

VILLAGE OF BROCKPORT
VILLAGE BOARD - MEETING AGENDA
Tuesday, January 22, 2013 7:00pm
Location: Village Hall conference room

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices & refrain from texting
- **MOMENT OF SILENCE:** to honor those that serve our Country, enforce our laws, & respond to emergencies
- **MISSION STATEMENT:** "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

- **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:**
 - Results of Selection Committee/Presentation - Monika W. Andrews Creative Volunteer Leadership Award

- **CONSENSUS ITEMS:**
 - Approval of minutes – 1/8
 - Approval of bills to be paid

- **CLERK REPORT:**
 - Clerk – Leslie Ann Morelli
 - Support letter - LGRMIF– Local Government Records Management Improvement Fund
 - NYS ERS – reporting requirements Elected & Appointed Officials

- **DEPARTMENT REPORTS:** (Treasurer & Department Heads are in attendance the 4th Tuesday of each month)
 - Treasurer – Daniel P. Hendricks
 - Financial reports for period ending 12/31/12
 - Budget Transfers & Budget Amendments
 - Budget - "knowns" per contracts & rates: employees payroll & benefits / retirees benefits

 - Building / Zoning / Code Enforcement – Codes Officer Scott C. Zarnstorff
 - 2012 Reports – Codes Office Summary & Application Activity

 - Police – Police Chief Daniel P. Varrenti
 - Review of DCJS audit
 - Review of police department cost
 - Overtime review

 - Public Works – Superintendent Harry G. Donahue (excused)
 -

-
- **PERSONNEL ITEMS:**
 - Building Inspector Part Time – search committee recommendation
 - Various Boards/Committees vacancies – Mayor to bring forth for appointment consideration
 - Mayor's appointment for EOP - Designated Trustee, Emergency Coordinator, Public Information Officer

 - **OLD BUSINESS:**
 - Consider Adopting Updated EOP - Emergency Operating Plan (original version adopted in 2002)
 - Authorize Museum electric upgrades out of Shafer Trust – lowest estimate \$1,975 Smith Const & Electric
 - Approve & authorize Mayor to sign amended MOU w/ Brockport Fire District – re snowplowing
 - Authorize Village Attorney out of scope of services re COMIDA application now that LL#4-12 is in effect

 - **NEW BUSINESS:**
 - Concur - Town Board as Lead Agency under SEQR re 4574 Lake Rd rezone & future townhouses
 - Authorize applying for a grant – LGRMIF 2013-2014 records management
 - Authorize applying for a grant – Smoke Free NY – parks signage
 - Authorize applying for a grant - Erie Canalway Festival to help fund May canal opening celebration
 - Authorize applying for a grant – Local Government Citizens Reorganization Empowerment

 - **VILLAGE BOARD REPORTS:**
 - Mayor Maria Connie Castañeda
 -
 - Trustee William G. Andrews
 -
 - Trustee Margaret B. Blackman
 -
 - Trustee Kent R. Blair
 -
 - Trustee Carol L. Hannan
 -

- **EXECUTIVE SESSION** (if needed)
- **ADJOURNMENT**

Upcoming:

- 7pm Tuesday, 2/5 – Village Board work session (w/ Treasurer & Department Heads re budget)
- 7pm Tuesday, 2/12 – Village Board meeting

- 7pm Tuesday, 2/26 – Village Board meeting (w/ Attorney, Treasurer, Department Heads)

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 - Overtime review
 - *4th Quarter Report*
 - Public Works – Superintendent Harry G. Donahue (excused)

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 - 7pm Tuesday, 2/12 – Village Board meeting
 - 7pm Tuesday, 2/26 – Village Board meeting (w/ Attorney, Treasurer, Department Heads)

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
Fiscal Year 6/1/13 – 5/31/14
Budget Preparation Calendar
Adopted by Village Board 11/27/12

Thursday, 1/10/13	Treasurer to notify Department Heads (via memo w/ templates & discussion at Department Heads meeting) of the necessity for expense estimates
Tuesday, 1/22/13	Treasurer to provide "knowns" per contracts & rates: employees payroll & benefits / retirees benefits
Thursday, 1/24/13	Department Heads to submit expense estimates to Treasurer
Tuesday, 2/5/13	Village Board workshop w/ Treasurer & Department Heads - discuss department budget estimates
Tuesday, 2/26/13	Village Board meeting – update public on progress
Tuesday, 3/5/13	Village Board workshop w/ Treasurer – discuss & make revisions to budget estimates
Wednesday, 3/20/13	Treasurer to file tentative budget with Clerk
Tuesday, 3/26/13	Village Board meeting – update public on progress – Treasurer to present tentative budget to Village Board & Department Heads
Wednesday, 3/27/13 for 4/1/13 edition	Clerk to publish notice of public hearing on tentative budget
Tuesday, 4/2/13	Village Board workshop w/ Treasurer– discuss & make revisions to tentative budget
Tuesday, 4/9/13	Treasurer to present budget to public - public hearing on preliminary budget (Middle School L.G.I.)
Tuesday, 4/23/13	Village Board meeting – adopt budget (must be done by May 1 st)

DRAFT

letter being sent to
reps by many
municipalities
+ clerks

January 22, 2013

Governor Cuomo, Assembly Member Hawley, State Senator Maziarz:

We are asking for your help concerning the New York State Local Government Records Management Fund ("LGRMIF") which was created in the late 1980's to receive monies collected by each County Clerk to pay for grants for records management to local governments across our state. The Legislature dedicated these funds to be used only for local records management. LGRMIF grants are highly competitive: only \$4 of every \$10 requested was recommended for funding in the current cycle, overseen by the State Education Department's Archives unit. Grants are awarded annually for the July 1 – June 30 period that is typical of all Education Department programs. Normally, applications for these grants are due on February 1, but the Division of the Budget has inexplicably refused to authorize the application process for the 2013-14 cycle.

New York State has long recognized the economic and social value of New York State's history, and the LGRMIF grants program has been instrumental in preserving that rich documentary heritage of our state. Cities, counties, towns, villages and school districts across New York use these grants to greatly improve public access, document preservation, and records management. The program has made the conditions of local records in New York a positive example for other states.

Unfortunately, it appears that our state government has not valued this program as highly as we in local government have. The necessary Budget Division approvals of this cycle's grants from this dedicated fund did not occur until Thanksgiving – nearly five months after these grants were supposed to start. Now, they are holding up the application process for the next cycle. Next, they will "sweep" a large portion of this dedicated fund into the State General Fund, pretending the money is "surplus" despite the intense competition for these grants. This is not the way our state should treat its local governments.

We are asking for your direct help in securing Budget Division authorization of the LGRMIF grant application process for 2013-14. Your assistance in supporting the work of this vital program is much appreciated. Thank you very much for your efforts on our behalf.

Sincerely,

Leslie Ann Morelli
Village Clerk

To: Mayor Castaneda

From: Daniel P. Hendricks 

Date: January 18, 2013

Re: January 22, 2013 Village Board Meeting

Enclosed are the following reports:

Statement of Actual & Estimated Revenues through December 31, 2012 – All Funds

Statement of Expenditures, Encumbrances & Appropriations through December 31, 2012 – All Funds

I will include budget transfers and amendments on next month's report.

I will present the information regarding the 2013-14 budget at the Board Meeting. Copies of all materials presented will be provided at the meeting.

Please let me know if you have any questions.

Statement of Revenues

All Funds

December 31, 2012

Village of Brockport

For Period Ending 12/31/2012

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A0599.0000					
Appropriated Fund Balance	215,274.00			215,274.00	
A1001.0000					
Real Property Taxes	2,457,326.00		2,457,326.00		100.00
A1081.0000					
In-Lieu-Of Taxes	130,000.00		20,450.40	109,549.60	15.73
A1090.0000					
Int & Penalties on Taxes	8,000.00	109.08	6,464.77	1,535.23	80.81
A1120.0000					
County Sales Tax	1,328,000.00	12,601.22	792,550.38	535,449.62	59.68
A1130.0000					
Utility Gross Receipts Tax	55,000.00	900.33	34,780.59	20,219.41	63.24
A1170.0000					
Franchise Tax	81,000.00		803.59	80,196.41	0.99
A1230.0000					
Clerk/Treasurer Fees	1,000.00	100.00	1,087.25	87.25-	108.73
A1520.0000					
Police Fees	1,000.00	80.00	430.00	570.00	43.00
A1560.0000					
Safety Inspections	15,000.00	750.00	12,575.00	2,425.00	83.83
A1640.0000					
Ambulance Charges		271.00	4,741.43	4,741.43-	
A1710.0000					
Public Works Services	1,000.00		156.14	843.86	15.61
A1789.0000					
Docking Fees	4,200.00		4,440.30	240.30-	105.72
A2089.0000					
Farmers Market Fees	2,500.00		2,950.00	450.00-	118.00
A2110.0000					
Zoning Fees	300.00		200.00	100.00	66.67
A2115.0000					
Planning Fees	1,000.00		195.00	805.00	19.50
A2262.0000					
Fire Protection	33,590.00		33,589.60	0.40	100.00
A2389.3000					
Monroe County - DWI			4,201.82	4,201.82-	
A2389.9001					
SCS Contribution- Crossing Guards	5,000.00		5,000.00		100.00
A2401.0000					
Interest & Earnings	3,000.00	616.68	2,752.78	247.22	91.76
A2401.1000					
Int Earned-Spec Reserves			905.23	905.23-	
A2401.3000					
Interest & Earnings- Asset Forfeiture		0.67	3.63	3.63-	
A2450.0000					
Comissions			1.00	1.00-	
A2545.0000					
Bus / Occupation License	17,500.00		1,200.00	16,300.00	6.86
A2590.0000					
Permits	5,000.00	25.00	4,525.00	475.00	90.50
A2610.0000					
Fines & Forfeitures	50,000.00		34,455.00	15,545.00	68.91
A2650.0000					
Scrap Sales	1,000.00		614.25	385.75	61.43
A2655.0000					
Minor Sales	3,500.00			3,500.00	
A2665.0000					
Sale of Equipment		6,500.00	13,700.00	13,700.00-	
A2680.0000					
Insurance Recoveries	6,000.00	17,973.00	37,458.97	31,458.97-	624.32
A2690.0000					
Other Comp-Landfill Reimbursement	2,500.00			2,500.00	

Village of Brockport
For Period Ending 12/31/2012

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A2701.0000					
Refund of P/Y Exp	7,500.00	16,682.00	18,877.70	11,377.70-	251.70
A2705.0000					
Gifts & Donations		10,000.00	14,815.75	14,815.75-	
A2770.0000					
Other Unclassified	500.00	3,916.69	40,987.34	40,487.34-	8197.47
A3001.0000					
State Aid - AIM	110,000.00		110,171.00	171.00-	100.16
A3005.0000					
State Aid-Mortgage Tax	35,000.00			35,000.00	
A3089.7001					
State Aid, CHIPS	67,000.00		2,625.48	64,374.52	3.92
A3089.9000					
State Aid-STEP		2,087.72	2,087.72	2,087.72-	
A4089.0000					
Medicaid Part B			376.31	376.31-	
F2140.0000					
Metered Water Sales	560,000.00	49,771.72	389,445.74	170,554.26	69.54
F2141.0000					
Meter Water Sales O/G	340,830.00	54,895.76	302,199.13	38,630.87	88.67
F2144.0000					
Water Service Charges	1,500.00	40.00	2,373.53	873.53-	158.24
F2148.0000					
Interest & Penalties	10,000.00	1,572.99	9,030.67	969.33	90.31
F2401.0000					
Interest & Earnings	1,000.00	114.42	727.86	272.14	72.79
F2401.1000					
Int Earned-Spec Reserves	250.00	33.68	186.44	63.56	74.58
G2122.0000					
Sanitary Sewer- Sewer Charges	138,000.00	11,697.27	89,950.80	48,049.20	65.18
G2401.0000					
Interest and Earning- Sewer Fund		4.56	23.34	23.34-	
T2401.0000					
Int Earnings Shafer Trust		19.61	158.34	158.34-	
T2401.3000					
Int Earnings-Checking A/C		6.47	34.28	34.28-	
Report Totals	5,699,270.00	190,769.87	4,461,629.56	1,237,640.44	78.28

