairs from 2nd to 3rd Floor as well as 2nd and 3rd floor hallways
- ✓ New signs made and hung over doors to each exhibit area
- ✓ Military uniforms restored and pressed



Emily L Knapp Museum

Kitchen



Walls and ceiling cleaned, repaired, and painted; exhibit redesigned and furniture rearranged

Emily L Knapp Museum

Mary Jane Holmes Room



Walls and ceiling cleaned, repaired, and painted; exhibit redesigned and furniture rearranged

Emily L Knapp Museum

Museum Office and File Room



Walls and ceiling cleaned, repaired, and painted; exhibit redesigned and furniture rearranged

Emily L Knapp Museum

Victorian Parlor



Candle soot damaged wall paper cleaned and repaired; note picture of Helen Seymour seated in front of fireplace with wall paper of room in the background

Emily L. Knapp Museum



Canal Room Painting and Wall Repair



Painting and Reorganization of Collection in the Children's Room

Emily L. Knapp Museum



Parlor light retrieved from storage and installed



Room signs provided by SUNY Brockport Student

Emily L. Knapp Museum



Painting and Floor Repair in the Dentist's Office



Example of Floor Painting following removal of rugs

Emily L. Knapp Museum



Example of clothing restoration and recognition of origin as GAR (Civil War)



Painting and Installation of Picture Rails for Photo Display

Emily L Knapp Museum



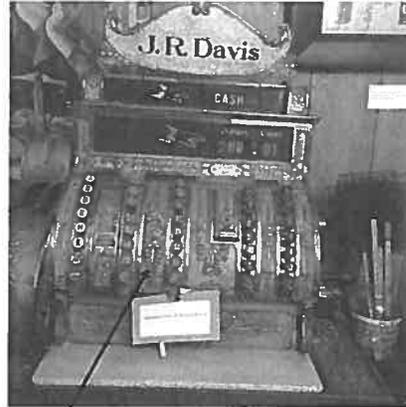
**Construction and Installation of new
bookcase**

Emily L Knapp Museum



Redesigned exhibit in 3rd floor Garret

Emily L. Knapp Museum



Restored post office box window and brass cash register

Emily L. Knapp Museum

Special Event for Black History Month



- Event featured:
- Presentation on William Page
- Presentation on Fannie Barrier Williams
- Spiritual sung by a member of the SUNY Brockport College Community Chorus
- Piano tunes using sheet music found in Museum
- Birthday cake for Fannie Barrier Williams
- Remarks by President MacPherson and Mayor Blackman

Emily L. Knapp Museum

Special Event for Opening

BE A HISTORIAN FOR AN AFTERNOON

Visit the Emily L. Knapp Museum of Local History
49 State Street, Brockport
May 1, 2016 from 2:00 to 4:00



Have fun being a sleuth as you wander from room to room

Each of the 11 rooms will contain one item for visitors to identify and one item that is out of place or does not belong in the time period

Stop on your discovery journey in the Canal Room for free Lemonade and cookies!

Emily L. Knapp Museum

Special Event for Closing

MYRON HOLLEY
CANAL BUILDER, ABOLITIONIST, HERO
FRIDAY, OCTOBER 7 at 7 PM



BROCKPORT VILLAGE HALL
49 State Street



On Friday, October 7th at 7 pm, the Emily L. Knapp Museum & Library of Local History will welcome Richard O. Bowen, author of *Myron Holley: Canal Builder, Abolitionist, Hero*, who will tell Myron Holley's story, providing a personal view of the man who was instrumental in the building of the Erie Canal and who also had a connection to the prominent Seymour family of Brockport.



Refreshments will be served in the museum following the presentation.



*Emily L. Knapp Museum***Project List**

- **Complete data logger assessment of environmental conditions – Complete**
- **Develop and deliver special event for Black History Month- Complete**
- **Repair flooring in the “Dentist’s Office” (3rd Floor)- Complete**
- **Remove carpeting and clean up “flooring”- Complete**
- **Paint Canal Room, Children’s Room, Dentist Office; Mary Jane Holmes Room, and Kitchen, Office, Front Foyer – Complete**
- Develop specifications for environmental conservation of the collection - planned
- Obtain funding for development of drawings and specifications for handicap accessibility – unsuccessful
- Conservation of the Golden Eagles- Shafer Trust to fund; in progress
- Finalize program for visits by Primary School Students – in progress; contact initiated with Barclay School Principal with goal to build into plans for 2016/2017 school year
- Develop process and schedule for accessioning of the entire collection- in progress; Mary Jane Holmes Room complete; Canal Room nearing completion
- Fabricate Book Cases for office – BOCES will design and build during Spring of 2017
- Strip and Restore inside door from Front Foyer – Alan Berry to perform restoration during Winter/Spring of 2017
- Complete Shadow boxes for maps which have been restored
- Complete repair of newly acquired Edison phonograph