Statement of Expenditures

All Funds

December 31, 2012

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 12/31/2012

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	8,036.00			5,741.00	58.33
A1010.4000							
Trustees-Contractual Expenses	18,105.00		10,421.20			7,683.80	57.56
A1010.4030							
Trustees-Conference Exp	370.00		370.00				100.00
A1010.4090							
Trustees-Miscellaneous	200.00		200.00				100.00
A1210.1000							
Mayor-Personal Services	9,867.00	822.25	5,755.75			4,111.25	58.33
A1210.4000							
Mayor-Contractual Expenses	45.00					45.00	
A1210.4010							
Mayor-Telephone	1,220.00	1,011.15	1,104.86			115.14	90.56
A1210.4050							
Mayor-Conference Exp	100.00		65.00			35.00	65.00
A1210.4090							
Mayor-Miscellaneous	55.00		55.00				100.00
A1320.4000							
Auditor-Contractual Expenses	12,100.00					12,100.00	
A1325.1000							
Clrk/Treas-Personal Services	131,275.00	6,380.30	48,536.97			82,738.03	36.97
A1325.4000							
Clrk/Treas-Total Contractual Expense	300.00		150.00			150.00	50.00
A1325.4010							
Clrk/Treas-Telephone	7,200.00	800.00	5,741.16			1,458.84	79.74
A1325.4020							
Clrk/Treas-Office Supplies	4,000.00	215.14	2,627.10		1,363.62	9.28	99.77
A1325.4030							
Clrk/Treas-Computer Supplies	9,817.15		9,817.15				100.00
A1325.4050							
Clrk/Treas-Membership Fees	600.00		345.00			255.00	57.50
A1325.4060							
Clrk/Treas-Postage	3,600.00		820.95		300.26	2,478.79	31.14
A1325.4070							
Clrk/Treas-Copier Expenses	3,700.00		2,569.54			1,130.46	69.45
A1325.4080							
Clrk/Treas-Payroll Expense	5,000.00	203.10	1,469.15			3,530.85	29.38
A1325.4090							
Clrk/Treas-Miscellaneous	1,200.00		650.00			550.00	54.17
A1325.4100							
Clrk/Treas - Publications	2,000.00	144.14	505.54		1,468.24	26.22	98.69
A1325.4110							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 12/31/2012

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Cirk/Treas-Training	2,500.00	26.99	128.75			2,371.25	5.15
A1325.4120							
Cirk/Treas-Tax Bill Processing	1,700.00		990.00			710.00	58.24
A1420.4000							
Law-Total Contractual Expenses	57,960.00	150.00	23,595.00			34,365.00	40.71
A1420.4016							
Village Attorney- Harris, Chesworth & A1440.4020	8,040.00	4,770.00	17,664.00			9,624.00-	219.70
Engineer-Chatfield Engineers	12,000.00		6,767.40		1,702.00	3,530.60	70.58
A1450.4000							
Total Contractual Expenses	590.00		400.00			190.00	67.80
A1450.4020							
Elections-Legal Notice Publication	610.00		203.55		6.45	400.00	34.43
A1450.4030							
Elections-Supplies	700.00		698.25			1.75	99.75
A1490.1000							
Pub Wrks Admin-Total Personal Ser	110,532.00	6,987.82	47,924.49			62,607.51	43.36
A1490.4020							
Pub Wrks Admin-Conference Exp	300.00		190.00			110.00	63.33
A1490.4030							
Office Supplies/Postage	825.00		434.33		496.69	106.02-	112.85
A1490.4040							
Permits, Licenses, Fees	300.00		179.00			121.00	59.67
A1490.4090							
Pub Wrks Admin-Miscellaneous	500.00	76.00	100.73			399.27	20.15
A1620.4020							
Natural Gas-DPW	6,000.00	16.30	334.33			5,665.67	5.57
A1620.4021							
Bldgs-Gas 1 Clinton Street	1,500.00	144.30	333.29			1,166.71	22.22
A1620.4022							
Bldgs-Gas 49 State Street	2,000.00	209.49	537.64			1,462.36	26.88
A1620.4030							
Electric-DPW	6,300.00	578.81	3,709.13			2,590.87	58.88
A1620.4031							
Bldgs-Electric-1 Clinton Street	10,000.00	835.98	6,403.65			3,596.35	64.04
A1620.4032							
Bldgs-Electric-49 State Street	4,800.00	476.84	3,543.19			1,256.81	73.82
A1620.4050							
Bldgs-Janitorial Supplies	750.00	31.28	346.32		110.27	293.41	60.88
A1620.4051							
Bldgs-Janitor Supplies- Clinton St	500.00		187.02		48.60	264.38	47.12
A1620.4052							
Bldgs-Janitor Supplies-State Street	7,800.00	583.00	3,149.54			4,650.46	40.38

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 12/31/2012

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A1620.4060							
Bldgs-Repair Items	9,066.15	1,865.20	6,530.62		2,284.56	250.97	97.23
A1620.4070							
Telephone - DPW	2,100.00		1,882.17			217.83	89.63
A1620.4090							
Bldgs-Miscellaneous	3,000.00		1,439.65		558.79	1,001.56	66.61
A1640.1000							
Equipment Maintenance Payroll-Ga	400.00-					400.00-	
A1640.4000							
Central Garage- Contractual Expens	1,600.00					1,600.00	
A1640.4010							
Fasteners	1,000.00		160.61		771.98	67.41	93.26
A1640.4020							
Auto -Electrical	650.00		559.72		77.32	12.96	98.01
A1640.4040							
Tools	1,550.00	199.00	831.95		718.05		100.00
A1640.4050							
Welding Supplies	500.00		198.50		301.50		100.00
A1640.4060							
Fuel Additives/Oil	3,375.00	188.35	1,591.73		2,859.41	1,076.14-	131.89
A1640.4070							
Shop Supplies	2,500.00	91.66	233.63		2,331.14	64.77-	102.59
A1640.4090							
Miscellaneous	4,425.00	220.85	4,287.90		286.73	149.63-	103.38
A1670.4000							
Central Mailing	1,000.00	500.00	2,186.68			1,186.68-	218.67
A1680.2000							
IT Hardware Software	5,000.00		3,694.96			1,305.04	73.90
A1680.4000							
IT Hardware Software	5,000.00		327.13			4,672.87	6.54
A1910.4000							
Unallocated Insurance	53,977.00		44,726.82			9,250.18	82.86
A1920.4000							
Municipal-Membership Dues	4,950.00		800.00			4,150.00	16.16
A1950.4000							
Taxes on Village Property	1,175.00					1,175.00	
A1990.4000							
Contingency-Allocation Only	139,555.20		54.97			139,500.23	0.04
A3120.1000							
Police-Total Personal Services	1,106,949.00	145,386.07	653,906.83			453,042.17	59.07
A3120.2010							
Police-Vehicles					50,019.00	50,019.00-	
A3120.2020							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 12/31/2012

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Police-Firearms	1,600.00		1,279.40		212.07	108.53	93.22
A3120.2040							
Police-Office Furniture/Equip	100.00	319.96	393.95			293.95-	393.95
A3120.2051							
Police-Computer Software	3,140.00		2,679.35		459.99	0.66	99.98
A3120.4010							
Police-Telephone	5,200.00		3,576.40			1,623.60	68.78
A3120.4020							
Police-Office Supplies/Postage	2,750.00	202.92	1,840.02		151.17	758.81	72.41
A3120.4030							
Police-Fleet Maintenance	3,500.00	50.26	962.55		2,491.63	45.82	98.69
A3120.4031							
Police-Fleet Repairs	6,500.00	145.54	1,863.89		3,509.56	1,126.55	82.67
A3120.4032							
Police-Fleet Supplies & Equip	5,200.00	180.00	592.62		8,681.66	4,074.28-	178.35
A3120.4040							
Police-Fuel	29,600.00		9,081.77			20,518.23	30.68
A3120.4060							
Police-Maintenance Contracts	4,280.00	71.25	1,159.36		2,165.00	955.64	77.67
A3120.4065							
Office Equip Lease/Rental	5,582.00		2,837.02			2,744.98	50.82
A3120.4080							
Police-Quarter Master Unit	4,440.00	649.89	2,986.66		3,570.55	2,117.21-	147.68
A3120.4090							
Police-Miscellaneous	500.00		327.49			172.51	65.50
A3120.4100							
Affiliations	150.00		40.00			110.00	26.67
A3120.4105							
Training, School, Conferences	1,400.00	175.00	526.61		1.00	872.39	37.69
A3120.4110							
Police-Publications	525.00				95.50	429.50	18.19
A3120.4120							
Police-Supplies/Life Safety Supplies	3,800.00		240.00		134.00	3,426.00	9.84
A3120.4130							
Police-Computer Supplies	210.00		159.98			50.02	76.18
A3120.4140							
Police-Medical/Psychological	1,550.00		1,000.00		534.00	16.00	98.97
A3120.4150							
Police-Special Enforcement	600.00					600.00	
A3120.4160							
Police-Bike Patrol	200.00					200.00	
A3120.4170							
Police-Explorer Post	180.00					180.00	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

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ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4180							
Police-Community Service	250.00					250.00	
A3120.4210							
Police-Technicians	160.00		159.08			0.92	99.43
A3120.4220							
Police-Special Events	100.00					100.00	
A3120.4230							
Police-NYS Accreditation	100.00					100.00	
A3120.4240							
Police-Less Lethal Training Equip	1,265.00					1,265.00	
A3310.4010							
Traffic Control-Signal	600.00	50.10	291.51			308.49	48.59
A3310.4020							
Traffic Control-Paint	1,500.00				1,100.00	400.00	73.33
A3310.4030							
Traffic Control-Signs	2,500.00	259.37	1,138.12		1,081.25	280.63	88.77
A3310.4040							
Traffic Control-Channels & Posts	1,800.00				1,550.00	250.00	86.11
A3310.4090							
Traffic Control-Miscellaneous	400.00				150.00	250.00	37.50
A3410.4000							
Contractual Expenses	646,127.00		646,102.68			24.32	100.00
A3410.4030							
Electric	1,367.06		1,367.06				100.00
A3410.4050							
Equip Maint & Repair	3,569.53		3,569.53				100.00
A3410.4051							
Firefighter Equip Maint/Repair	2,171.15		2,171.15				100.00
A3410.4110							
Building Maintenance	79.50		79.50				100.00
A3410.4200							
Miscellaneous	90.27	48.85	89.12			1.15	98.73
A3410.4210							
Physicals	525.00		525.00				100.00
A3410.4250							
Office/Computer/Postage	2,338.07		2,338.07				100.00
A3410.4290							
Alpha Pagers	2,653.76		2,677.76			24.00-	100.90
A3410.4310							
New Hose	4,040.00		4,040.00				100.00
A3410.4320							
Turn-Out Gear	2,254.98		2,254.98				100.00
A3620.1000							

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ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Safety Insp-Total Personal Services	80,659.00	5,310.01	35,446.42			45,212.58	43.95
A3620.4000							
Safety Insp-Total Contractual Expens	300.00					300.00	
A3620.4010							
Cellular/Telephone	1,300.00		540.26			759.74	41.56
A3620.4020							
Training	300.00		112.00			188.00	37.33
A3620.4030							
Safety Insp-Computer Supplies	300.00					300.00	
A3620.4040							
Fuel	1,800.00		640.31			1,159.69	35.57
A3620.4050							
Association Dues	200.00	180.00	180.00			20.00	90.00
A3620.4080							
Safety Insp-Uniforms	100.00					100.00	
A3620.4090							
Miscellaneous	850.00	55.00	507.18		397.82	55.00-	106.47
A3620.4200							
Postage	800.00		287.60			512.40	35.95
A3620.4210							
Vehicle Maintenance	450.00					450.00	
A4540.4090							
Miscellaneous	12.65	12.65	37.95			25.30-	300.00
A5110.1000							
Str Maint-Total Personal Services	507,690.00	41,185.86	301,646.40			206,043.60	59.42
A5110.4010							
Str Maint-Telephone	500.00	200.00	238.40			261.60	47.68
A5110.4041							
Str Maint-Diesel Fuel	21,000.00	6,490.75	16,649.69		9,687.51	5,337.20-	125.42
A5110.4042							
Str Maint-Regular Fuel	16,000.00	7,691.07	18,916.09		14,828.80	17,744.89-	210.91
A5110.4050							
Str Maint-Tools	900.00		504.00		396.00		100.00
A5110.4060							
Str Maint-Stone	2,000.00					2,000.00	
A5110.4070							
Str Maint-Asphalt	75,000.00	2,256.64	46,282.38		24,513.24	4,204.38	94.39
A5110.4080							
Str Maint-Uniforms	3,600.00		2,426.05		580.70	593.25	83.52
A5110.4085							
Str Maint-Shoes/Boots	1,500.00		700.00		100.00	700.00	53.33
A5110.4090							
Str Maint-Miscellaneous	3,000.00	555.65	890.95		522.57	1,586.48	47.12

Statement of Expenditures, Encumbrances & Appropriations

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ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.4100							
Str Maint-Equipment Parts	4,800.00	164.51	1,498.04		3,335.49	33.53-	100.70
A5110.4110							
Str Maint-Truck Parts	17,000.00	1,317.82	8,845.25		5,048.74	3,106.01	81.73
A5110.4130							
Str Maint-Physicals/Drug Testing	800.00		215.00		535.00	50.00	93.75
A5110.4140							
Str Maint-Buildings	1,200.00					1,200.00	
A5110.4150							
Str Maint-Concrete	2,200.00		62.13		25.00	2,112.87	3.96
A5110.4160							
Str Maint-Fill Material	100.00					100.00	
A5110.4165							
Str Maint-Top Soil	952.00		952.00				100.00
A5110.4170							
Str Maint-Shop Supplies	500.00		139.87		150.00	210.13	57.97
A5110.4180							
Str Maint-Training/Travel	200.00					200.00	
A5110.4190							
Str Maint-Grass Seed	500.00		332.84		150.00	17.16	96.57
A5110.4200							
Str Maint-Publications	150.00		46.11		200.00-	303.89	102.59-
A5110.4210							
Str Maint-Manholes & Covers	548.00					548.00	
A5110.4220							
Str Maint-Office Supplies	100.00				100.00		100.00
A5110.4230							
Str Maint-Equip Rental	100.00					100.00	
A5112.2000							
CHIPS Work	67,084.00		100,893.13		5,037.39	38,846.52-	157.91
A5142.4010							
Snow Plowing-Salt	33,000.00				30,600.00	2,400.00	92.73
A5142.4015							
Snow Plowing-Deicer	5,000.00				5,000.00		100.00
A5142.4030							
Snow Plowing-Plow Parts	3,000.00		311.85		328.15	2,360.00	21.33
A5142.4090							
Snow Plowing-Contractual Expenses	200.00					200.00	
A5182.4010							
Street Lighting-Electricity	83,000.00	8,672.96	42,826.63			40,173.37	51.60
A5182.4030							
Street Lighting-Repairs	1,000.00		561.81		258.84	179.35	82.07
A5182.4040							

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ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Street Lighting-Parts	1,500.00		400.90		512.00	587.10	60.86
A5182.4090							
Street Lighting-Contractual Expenses	100.00					100.00	
A5410.4010							
Sidewalks-Concrete	9,300.00		3,510.94		256.56	5,532.50	40.51
A5410.4020							
Sidewalks-Stone	200.00					200.00	
A5410.4090							
Sidewalks-Contractual Expenses-Mis	500.00				300.00	200.00	60.00
A5650.4020							
Paint	200.00					200.00	
A5650.4030							
Signs	200.00		225.00			25.00-	112.50
A5650.4040							
Posts	200.00					200.00	
A6410.4000							
Economic Development	750.00		713.92			36.08	95.19
A6410.4200							
Welcome Center	7,507.76	198.58	5,333.23		907.54	1,266.99	83.12
A6520.4000							
Farmer's Mkt Manager	2,700.00		2,589.61		137.00	26.61-	100.99
A7140.2000							
Parks/Playgrounds-Total Equipment	600.00					600.00	
A7140.2020							
Parks/Playgrounds-Park Equipment	3,200.00	179.08	562.24		2,280.97-	4,918.73	53.71-
A7140.4010							
Parks/Playgrounds-Equipment Repai	950.00	164.22	382.71		852.02	284.73-	129.97
A7140.4020							
Parks/Playgrounds-Maintenance Sup	4,500.00		4,367.79		50.00	82.21	98.17
A7140.4030							
Parks/Playgrounds-Gardening	350.00	22.44	22.44		327.56		100.00
A7140.4090							
Parks/Playgrounds-Miscellaneous	425.00		351.07		68.24	5.69	98.66
A7415.4000							
Seymour Library	184,440.00		184,440.00				100.00
A7450.4000							
Museum-Contractual Expenses		100.00	100.00			100.00-	
A7510.4000							
Total Contractual Expenses	1,000.00					1,000.00	
A7510.4090							
Historian-Miscellaneous		95.00	95.00			95.00-	
A7520.4010							
Publication Notices	200.00	14.56	112.54			87.46	56.27

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ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A7550.4050							
Celebrations-Electric	300.00	52.72	381.94			81.94-	127.31
A7550.4090							
Celebrations-Miscellaneous		122.06	106.79			106.79-	
A8010.4010							
Zoning- Member Stipends	950.00	65.00	130.00			820.00	13.68
A8010.4020							
Zoning-Conference Expense		120.00	120.00			120.00-	
A8010.4300							
Zoning-Publications	50.00		13.65			36.35	27.30
A8020.1000							
Planning Board-Personal Services	6,706.00	448.57	2,470.94			4,235.06	36.85
A8020.4000							
Planning Board-Total Contractual Ex	565.00		280.65			284.35	49.67
A8020.4020							
Planning Board-Conference Expense		60.00	60.00			60.00-	
A8020.4030							
Planning Board-Board Expenses	135.00		268.00			133.00-	198.52
A8020.4090							
Planning Board-Miscellaneous		250.00	250.00			250.00-	
A8020.4300							
Planning Board-Publications			160.87-		160.87		
A8120.4000							
Sanitary Sewers-Total Contractual E	500.00		500.00				100.00
A8120.4010							
Sanitary Sewer-Truck Parts	2,410.00		2,510.00		100.00-		100.00
A8120.4080							
Utilities-Pump Station	32.95	89.45	159.68			126.73-	484.61
A8120.4090							
Sanitary Sewer-Miscellaneous			184.80-			184.80	
A8140.4010							
Storm Sewer-Supply Parts	6,000.00		4,354.03		1,630.97	15.00	99.75
A8140.4020							
Storm Sewer-Maintenance Supplies	1,000.00				1,000.00		100.00
A8140.4090							
Storm Sewers-Miscellaneous	3,634.00		263.76		2,836.24	534.00	85.31
A8160.4010							
Refuse Collection-Monthly Trash Ren	3,700.00	327.64	1,885.84		1,796.80	17.36	99.53
A8160.4030							
Refuse Collection-Brush Pick-up	600.00		151.20		248.80	200.00	66.67
A8160.4040							
Refuse Collection-Special Pick-up (500.00		50.00-			550.00	10.00-
A8160.4050							

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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					200.00	
A8170.4010							
Str Cleaning-Sweeper Repairs	1,000.00					1,000.00	
A8170.4020							
Str Cleaning-Sweeper parts	4,000.00		1,704.86		2,060.51	2,34.63	94.13
A8170.4090							
Str Cleaning-Miscellaneous	250.00					250.00	
A8189.4000							
Sanitation-Landfill Monitoring	3,000.00		3,628.80			628.80-	120.96
A8189.4002							
Sanitation-Landfill-Testing	5,000.00				1,800.00	3,200.00	36.00
A8560.4010							
Equipment Repairs	1,200.00	45.20	1,096.76		322.13	218.89-	118.24
A8560.4020							
Shade Trees-New Tree Purchases			898.00			898.00-	
A8560.4030							
Shade Trees-Supplies	500.00					500.00	
A8560.4090							
Shade Trees-Miscellaneous	500.00		15.00		150.00		33.00
A9010.8000							
NYS Retirement	244,992.00					244,992.00	
A9015.8000							
Police Retirement System Payments	256,979.00					256,979.00	
A9030.8000							
Social Security	185,215.00	15,127.88	73,834.26			111,380.74	39.86
A9040.8000							
Workers Compensation	130,140.00		99,390.00			30,750.00	76.37
A9045.8000							
Life Insurance	7,231.00		4,043.78			3,187.22	55.92
A9050.8000							
Unemployment Expense	10,000.00		7,300.06			2,699.94	73.00
A9055.8000							
Disability Insurance	5,356.00		2,702.08			2,653.92	50.45
A9055.8100							
Wellness Insurance	2,500.00		1,141.87			1,358.13	45.67
A9060.8000							
Medical Insurance	439,910.00	121.88-	114,717.90			325,192.10	26.08
A9061.8000							
HRA	134,000.00	7,474.15	73,150.41			60,849.59	54.59
A9070.8000							
Dental Insurance	52,500.00	702.23-	28,920.29			23,579.71	55.09
A9950.8000							
Transfer to Capital Reserve	10,000.00					10,000.00	

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ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A9950.9340							
Project #34- Tower Clock	89.95		89.95				100.00
A9999.9000							
Prior Year Expenses	636,436.50	107,500.00	324,104.94	362,478.62	362,478.62		100.00
F1440.4000							
Engineer-Contractual Exp	5,000.00					5,000.00	
F1680.2000							
It Hardware Software	1,000.00		893.75		106.25		100.00
F1680.4000							
IT Hardware Software	2,500.00		1,951.50		500.00	48.50	98.06
F1910.4000							
General Insurance	20,760.00		20,760.00				100.00
F1990.4000							
Water-Contingency	29,250.00					29,250.00	
F8310.1000							
Water-Supervision	84,459.00	3,044.80	22,099.41			62,359.59	26.17
F8310.4000							
Water Admin Total CE	1,400.00		375.00			1,025.00	26.79
F8310.4010							
Payroll Charges		140.95	140.95			140.95-	
F8310.4040							
Office Expense	2,200.00	68.59	605.84		1,281.41	312.75	85.78
F8310.4090							
Miscellaneous	900.00		151.20		648.80	100.00	88.89
F8310.4200							
Postage	1,000.00		962.75			37.25	96.28
F8320.4000							
Water Purchases	413,000.00	42,998.91	217,968.37		182,031.63	13,000.00	96.85
F8340.1000							
Water-Labor	92,310.00	7,763.68	49,914.14			42,395.86	54.07
F8340.2020							
Vehicles	28,130.49		28,130.49				100.00
F8340.2040							
Meters	60,000.00		64,121.20			4,121.20-	106.87
F8340.2050							
Wtr Transm - Equipment Other	3,122.00				3,122.00		100.00
F8340.4000							
Wtr Transm-Ttl Cont Exp	47,225.00		43,372.70		3,850.00	2.30	100.00
F8340.400C							
Monroe County CDBG College Stre	10,380.39		10,370.19			10.20	99.90
F8340.4010							
Water Main Supplies	5,338.32	130.80	2,901.70		3,609.26	1,172.64-	121.97
F8340.4020							

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ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Vehicle Parts & Supplies	7,427.70	25.15	4,239.33		3,182.85	5.52	99.93
F8340.4030 Meter Supplies	475.00		296.54		173.00	5.46	98.85
F8340.4040 Curb Box Supplies	2,100.00				2,100.00		100.00
F8340.4041 Fuel	1,700.00		1,662.85			37.15	97.81
F8340.4050 Stone	1,500.00	284.35	989.22		510.78		100.00
F8340.4060 Asphalt	4,100.00				4,100.00		100.00
F8340.4080 Water Transm-Uniforms	1,250.00		881.92		155.39	212.69	82.98
F8340.4090 Miscellaneous	6,750.00	1,551.62	2,954.61		8,156.08	4,360.69-	164.60
F8340.4100 Water Transm-Telephone	2,164.12		3,098.13			934.01-	143.16
F8340.4110 Water Transm-Electricity	2,250.00	659.17	3,306.82			1,056.82-	146.97
F8340.4120 Transm - Sample Testing	20,550.00	270.00	8,885.95		11,920.00	255.95-	101.25
F8340.4130 Wtr Transm-Drug/Alcohol Testing	250.00		60.00		190.00		100.00
F8340.4140 Wtr Trans-Equip Repair	850.00				850.00		100.00
F8340.4150 Wtr Trans-Training	250.00	33.82	169.82		114.00	33.82-	113.53
F8340.4160 Wtr Trans-Concrete	200.00		29.15		170.85		100.00
F8340.4180 Water Transm-Publications	350.00		339.00			11.00	96.86
F9010.8000 NYS Retirement	11,000.00				11,000.00		
F9030.8000 Social Security	14,211.00	821.23	5,473.51			8,737.49	38.52
F9040.8000 Workers Compensation	13,000.00		6,500.00			6,500.00	50.00
F9045.8000 Life Insurance	1,000.00		1,000.00				100.00
F9055.8000 Disability Insurance	1,100.00		1,000.00			100.00	90.91
F9060.8000 Hospital Insurance	26,000.00	197.25	5,217.25			20,782.75	20.07

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 12/31/2012

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F9061.8000							
HRA							
F9070.8000	15,600.00		2,600.00			13,000.00	16.67
Dental Insurance							
F9710.6000	12,000.00		2,000.00			10,000.00	16.67
Serial Bond - Principle payments						26,922.00	
F9710.7000	26,922.00						
Serial Bond - Interest payments						33,218.00	
F9999.9000	33,218.00						
Prior Year Expenses							
G8120.2000	60,437.39		27,275.85	27,308.97	27,308.97		100.00
Sanitary Sewers- Equipment							
G8120.4000	50.00				50.00		100.00
Contractual							
G8120.4010	37,121.00	3,883.45	10,118.01		2,484.54	24,518.45	33.95
Sanitary Sewers- Truck Parts							
G9710.6000	4,600.00				4,556.00	44.00	99.04
Bond Principal							
G9710.7000	43,078.00					43,078.00	
Bond Interest							
T7450.4000	53,151.00					53,151.00	
Contractual Expenses							
T8989.4000		100.00	600.00			600.00-	
LOC- Returns							
T9999.9000			777.29			777.29-	
Prior Year Expense							
	337.97		24.99	312.98	312.98		100.00
Report totals	7,092,178.01	443,914.29	3,729,191.41	390,100.57	829,986.92	2,577,294.17	63.66

Village of Brockport Codes Office Summary 2012

Inspections	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
CEO	91	123	134	213	197	98	62	106	86	91	102	64	1367
2011 (CEO only)	64	84	102	103	165	160	87	234	98	136	117	84	1434
2010 (CEO & ACEO)	117	141	199	205	196	152	136	245	192	192	70	97	1942

2012	Notice & Orders	Citations
1 st Quarter	43	8
2 nd Quarter	119	8
3 rd Quarter	25	1
4 th Quarter	20	1
2012	207	18

Type (from chart above)	N&O	C
Trash/debris/litter	12	3
Totes/dumpsters	6	
Vehic (unlic, parking)	4	1
Ext Prop Maint	34	4
Brush	1	
Grass/trees/shrubs/leaves/weeds	16	1
Exterior use of furn.	1	
Res Rental Reg Stmt	100	3
Safety/Hazard	12	1
Exp./No Permit	3	1
Signs	2	1
Exp./No Rental C/O	17	1
Address numbers	0	1
Occupancy/Vacant	2	1

Inspection Types	2012	2011
Code Compliance (see breakdown below)	572*	604
Code Compliance Reinspections	359	394
Building Permit Inspections	137	186
Building Permit Reinspections	9	15
Periodic Inspections (residential rentals)	144	108
Periodic Reinspections	72	40
Periodic Inspections (commercial fire inspections)	18	19
Periodic Reinspections	13	6
Other Inspections (i.e. stormwater, Knox Boxes, etc.)	17	28
Assist Police Department	7	1
Assist Fire Department	15	29
Assist Others (i.e. DPW, college, other municipalities, etc.)	4	4

*Code Compliance Type	(from chart above)	
Trash/Debris/Litter	141	Exterior use of Furniture
Totes/Dumpsters	46	Res Rental Reg Stmt
Vehicles (unlic, parking)	48	Safety/Hazard
Property Maintenance	47	Expired/No Permit
House Numbers	7	Signs
Brush	4	Expired/No Rental C/O
Grass/trees/shrubs/leaves/weeds	63	Occupancy/Vacant

**Village of Brockport
Codes Office
2012 Application Activity**

TYPE	NUMBER ISSUED	FEES	VALUE OF CONSTRUCTION
Building Permits	44	\$ 3,743	\$ 822,013
New Construction (<i>1 new home</i>)	1	\$ 975	\$ 210,000
Commercial Renovations	5	\$ 297	\$ 18,500
Residential Additions/Remodels	14	\$ 1,635	\$ 510,923
Decks	9	\$ 335	\$ 22,890
Pools	4	\$ 170	\$ 4,950
Gas Fireplace / Wood Stove	5	\$ 100	\$ 14,540
Sheds	1	\$ 30	\$ 500
Energy Generator	3	\$ 105	\$ 37,460
Plumbing	2	\$ 96	\$ 2,250
Demolition Permits	5	\$ 180	
Sign Permits	12	\$ 435	\$ 11,043
Rental Certificates of Occupancy	134	\$ 15,153	
Licenses (plumbing, electrical)	5	\$ 369	
Operating Permits	9	\$ 770	
Certificates of Compliance	25		
Certificates of Occupancy	11		
Planning Board Applications	9	\$ 425	
Change of Use	3	\$ 145	\$ 600
Parking Expansion	3	\$ 130	
Fence	1	\$ 50	
Concept Development Plan	2	\$ 100	
Violations	5	\$ 1,825	
Residential Rental Registration Stmtts	313	\$14,550	
Zoning Board of Appeals Applications	3	\$ 700	
Area Variance	2	\$ 400	
Use Variance	1	\$ 300	
Special Use Permit			
2012 TOTAL	575	\$38,150	\$ 833,656
<i>2011 TOTAL</i>	<i>174</i>	<i>\$16,751</i>	<i>\$1,292,734</i>
<i>2010 TOTAL</i>	<i>184</i>	<i>\$17,783</i>	<i>\$1,364,764</i>
<i>2009 TOTAL</i>	<i>220</i>	<i>\$24,526</i>	<i>\$2,767,117</i>



STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
Alfred E Smith State Office Bldg
South Swan Street
8th Floor, Room 808
Albany, New York 12210
<http://criminaljustice.ny.gov>

ANDREW M. CUOMO
GOVERNOR

MICHAEL C. GREEN
EXECUTIVE DEPUTY COMMISSIONER

January 11, 2013

Daniel P. Varrenti, Chief of Police
Brockport Village Police Department
1 Clinton Street
Brockport, NY 14420

Agency ORI: NY0272800

Dear Chief Varrenti:

We have received your DCJS eJusticeNY Audit Questionnaire and completed our review of the information provided. Based on our analysis of the questionnaire, we have found your agency is compliant with the major audit areas of criminal history record information (CHRI). Attached is our report identifying areas of audit coverage and related conclusions.

Thank you for your cooperation. If you have any questions or need additional assistance implementing corrective action, please contact Maura Gagan or myself at (518) 457-1417.

Respectfully,

A handwritten signature in black ink that reads "Leslie S. Kern".

Leslie S. Kern
Deputy Director
Office of Internal Audit & Compliance

Attachment

cc: Mark Philippy, Sergeant

CHRI Access Review

Brockport Village Police Department NY0272800

January 11, 2012

TAC: Mark Philippy**Auditor:** Maura Gagan**Results of Review**

1. Inquiries and Searches are Authorized and Adequately Supported	Status
Inquiries into DCJS and/or CJIS criminal history records must be consistent with inquiry purposes identified in the Use and Dissemination Agreement (U&D) between the agency and DCJS. The user agency must make available to DCJS records that support and justify criminal history record inquiries to DCJS and/or CJIS for the purpose of routine, periodic audits to ensure compliance with all applicable laws, regulations, policies and procedures regarding the information furnished by DCJS and/or CJIS.	In Compliance
Findings: None	
Corrective Action Required: None	
2. Case Number or Identifiers Support Inquiries	Status
DCJS policy requires that the operator enter information in the case number field that will identify the U&D authorized criminal justice purpose for each name search or CHRI inquiry. The case number may be a formal agency generated case number or an informal identifier sufficient to identify the specific agency case or record supporting the inquiry. The inquiry subject's name may also be used as the case number if no other number is available.	In Compliance
Findings: None	
Corrective Action Required: None	
3. Requestor Names are Consistent with Inquiries	Status
DCJS/NCIC policy requires the name of the requestor (the individual to whom the inquiry response will be given and who will utilize the response for an authorized criminal justice purpose) be properly identified and recorded in the appropriate field. For example, when a Probation Officer asks an operator to obtain CHRI for an authorized purposes, a unique identifier for the P.O. (name, badge number, etc.) must be entered into the Requestor field.	In Compliance
Findings: None	
Corrective Action Required: None	
4. Reason Codes are Consistent with the Inquiry Purpose	Status
User agencies are assigned reason codes that correspond to the authorized purpose for an inquiry. These codes, established through the U&D, may be viewed by clicking on the question mark to the right of the reason code box on the eJusticeNY Search or Inquiry Screen. Operators must enter a reason code appropriate for the purpose each name search and inquiry.	In Compliance
Findings: None	
Corrective Action Required: None	

CHRI Access Review

Brockport Village Police Department NY0272800

January 11, 2012

5. User Comment Field Entries Support Inquiries	Status
DCJS policy requires that a "User Comment" be entered in connection with every inquiry. The User Comments field is a 250-length character field in which the operator should enter information that further identifies the criminal justice purpose of the inquiry and builds the audit trail supporting the purpose for the inquiry.	In Compliance
Findings: None	
Corrective Action Required: None	

6. All Terminal Operators are NCIC/III Certified	Status
Under DCJS Guidelines for Terminal Agency Coordinators, Terminal Operators whose duties require accessing NCIC/III files must be tested upon assignment. Thereafter, Terminal Operators must be retested every two years to ensure proficiency and continued access to NCIC/III files. The testing and certification is accomplished through an on-line testing program.	In Compliance
Findings: None	
Corrective Action Required: None	

7. Operators and Staff with Access to CHRI are Fingerprinted	Status
According to the U&D Agreement user agencies are required to conduct a fingerprint based criminal history search of all personnel who will have access to physical or electronic versions of state or federal CHRI.	In Compliance
Findings: None	
Corrective Action Required: None	

8. All Terminal Operators and Staff are Adequately Trained	Status
Agencies will familiarize their personnel with, and adhere to, 42 U.S.C. 3789g and the applicable regulations (see, 28 CFR Part 20; Appendix C) and, when applicable, the CJIS Security Policy Issuances, NCIC Manual and the III Operational and Technical Manual, which are incorporated into the U&D Agreement by reference. Agencies will also familiarize their personnel with, and ensure adherence to, all physical and personnel security, and other relevant provisions, as specified in the Electronic Access Guidelines in Appendix B. This includes, but is not limited to, provisions concerning the confidentiality of CHRI and the physical security of terminals enabled to electronically access the files of DCJS and, if applicable, CJIS.	In Compliance
Findings: None	
Corrective Action Required: None	

CHRI Access Review

Brockport Village Police Department NY0272800

January 11, 2012

9. All Terminal Operators have Completed DCJS Confidentiality of Information Training	Status
According to the revised U&D Agreement and current DCJS policy, the TAC must ensure that each terminal operator completes DCJS approved training concerning the confidentiality of information available through the eJusticeNY Support Services Suite. The TAC must retain a copy of the DCJS supplied certification for each terminal operator for review upon audit.	In Compliance
Findings: None	
Corrective Action Required: None	

10. All eJusticeNY Terminals Secure	Status
According to the U&D, the User Agency agrees to protect the security of criminal history record information contained in either printed or electronic form. All terminals, printers and other electronic devices which allow access to CHRI must be in secure locations within the confines of the User Agency. Access to the locations must be restricted to authorized employees, or visitors - such as vendors – necessary for business purposes. Visitors to computer sites or terminal areas must be accompanied by User Agency staff at all times.	In Compliance
Findings: None	
Corrective Action Required: None	

11. TAC Appropriately Trained	Status
According to the “Guidelines for Terminal Agency Coordinators” (DCJS-EXT 2422), the primary role of the TAC is to ensure their agency and its eJusticeNY operators comply with laws, regulations and policies regarding accessing, storing, disseminating and disposing of CHRI. DCJS TAC training provides the TAC with the resources and strategies to accomplish this task successfully.	In Compliance
Findings: None	
Corrective Action Required: None	

12. TAC Review of eJusticeNY Audit Logs	Status
According to the U&D Agreement, the TAC must review the automated logs on a monthly basis and select a sample of inquiries and searches for review. If the results of that review show unauthorized requests, the TAC must review additional inquiries to assess the extent of unauthorized use.	In Compliance
Findings: None	
Corrective Action Required: None	

CHRI Access Review

Brockport Village Police Department NY0272800

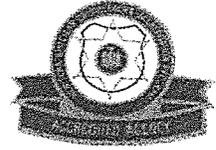
January 11, 2012

13. Comprehensive Policies and Procedures Covering Use and Dissemination of CHRI	Status
Adequate controls over access to CHRI include detailed written procedures covering use, dissemination and disposal of CHRI. Written procedures provide a uniform point of reference for all staff with access to physical or electronic CHRI. These written procedures should include a section for sanctions for misuse of CHRI.	In Compliance
Findings: None	
Corrective Action Required: None	
14. Rap Sheet Security	
According to the CIJS Security Policy, Section 4.2, printed CHRI must be maintained in a secure records environment and CHRI may be stored for extended periods only when the CHRI is a key element for the integrity/utility of the case file/criminal records file in which they are retained. Also according to CIJS and DCJS Policy, disposal of CHRI must be accomplished in a secure manner ensuring the thorough destruction of all elements of the records and that precludes unauthorized viewing, access or use.	In Compliance
Findings: None	
Corrective Action Required: None	
15. Sufficient Time to Complete TAC Responsibilities	
According the Use and Dissemination Agreement, the User Agency agrees to provide sufficient time during normal business hours for the TAC to perform the duties and responsibilities associated with the position, as explained in the TAC Guidelines (DCJS-EXT 2422.)	In Compliance
Findings: None	
Corrective Action Required: None	



Brockport Police Department

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Daniel P. Varrenti
Chief of Police

2012

Fourth Quarter Report

Respectfully submitted by,

Daniel P. Varrenti
Chief of Police

Fourth Quarter 2012

Calls for service - 4,222

Total Arrests - 519

Vehicle and Traffic Arrests - 365

Aggravated Blood Alcohol Content - 3
Aggravated Unlicensed Operation 1st Degree - 2
Aggravated Unlicensed Operation 2nd Degree - 7
Aggravated Unlicensed Operation 3rd Degree - 11
Allow Use of Drivers License - 1
Blood Alcohol Content .08% or More - 9
Cracked Windshield - 3
Driving Out of Class - 2
Driving While Ability Impaired (drugs) - 1
Driving While Intoxicated - 13
Driving While Registration Suspended/Revoked - 1
Driving Without an Interlock Device - 1
Driving Without Lights - 1
Excessive Window Tint - 25
Fail to Keep Right - 1
Fail to Obey Traffic Control Device - 3
Fail to Signal Turn - 1
Fail to Wear Seat Belt - 6
Fail to Yield to a Pedestrian - 4
Hand Held Use of Cell Phone - 20
Improper Signal - 9
Inadequate Exhaust - 2
Inadequate Lights - 50
Leave Scene of Motor Vehicle Accident - 2
More Than One Earpiece - 1
No Helmet - 1
No Plate - 1
Operator Has More Than Two Passengers Under Twenty One Years of Age - 1
Pass on Right - 1
Pass Red Light - 1
Pass Stop Sign - 29
Possess Another's License - 2
Possess Forged License - 8
Prohibited U-Turn - 2
Speed - 55
Speed Not Reasonable or Prudent - 1
Texting While Driving - 24
Uninspected Motor Vehicle - 23

Uninsured Motor Vehicle - 1
Unlawfully Operating on a Public Highway - 1
Unlicensed Operator - 12
Unregistered Motor Vehicle - 5
Unsafe Lane Change - 4
Unsafe Tires - 1
Use of Another's License - 6
Use of a Forged License - 2
Wrong Way on a One Way Street - 7

Criminal and Violation Arrests - 62

Assault - 6
Criminal Mischief - 2
Criminal Possession of a Controlled Substance - 2
Criminal Possession of Marijuana - 1
Criminal Possession of Stolen Property - 1
Disorderly Conduct - 8
Forcible Touching - 1
Harassment - 9
Mental Hygiene Arrest - 10
Obstructing Governmental Administration - 1
Petit Larceny - 3
Trespass - 2
Unlawful Imprisonment - 1
Unlawful Possession of an Alcoholic Beverage - 11
Unlawful Possession of Marijuana - 4

Village Ordinance Arrests - 80

Disorderly Conduct - 9
Disorderly House - 10
Littering - 13
Open Container - 35
Prohibited Noise - 13

Bench Warrant Arrests - 12

General Reports

Aggravated Harassment - 2
Assault - 6
Burglary - 7
Contempt of Court - 2
Criminal Mischief - 31
Criminal Possession of a Controlled Substance - 3

Criminal Possession of Stolen Property - 2
Criminal Possession of a Weapon - 1
Criminal Trespass - 2
Disorderly Conduct - 6
Falsely Reporting an Incident - 1
Family Trouble/Domestic - 28
Forcible Touching - 1
Grand Larceny - 3
Harassment - 19
Identity Theft - 1
Menacing - 1
Mental -3
Miscellaneous - 6
Obstructing Governmental Administration - 1
Petit Larceny - 26
Procure Alcohol by Fraudulent Means - 1
Provide Alcohol to Persons Under Twenty One Years of Age - 1
Rape - 1
Robbery - 1
Trespass - 3
Unauthorized Use of Motor Vehicle - 2
Unlawful Imprisonment - 1
Unlawful Possession of an Alcoholic Beverage - 6
Unlawful Possession of Marihuana - 4

Motor Vehicle Accidents - 26

Parking Tickets - 356

Assist Other Agencies - 5

Fourth Quarter Report Highlights

Crime Trend Highlights:

- I have attached all Media Release sheets relative to crimes that have occurred in the Village of Brockport and provided to the media on a weekly basis by Sergeant Mark Philippy and/or Officer Richard Cranston during this past quarter.

Miscellaneous

- Synopsis: During this quarter the Brockport Police Department, handled 4,222 calls for service, made 62 criminal and violation arrests, 13 DWI arrests, took 31 criminal mischief reports, 28 family trouble reports, 7 burglary reports, 3 grand larceny reports, and a number of other reports. In addition Brockport Police made 365 Vehicle and Traffic arrests that included 55 speeding tickets, 20 aggravated unlicensed operation tickets, 23 un-inspected motor vehicle tickets, 356 parking tickets, 80 village ordinance arrests and took 26 Motor Vehicle Accidents.



Brockport Police Department

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Brockport, N.Y. 14420



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Weekly Media Release

October 1st, 2012 through October 7th, 2012

October 2nd, 2012:

Amanda L. Morgan was arrested for Harassment in the second degree following a dispute with another individual. She is due to appear in Sweden Town Court.

October 5th, 2012:

A Hamlin resident reports that an unknown individual smashed the passenger side window of her vehicle, while it was parked on Water Street.

October 6th, 2012:

Michael L. Gallagher was arrested for Disorderly Conduct and Trespass. He is due to appear in Sweden Town Court.

October 7th, 2012

An Adams Street resident reports the theft of a mountain bike from their garage.

Kevin M. Sullivan was arrested for Criminal Possession of a Controlled Substance in the Seventh Degree. He is due to appear in Sweden Town Court.

The Brockport Police responded to 300 calls for service from October 1st, 2012 through October 7th, 2012 with 12097 calls to date.



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Weekly Media Release

October 8th, 2012 through October 14th, 2012

October 12th, 2012:

A Utica Street resident reports someone pulled flowers from the ground and scattered them throughout the front yard.

October 13th, 2012:

Police came upon a fight between two males on Main Street at King Streets. A Third Degree Assault report was taken. Charges are pending due the unknown extent of the injuries.

October 14th, 2012:

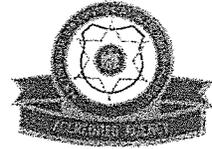
Police charged Noe Avendano, 52 years old, of Brockport NY for **Misdemeanor Aggravated Driving While Intoxicated** as well as other traffic-related offenses. Avendano is due to appear in Sweden Town Court.

The Brockport Police responded to 335 calls for service from October 8th, 2012 through October 14th, 2012 with 12,432 calls to date.



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Daniel P. Varrenti
Chief of Police

Weekly Media Release

October 29th, 2012 through November 4th, 2012

October 27th, 2012:

Police were called to a Student Lane address for the report of an unknown intoxicated male that kicked in the apartment door and left through a bedroom window. Police were able to find the male, however the victim declined prosecution.

November 2nd, 2012:

A Main Street resident reports that sometime between 11/1 and 11/2, someone took a sign that was attached to the building.

Police arrested Jaclyn J. Cowles, 25 years old of Spencerport, on charges of Misdemeanor Driving While Intoxicated and other traffic-related offenses. Cowles is due to appear in Sweden Town Court.

November 3rd, 2012:

Police arrested Brian E. Heller, 24 years old of Holley, on charges of Felony First Aggravated Unlicensed Operation, Second and Third Degree Unlicensed Operation, Driving While Intoxicated (all Misdemeanors) and other traffic-related offenses, after Heller was seen on an ATV at Clark Street and Smith Streets. Heller is due to appear in Sweden Town Court.

An Erie Street resident reports someone threw a rock at their motor vehicle, causing damage.

November 4th, 2012:

A Monroe Avenue resident reports someone kicked the driver's side door of their motor vehicle, causing damage.

The Brockport Police responded to 336 calls for service from October 29th, 2012 through November 4th, 2012, with 13,538 calls to date.



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Weekly Media Release

November 5th, 2012 through November 11th, 2012

November 5th, 2012:

A Student Lane resident reports that sometime between 11/3 and 11/5, someone broke the driver-side mirror of their vehicle.

November 6th, 2012:

A Victory Drive resident reported that there were fraudulent purchases made on their bank debit card.

November 9th, 2012:

Police arrested Dylan M. Rodriguez, 20 years old of Brockport, on charges of Seventh Degree Criminal Possession of a Controlled Substance, a Misdemeanor, as well as other charges. Rodriguez is due to appear in Sweden Town Court.

November 10th, 2012:

Police arrested Nathan J. Wallenhorst, 21 years old of Rochester, on charges of Driving While Intoxicated, a Misdemeanor, as well as other traffic-related offenses. Wallenhorst is due to appear in Sweden Town Court.

November 11th, 2012:

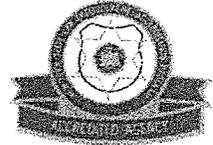
Police arrested Edsel L. Patterson, 30 years old of Rochester, on charges of Driving While Intoxicated, a Misdemeanor, as well as other traffic-related offenses. Patterson is due to appear in Sweden Town Court.

The Brockport Police responded to 376 calls for service from November 5th, 2012 through November 11th, 2012, with 13,914 calls to date.



Brockport Police Department

One Clinton Street
Brockport, N.Y. 14420



Daniel P. Varrenti
Chief of Police

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Weekly Media Release

November 12th, 2012 through November 18th, 2012

November 12th, 2012:

A Clinton Street resident reports that someone removed the driver side mirror off of their vehicle.

November 13th, 2012:

Police arrested Michelle E. Gerace, 20 years and Katie M. Radford, 19 years old, both of Rochester, on charges of Petit Larceny, a Misdemeanor. Both Gerace and Radford are due in Sweden Town Court.

Police arrested Michael T. Cota and Christopher T. Cota, both 22 years old of Syracuse on charges of Third Degree Assault, a Misdemeanor, stemming from a fight that occurred on Main Street on October 20th. Both are due in Sweden Town Court.

November 14th, 2012:

A Holley Street resident reports someone threw a rock at the east side of their house and broke a pane of glass in a door.

November 18th, 2012:

Police arrested Chelsea E. Maxon, 18 years old of Brockport for Misdemeanor Driving While Intoxicated along with other traffic-related offenses. Maxon is due to appear in Sweden Town Court.

A Main Street resident reports that someone broke off the driver side mirror of their motor vehicle.

Police arrested Amanda L. Rosado, 32 years old of Brockport for Felony Driving While Intoxicated along with other traffic-related offenses. Rosado is due in Sweden Town Court.

November 19th, 2012:

A M/B was observed stealing a pack of cigarettes and a cellular phone from a motor vehicle that was parked behind a North Main Street business.

November 20th, 2012:

A North Main Street business reports the theft of an "Android" tablet and notebook.

The Brockport Police responded to 328 calls for service from November 12th, 2012 through November 18th, 2012, with 14,242 calls to date.



Brockport Police Department

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Brockport, N.Y. 14420



Daniel P. Varrenti
Chief of Police

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Weekly Media Release

November 19th, 2012 through November 25th, 2012

November 25th, 2012:

A West Avenue business reports a customer was seen stealing adult diapers, handi wipes and surgical lubricant. The suspect was found in the parking lot of the business and the property was retrieved. The suspect was released without prosecution at the employee's request.

The Brockport Police responded to 289 calls for service from November 19th, 2012 through November 25th, 2012, with 14,531 calls to date.



Brockport Police Department

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Weekly Media Release

November 26th, 2012 through December 2nd, 2012

November 26th, 2012:

A Spring Street resident reported that between 8:25am and 8:45am, a suspect entered the home through a window taking food left on the counter and leaving a book bag. Police were able to identify a suspect, however the homeowner declined to press charges.

2:53pm - Police arrested Corey M. Vanvoorst, 22 years old, of Rochester, on charges of Aggravated Unlicensed Operation, Third Degree, a Misdemeanor, along with other traffic offenses. Vanvoorst was issued traffic summonses returnable to Sweden Town Court.

November 27th, 2012:

A Union Street resident came home to find their modem cable and computer wires cut totaling approximately \$50 in damage.

November 28th, 2012:

A Clinton Street resident reported that sometime overnight, a suspect entered and stole a \$20 and the center console of a vehicle parked in the driveway.

November 30th, 2012:

2:26am - Police arrested Patrick S. Keyes, 22 years old, of Bayport NY, with Aggravated Driving While Intoxicated, a Misdemeanor, as well as other traffic offenses. Keyes was issued traffic summonses returnable to Sweden Town Court.

December 1st, 2012:

4:37am - Police arrested Philip J. Klemmer, 22 years old, of Spencerport, with Driving While Intoxicated, a Misdemeanor, as well as other traffic offenses. Klemmer was issued traffic summonses returnable to Sweden Town Court.

December 2nd, 2012:

2:17am - Police responded for multiple fight calls in the area of Clinton, King and Erie Streets. Two arrests were made. Police are continuing to investigate.

2:25am - Police charged Patrick J. Hayden, 22 years old of Springfield, PA with Third Degree Assault and Second Degree Obstructing Governmental Administration, both Misdemeanors. Hayden is due to appear in Sweden Town Court.

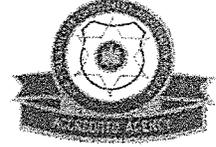
8:46pm - Police charged Sara L. McCollum, 22 years old of Hamlin with Third Degree Aggravated Unlicensed Operation, a Misdemeanor along with other traffic-related infractions. McCollum is due to appear in Sweden Town Court.

The Brockport Police responded to 348 calls for service from November 26th, 2012 through December 2nd, 2012, with 14,879 calls to date.



Brockport Police Department

One Clinton Street
Brockport, N.Y. 14420



Daniel P. Varrenti
Chief of Police

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

Weekly Media Release

December 3rd, 2012 through December 9th, 2012

December 3rd, 2012:

A Willowbrooke Drive resident called police for a Misdemeanor Third Degree Criminal Mischief and Second Degree Harassment complaint against a known suspect. At the time of this report, the victim is unsure if they wanted to press charges.

December 4th, 2012:

12:24am - Police arrested Christopher C. Mason, 28 years old, of Holley NY, with Felony Driving While Intoxicated, as well as other traffic offenses. Mason was issued traffic summonses returnable to Sweden Town Court.

December 5th, 2012:

11:15pm - A Main Street business employee reports the theft of their vehicle, which was left outside the store, unattended for approximately 10 minutes. An illuminated vehicle advertisement sign, cellular telephone, Apple iPod mp3 player, and Northface back pack were also in the vehicle when it was stolen. ****Update – At the time of this writing, the vehicle has recovered. ****

December 8th, 2012:

3:06am – A Student Lane resident reports someone damaged the windshield of their vehicle sometime between 10pm on 12/7 and 3am on 12/8.

1140pm – A Main Street business reported the theft of (2) crowd control stanchions that occurred during the early morning hours of December 2nd, 2012.

December 9th, 2012:

1:41am - Police arrested Anthony J. Cecere, 20 years old, of Deposit NY, with Misdemeanor Driving While Intoxicated, as well as other traffic offenses. Cecere was issued traffic summonses returnable to Sweden Town Court.

2:23am – Police responded to a fight on Main Street where the front window of the business was shattered. Reports were taken for Felony 3rd Degree Criminal Mischief, Misdemeanor Second Degree Menacing (involving a knife), and a Second Degree Harassment. The incident is still under investigation.

10:35am – A King Street resident reports someone broke the east side window of their home.

2:32pm – A Student Lane resident reports that sometime between 1pm and 10pm on 12/8, a suspect damaged the front driver side window of their vehicle.

7:38pm – Police responded to a King Street address for the burglary that had just occurred. Police did find the subjects responsible, and the incident is still under investigation.

The Brockport Police responded to 315 calls for service from December 3rd, 2012 through December 9th, 2012 with 15,194 calls to date.



Brockport Police Department

One Clinton Street
Brockport, N.Y. 14420



Daniel P. Varrenti
Chief of Police

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

Weekly Media Release

December 10th, 2012 through December 16th, 2012

December 11th, 2012:

A Palmyra resident reports the theft of personal property, which was stolen from their unlocked pick-up truck while it was parked on Fair Street. The theft reportedly occurred between 10:30am and 11:30am.

December 14th, 2012:

9:35am – A Willowbrooke Drive resident made an Aggravated Harassment report against a known suspect. The victim declined to press charges at the time of this report.

11:58pm- Police arrested Richard A. Harris, 30 years old, of Rochester NY, with Third Degree Aggravated Unlicensed Operation, a Misdemeanor, as well as other traffic offenses. Harris was issued traffic summonses returnable to Sweden Town Court.

December 16th, 2012:

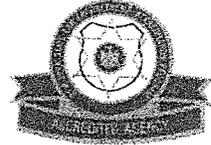
12:53am – Police were called to a Clinton Street business for the assault.

The Brockport Police responded to 295 calls for service from December 10th, 2012 through December 16th, 2012 with 15,489 calls to date.



Brockport Police Department

One Clinton Street
Brockport, N.Y. 14420



Daniel P. Varrenti
Chief of Police

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

Weekly Media Release

December 17th, 2012 through December 23rd, 2012

December 21st, 2012:

A Hillcrest Parkway resident reports that sometime between 3pm on 12/20 and 11:30am on 12/21, a "Garmin" GPS unit was stolen from their unlocked vehicle.

December 22nd, 2012:

1:44am – Police arrested James Burgio, 49 years old of Brockport, NY on charges of Driving While Intoxicated, a Misdemeanor, as well as other traffic-related offenses. Burgio is due to appear in Sweden Town Court.

The Brockport Police responded to 271 calls for service from December 17th, 2012 through December 23rd, 2012 with 15,760 calls to date.



Brockport Police Department

One Clinton Street
Brockport, N.Y. 14420



Daniel P. Varrenti
Chief of Police

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

Weekly Media Release

December 24th, 2012 through December 31st, 2012

December 24th, 2012: *** Update on an earlier posting ***

Police arrested Kelly A. Henson, 24 years old of Hamlin, NY on a charge of Third Degree Assault, a Misdemeanor, as a result of an on-going investigation from a fight that occurred on December 16th, 2012. Henson is due to appear in Sweden Town Court.

December 28th, 2012:

A concrete chainsaw was reportedly stolen sometime between 12pm and 3pm from a Fair Street business.

The Brockport Police responded to 257 calls for service from December 24th, 2012 through December 31st, 2012 with 16,017 calls in 2012.



01/18/13

Village Board –

This is an updated version of the plan adopted in December 2002.

It includes all of the feedback from previous review by Department Heads and Fire Chief as well as some from Fire Commissioner Vaughan.

At the 1/22/13 VB meeting:

- Deputy Mayor or Designated Trustee – to be designated by Mayor
- Emergency Coordinator – to be designated by Mayor
- Public Information Officer – to be designated by Mayor
- (Site Media Spokesperson – to be designated by Public Information Officer)

Once the Village Board adopts the amended EOP, it can be circulated for signatures of concurrence. Once those have been obtained, and Annex A & B (contact info) has been confirmed, it will be e-mailed & hard copied to all.

Leslie

DRAFT
**EMERGENCY OPERATIONS
PLAN**

**VILLAGE OF BROCKPORT
Monroe County,
New York State**

Adopted by Resolution of the Village Board

Date: _____

replacing the version adopted in December 2002



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Chief Executive Officer
Emergency Coordinator
Village Board
Village Administrative Staff
 Village Clerk
 Village Treasurer
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Public Information Officer
On-Scene Media Spokesperson
Medical Officer

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SIGNATURES OF CONCURRENCE

The following signatures of concurrence indicate that the agencies shown below have read this edition of the Village of Brockport's *Emergency Operations Plan*, and are committed to its effective implementation:

VILLAGE OF BROCKPORT BOARD

Mayor

BROCKPORT PUBLIC WORKS

Superintendent

BROCKPORT POLICE DEPARTMENT

Police Chief

BROCKPORT CODE ENFORCEMENT

Code Enforcement Officer/Fire Marshal

BROCKPORT FIRE DISTRICT

Fire Chief

BROCKPORT FIRE DISTRICT

Chair of Board of Fire Commissioners

BROCKPORT AMBULANCE CORPS

EMS Chief Brockport Ambulance Corp.

STATE UNIVERSITY AT BROCKPORT

President

LAKESIDE MEMORIAL HOSPITAL

Chief Executive Officer

BROCKPORT CENTRAL SCHOOLS

Superintendent



RESOLUTION OF ADOPTION

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

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

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

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

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

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

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

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

seal of the Village of Brockport

Village Clerk



CHAPTER 1

Introductory Material



INTRODUCTION

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

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

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

PURPOSE

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

OBJECTIVES

Objectives of this plan are to:

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



PHASES OF EMERGENCY MANAGEMENT

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

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

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

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

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

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

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



STAGES OF AN EMERGENCY

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

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

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

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

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

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



CLASSIFICATION OF EMERGENCIES

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

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

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

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

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

The Emergency Operations Center will not be activated.

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

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

LEVEL 3 Declared disaster – A major emergency situation that involves requesting assistance from additional agencies or special units. At this level the Mayor declares a STATE OF EMERGENCY. Incident Command rests with the Mayor. State and Federal assistance may be requested by the Mayor if the situation requires.

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



CHAPTER 2

Concept of Operations



LOCAL CONTROL and CHAIN OF COMMAND

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

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

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

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

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



CONTINUITY OF GOVERNMENT

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

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

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

ACTION PRIOR TO DECLARATION

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

SEQUENCE OF ACTIONS

Emergency occurs.

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

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

- If necessary, the Emergency Operations Center can be opened upon request of the Incident Commander.

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

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

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

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



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

The declaration shall include the following:

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

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

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

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

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

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

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

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

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

The Mayor may request State or Federal assistance through the Monroe County or NYS Office of Emergency Preparedness.

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

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



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

The President makes a declaration of a Federal disaster.

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

Emergency Coordinator attends Applicant's Briefing.

Village submits *Request for Public Assistance*.

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

EMERGENCY NOTIFICATION PROCEDURE

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

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

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

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

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

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

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

The dispatcher shall note the time each individual is contacted.

EMERGENCY OPERATIONS CENTER

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

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

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



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

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



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

MISSION STATEMENTS

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

Public Officials

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

Brockport Fire District

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

Brockport EMS

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

Brockport Police Department

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



Emergency Coordinator

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

Department of Public Works

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

**Code Enforcement
Building Inspector / Fire Marshal**

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



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

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

Brockport Central School District	Transportation of evacuees. Shelters.
SUNY College at Brockport	Shelters.
Monroe County Office of Emergency Preparedness	Maintain lists of resources. Develop and maintain emergency alert list for County State and Federal officials. Initiate the Emergency Communications Network. Initiate radiological and hazardous materials monitoring reports, and analysis systems. Develop alerting procedures. Maintain liaison with County officials.
Hazardous Materials Response Team	Upon request responds to and stabilizes hazmat incidents. Establish safety zone around hazmat. Identify hazardous materials. Containment of hazardous substances. Decontamination of emergency response personnel. Provide mutual aid to other requesting agencies.
Department of Health	Inspection of shelters. Environmental health response to ensure proper control of hazardous materials and their removal. Provide environmental monitoring. Care for specialized populations.
Community Services American Red Cross Salvation Army	Opening congregate care facilities. Registration of evacuees. Reuniting of families. Feeding of evacuees and victims. Income maintenance services. Information and referral services. Sheltering. Clothing. Other staple necessities.



MAINTENANCE OF EMERGENCY OPERATIONS PLAN

ANNUAL REVIEW

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

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

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

INTERNAL PROCEDURES

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

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

TRAINING

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

EXERCISE

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

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

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



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

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

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

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

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

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

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



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

INCIDENT CRITIQUE

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



CHAPTER 3

Individual or Departmental Responsibilities

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



CHIEF EXECUTIVE OFFICER

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

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



EMERGENCY COORDINATOR

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

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



VILLAGE BOARD OF TRUSTEES

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

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



VILLAGE CLERK

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

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



TREASURER

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

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



BROCKPORT FIRE DISTRICT

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

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



BROCKPORT POLICE DEPARTMENT

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

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



DEPARTMENT OF PUBLIC WORKS

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

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



EMERGENCY OPERATIONS PLAN

Village of Brockport, New York

CODE ENFORCEMENT DEPARTMENT

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

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



PUBLIC INFORMATION OFFICER

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

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



SITE MEDIA SPOKESPERSON

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

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



MEDICAL OFFICER / EMS CHIEF

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

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



APPENDIX 1

Article 2-B

NEW YORK STATE EXECUTIVE LAW

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



APPENNDIX 2

SAMPLE FORM OF *DECLARATION OF STATE OF EMERGENCY*

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

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

The declaration shall include the following:

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

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

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



EMERGENCY OPERATIONS PLAN
Village of Brockport, New York

Village of Brockport
Monroe County, New York State

DECLARATION OF STATE OF EMERGENCY

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

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

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

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

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

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

By Order of

Signed this _____ day of _____, 20__

Mayor



ANNEX A

COMMUNICATIONS RADIO FREQUENCIES VEHICLE & PERSONNEL RADIO CALL SIGNS LISTING

To complete & insert once EOP amendments are adopted



ANNEX B

NOTIFICATION LISTS

To complete & insert once EOP amendments are adopted



*re Museum
upgrades*

16 Liberty Street • Brockport, NY 14420 • Phone: (585) 395-0420 • Fax: (585) 395-0428

January 16, 2013

Linda Baker
Harry Donahue
Village of Brockport
49 State Street
Brockport, NY 14420

RE: Museum Upgrades

We hereby propose to furnish and install electrical wiring per scope of work provided, which includes seven (7) areas.

Proposed Cost: \$4,500.00

Notes:

1. Does not include sales tax.
2. Includes New York State Prevailing Wage.
3. Work to be done during normal working hours, 7:00 AM – 3:30 PM, Monday through Friday.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate to contact our office.

Sincerely:

Nathan C. London

Nathan C. London
Vice President

NCL:lfg

Detmunt

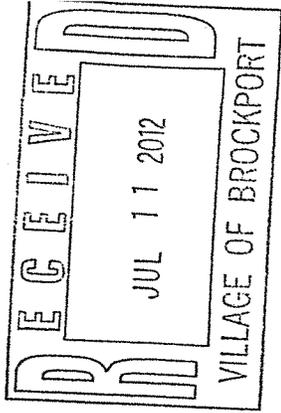
George Marks Electric, Inc.
817 Stoneybrook Trail
Holley, NY 14470
638-5390

Date 7-10-12

M Museum

Terms: 2% Service Charge per month Minimum Service Charge on all past due accounts \$5.00

<i>2nd floor top of stairs</i>		
<i>hallway</i>		
<i>1- Ceiling fixture</i>		
<i>to light, on top of both</i>		
<i>Arch. Next to quest. bank</i>		
<i>of water \$275.00</i>		
<i>2nd floor glow front cabinet</i>		
<i>install track lighting</i>		
<i>removed from cabinet</i>		
<i>of water \$35.00</i>		
<i>Children's toys room</i>		
<i>install and reorganize</i>		
<i>of water \$70.00</i>		



COPY

MAYOR ✓

BOT ✓

DH'S HARRY

OTHER D&H

ESTIMATE FROM

JACKIE MORRIS

TOYAS \$2,315-

FOR MUSEUM

LIGHTING

IMPROVEMENTS-

ASKS FOR VB

CONSIDERATION

AT NEXT MEETING

(SHAFER NEWS?)

Apple

re Museum upgrades

AGREEMENT

This agreement, effective as of December 1, 2012, or upon execution by both parties, by and between the VILLAGE BOARD TRUSTEES OF THE VILLAGE OF BROCKPORT, Monroe County, New York, (the "Village") with offices at 49 State Street, Brockport, New York 14420, and the BROCKPORT FIRE DISTRICT, a New York fire district, having an office at 38 Market Street, Brockport New York 14420 in the Village of Brockport, Monroe County, New York (District).

WITNESSETH:

WHEREAS, the District and the Village wish to enter into this municipal cooperative agreement in the spirit of cooperation, and in an attempt to cut costs and share equipment and facilities, and

WHEREAS, the District owns and/or operates property located in the Village, including at 38 Market Street, Brockport, New York, and

WHEREAS, the Village, as one of its governmental functions provides snow removal and snow plowing to its municipal facilities, and

WHEREAS, inherent in such responsibility the Village maintains the necessary equipment to carry out such functions and the Village has the equipment to plow, salt, and remove excessive accumulations of snow and/or ice, which equipment is available at, during and after snowfalls, and

WHEREAS, the District in its capacity in providing fire and emergency service to its constituents, which include the village residents, is in need of accessibility to the facilities and buildings that store its fire equipment on a 24 hour, 7 day a week basis, and

WHEREAS, such accessibility is crucial to an adequate response to an emergency anticipated and expected from its constituents, and

WHEREAS, as one of its obligations to the Village, as set forth in the deed from the Village to the District, the District must make some parking spaces in the Market Street parking facility available for public parking, and

WHEREAS, the Village plows village properties located adjacent to and in close proximity to the property of the District;

NOW, THEREFORE, in consideration of the terms and conditions contained herein, and in accordance with the New York State General Municipal Law, Article 5-G, the parties herein do covenant and agree as follows:

SNOWPLOWING

1. The Village will remove snow and/or ice at the District properties in the Village of Brockport located at 38 Market Street, Brockport, New York, 191 West Avenue, Brockport, New York, and the Capen Hose Company No. 4 Property (subject to the Village's receipt of a lease between the Fire District and the Capen Hose Company No. 4) at 237 South Main Street, Brockport New York, when there is an

accumulation of snow on the properties of the District, as necessary to keep the parking lots of the properties open for use by the public and Fire District personnel.

2. The Village will plow and/or de-ice ramps, the parking lot and driveway at said sites during and after snow storms and will push back the heavy accumulation of snow on the site using its own equipment and when necessary remove such snow from the property.
3. The Village will not be responsible for the restoration of pavements, or turf damage because of the Village's work.
4. To the extent as reasonably possible, the Village will render such services at times commensurate with the Village's removal of snow or de-icing on its own facilities.
5. The District will not be required to notify the Village when the District needs the Village's services. The Village will schedule the services, taking into account the District's needs. It is anticipated that when the Village will plow and/or de-ice ramps, the parking lot and driveways of its own facility, that it will do the same on the district properties.
6. The consideration exchanged for this service shall be \$1,000.00 and the Village will provide these services under the authority of §119-o of the General Municipal Law.
7. The District waives all damages against the Village and hereby indemnifies and agrees to hold harmless the Village from all liability and damages, including attorney's fees, that the Village may incur due to the service to be rendered by the Village to the District.

GENERAL PROVISIONS

8. This Agreement shall commence on December 1, 2012, or upon execution by both the District and Village, and shall terminate on the 30th day of November, 2013.
9. Either party may terminate this Agreement, with or without cause, upon written notice to the other party.
10. At least ninety (90) days before the end of the term of the Agreement, this agreement may be renewed for an additional one year term, by giving written notice to the other party of its intention to renew this agreement . The terms and conditions of this Agreement shall remain the same unless otherwise amended in writing.
11. The Village and the District agree to comply with all federal, state and local laws, resolutions, ordinances, codes, rules and regulations applicable to the performance of the terms of this agreement.
12. This Agreement contains the entire agreement between the parties and may be modified or assigned only in writing signed by duly authorized representatives of both parties. This Agreement is binding on the parties, their successors, legal representatives and assigns. Any provision of this Agreement

prohibited by law will be deemed amended to conform to such law without in any way invalidating or affecting the remaining provisions.

13. 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.
14. This Agreement will be deemed to have been made in and will be construed in accordance with the laws of the State of New York.
15. Any notice required to be given to either party will be written and sent to The District or Village addresses shown on page one, by either registered or certified mail.
16. This Agreement may be executed in any number of counterparts, each of which will be deemed an original and will not become effective and binding upon the District or Village until accepted and executed by the authorized signatory as set forth in the respective resolutions of the Brockport Fire District Board of Fire Commissioners and the Village of Brockport Board of Trustees.

IN WITNESS WHEREOF, the parties herein have executed the foregoing Agreement, pursuant to resolutions of the Brockport Fire District Board of Fire Commissioners and the Village of Brockport Board of Trustees.

Dated:

Brockport District Fire District

By: _____

Chairman Board of Fire Commissioners

Dated:

Village of Brockport

By: _____

Maria Connie Castaneda, Mayor

STATE OF NEW YORK)

COUNTY OF MONROE) ss:

On _____, 2013, before me, the undersigned, personally appeared 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 pursuant to resolution of the Board of Fire Commissioners of the Brockport Fire District, dated _____.

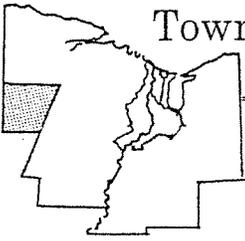
Notary Public

STATE OF NEW YORK)

COUNTY OF MONROE) ss:

On _____, 2013, before me, the undersigned, personally appeared Maria Connie Castaneda 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 pursuant to the resolution of the Village of Brockport Board of Trustees, dated _____.

Notary Public



Town of Sweden

18 State Street, Brockport, NY 14420

Web site www.townofsweden.org

Email karens@townofsweden.org

Fax: (585) 637-7389

kathvr@townofsweden.org

Assessor
(585) 637-8683

Building Dept.
(585) 637-8684

Finance
(585) 637-7588

Highway Dept.
(585) 637-3369

Supervisor
(585) 637-7588

Tax Receiver
(585) 637-2145

Town Clerk
(585) 637-2144

January 2, 2013

Village of Brockport, Village Board
Mayor Castañeda
49 State Street
Brockport, NY 14420

RE: Involved Agency under SEQR
4574 Lake Road Rezone & Future Construction of Townhouses

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

The Town of Sweden Town Board has received an application and proposal to re-zone a property located at 4574 Lake Road for future construction of 5 townhouse style apartment buildings. The property is currently zoned Retail-Commercial (B-1) and Residential (R-1). The applicant, Philip Miglioratti of Patriot Management, LLC desires to re-zone a portion of property currently Residential (R-1) to Retail-Commercial (B-1) an approximate 0.91+/- acres of Tax Account No. 083.08-1-2 to ultimately construct 5 townhouse style apartment buildings with a total of 38 units. The applicant also proposes to modify the existing structure onsite to become a maintenance facility, as well as constructing onsite stormwater management including green infrastructure provisions.

In accordance with 6NYCRR Part 617 all involved agencies must agree upon the Lead Agency designation within 30 calendar days of the date of receipt of this letter and the enclosed EAF. To facilitate such an agreement and to provide for sufficient time for discussion, if any, the Town Board requests that all response forms to this notice be returned to 18 State Street, Brockport, NY 14420 Attn: Karen M. Sweeting **no later than February 5, 2013.**

In the event that a response is not received at or before this time, your agency will be deemed to have no objection to the Town of Sweden Town Board assuming Lead Agency status for the purpose of this project. To facilitate your response, please complete the enclosed coordination request form and return it as part of your response.

Sincerely,

Karen M. Sweeting
Town Clerk, Town of Sweden

Supervisor Patricia P. Connors, Councilperson Robert A. Carges, Councilperson Rebecca M. Donohue,
Councilperson Kevin G. Johnson, Councilperson Donald E. Roberts, Jr.,
Town Clerk Karen M. Sweeting, Receiver of Taxes and Assessments Theresa M. Weed
Superintendent of Highways Frederick E. Perrine

Town of Sweden 4574 Lake Road Rezone Project

SEQR LEAD AGENCY COORDINATION REQUEST

_____ This Agency has no objection to the Town of Sweden Town Board assuming Lead Agency status for this action.

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

_____ Other (see comments below)

Comments:

Agency

Signature

Title

Date

PLEASE RETURN TO: Town of Sweden
Karen M. Sweefing, Town Clerk
18 State Street
Brockport, NY 14420

NOTE:

If this form is not returned at or before **February 5, 2013** your agency will be deemed to have no objection to the Town of Sweden Town Board assuming Lead Agency status for this action.

TOWN OF SWEDEN
APPLICATION FOR REZONING

Date: 11/14/2012

Fee Paid _____

Applicants Name: Phil Migliaratti - Patriot Management, LLC

Address: _____ 196 Mill Stream Run P.O. Box 1062
_____ Webster, NY 14580 or Webster, NY 14580

Daytime Telephone Number: (585) 703-9492 Fax Number _____

Description of Property Involved:

Address: 4574 Lake Road
Sweden, NY

Distance, direction to and name of nearest major intersection 200 feet

northwest to Lake Road & Coleman Creek Road

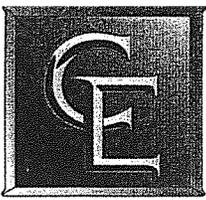
Tax ID# 83.08-1-2

Parcel Size 3.2 ± acres

Rezoning from R-1-2 to B-1

Include map of described area with application.

Mark R. Costello
Signature of Applicant



**COSTICH
ENGINEERING, P.C.**

November 14, 2012

Town Board
Sweden Town Hall -Town of Sweden
18 State Street
Brockport, NY 14420

RE: 4574 Lake Road Rezoning
LETTER OF INTENT

Dear Board Members:

It is the intent of the Patriot Management, LLC to request an amendment of the zoning in the rear portion of the above referenced property. The western two-thirds of the site is zoned Retail-Commercial (B-1) (2.2 acres) and the eastern one-third of the site is zoned R-1-2 (0.9 acres).

Enclosed is a concept plan that shows the proposed townhouse style apartment project. The project will consist of five apartment buildings with 6 to 8 apartments in each build for a total of 38 townhouse style apartment units. Four of the five buildings will have garages allowing sixteen of the townhouses to have attached garages. An existing structure on the site is proposed to be modified to become a maintenance facility for the project. Potable water and sanitary sewers are available to service the site. Stormwater management is proposed in the lower portion of the site and the plan will ultimately include green stormwater provisions. Access to the site will be through the property to the south using an existing access easement.

The townhouse style apartment project will provide a transitional zone for the commercial business use found on Lake Road and the single-family use to the east. The proposed apartments all have access to the outdoors with ample parking and sidewalks.

We respectfully request consideration of our proposal at the Town Boards earliest convenience. Please do not hesitate to contact me with any questions or comments you may have.

Sincerely,
COSTICH ENGINEERING, P.C.

Mark R. Costich, P.E.

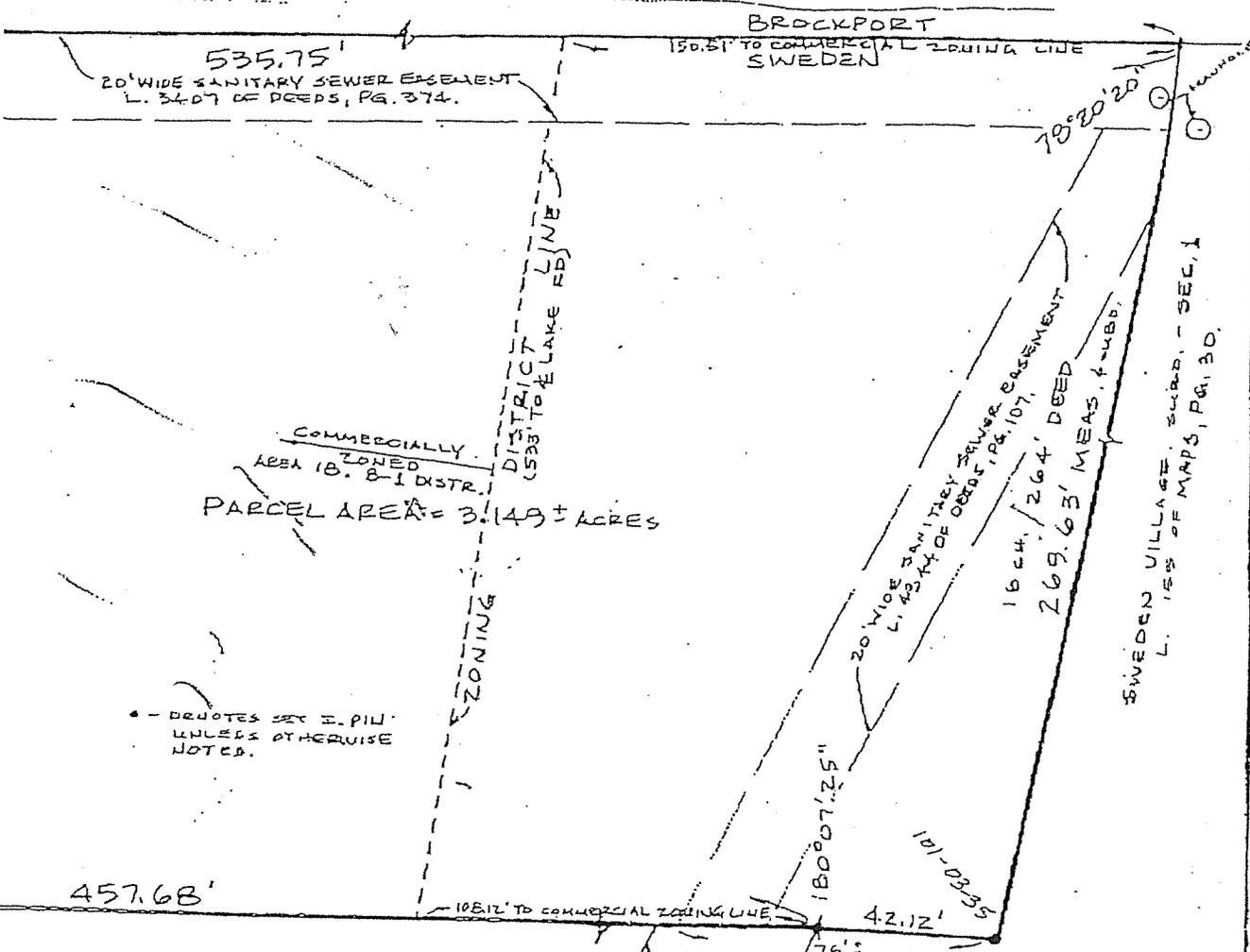
Enclosure

Xc: Patriot Management, Phil Migliaratti
Jim Fahy

H:/job/4094/documents/2012-11-14 Letter of Intent.doc

ABSTRACT PROVIDED
BL. NO. 083, 08-1-2

ROCK HEIGHTS SUBD.
L. 62 OF MAPS, PG. 3.
APPROXIMATE LOCATION OF COLEMAN'S CREEK

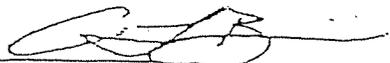


COMMERCIALLY ZONED
AREA 1B. B-1 DISTR.
PARCEL AREA = 3.149+ ACRES

* - DENOTES SEC. II, P.L.I.
UNLESS OTHERWISE NOTED.

MANAGEMENT INC.
DEEDS, PG. 527

- Certified to the following
1. HSEC BANK, USA, NATIONAL ASSOCIATION, AND SUCCESSORS
 2. HARTER, BECKETT & EMERY, LLP
 3. GEORGE HASE
 4. NAT O. LESTER, III, ESQ
 5. THE TITLE COMPANY INCLUDING THE MORTGAGE

Signed 
A.J. BAREA, NYS PLS No. 050229



PORTION OF PROPRTY OWNED BY PATRIOT MANAGEMENT, LLC TO BE RE-ZONED

All that tract or parcel of land situate in the Town of Sweden, County of Monroe, State of New York, as shown on a map entitled "4574 Lake Road Concept Plan" prepared by Costich Engineering, dated 10/24/2012, having Drawing No. 4094-CA100, and being more particularly bounded and described as follows:

Beginning at the northeast corner of lands now or formerly owned by Patriot Management, LLC having tax account # 83.08-01-02 and the northwest corner of lands now or formerly owned by Michael & Michelle Guerrieri having tax account # 83.08-01-09, said point also being a point on the common line of the Village of Brockport to the north and the Town of Sweden on the south; thence

1. Southerly along the common property line of lands now or formerly owned by Patriot Management, LLC, having tax account # 83.08-01-02 to the west and lands now or formerly owned by Michael & Michelle Guerrieri, having tax account # 83.08-01-09 and lands now or formerly owned by Gary Kenney, having tax account # 83.08-01-08 to the east an approximate distance of 270 feet to the southeast corner of lands now or formerly owned by Patriot Management, LLC having tax account # 83.08-01-02; thence
2. Westerly along the common property line of Patriot Management, LLC, having tax account # 83.08-01-02 to the north and lands now or formerly owned by Gary Kenney, having tax account # 83.08-01-08 and lands now or formerly owned by Sweden Lane Management Inc., having tax account # 83.08-01-05.1 to the south an approximate distance of 150 feet to the existing commercial zoning line.
3. Northerly through said lands now or formerly owned by Patriot Management, LLC having tax account # 83.08-01-02 and along said existing commercial zoning line an approximate distance of 268 feet to a point on the north line of lands now or formerly owned by Patriot Management, LLC having tax account # 83.08-01-02; thence
4. Easterly along the north line of lands now or formerly owned by Patriot Management, LLC having tax account # 83.08-01-02 an approximate distance of 151 feet to the point and place of beginning. Containing 0.91 acres of land, more or less.

PART 1--PROJECT INFORMATION

Prepared by Project Sponsor

NOTICE: This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please complete the entire form, Parts A through E. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Provide any additional information you believe will be needed to complete Parts 2 and 3.

It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

Name of Action 4574 Lake Road Rezoning

Location of Action (include Street Address, Municipality and County)

4574 Lake Road, Town of Sweden, Monroe County (T.A.#83.08-1-2)

Name of Applicant/Sponsor Patriot Management, LLC - Phil Migliaratti

Address ~~67 Charrington Road~~

Patriot Management, LLC
P.O. Box 1062
Webster, New York 14580

City / PO Rochester State NY Zip Code 14609

Business Telephone (585) 703-9492

Name of Owner (if different) _____

Address _____

City / PO _____ State _____ Zip Code _____

Business Telephone _____

Description of Action:

Rezoning of 3.20 acres of land for future proposed apartments use. Front portion is currently zoned B-1, back portion is zoned R-1-2, proposing to rezone the whole property to B-1 Retail-Commercial.

Please Complete Each Question--Indicate N.A. if not applicable

A. SITE DESCRIPTION

Physical setting of overall project, both developed and undeveloped areas.

1. Present Land Use: Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Other Apartments

2. Total acreage of project area: 3.20 ± acres.

APPROXIMATE ACREAGE	PRESENTLY	AFTER COMPLETION
Meadow or Brushland (Non-agricultural)	<u>2.2±</u> acres	_____ acres
Forested	<u>0.32±</u> acres	_____ acres
Agricultural (Includes orchards, cropland, pasture, etc.)	_____ acres	_____ acres
Wetland (Freshwater or tidal as per Articles 24,25 of ECL)	_____ acres	_____ acres
Water Surface Area	_____ acres	_____ acres
Unvegetated (Rock, earth or fill)	_____ acres	_____ acres
Roads, buildings and other paved surfaces	<u>0.32±</u> acres	<u>1.6±</u> acres
Other (Indicate type) <u>Lawn</u>	<u>0.36±</u> acres	<u>1.6±</u> acres

3. What is predominant soil type(s) on project site? Made land (Mb) per SCS Soil Survey

- a. Soil drainage: Well drained _____% of site Moderately well drained 100 % of site.
 Poorly drained _____% of site

b. If any agricultural land is involved, how many acres of soil are classified within soil group 1 through 4 of the NYS Land Classification System? N/A acres (see 1 NYCRR 370).

4. Are there bedrock outcroppings on project site? Yes No

a. What is depth to bedrock <6.6 (in feet) per SCS Soil Survey

5. Approximate percentage of proposed project site with slopes:
 0-10% 100 % 10- 15% _____% 15% or greater _____%

6. Is project substantially contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places? Yes No (per OPRHP cultural resource mapping)

7. Is project substantially contiguous to a site listed on the Register of National Natural Landmarks? Yes No

8. What is the depth of the water table? 3-5' (in feet) per SCS Soil Survey

9. Is site located over a primary, principal, or sole source aquifer? Yes No

10. Do hunting, fishing or shell fishing opportunities presently exist in the project area? Yes No

11. Does project site contain any species of plant or animal life that is identified as threatened or endangered? Yes No

According to:

Per existing conditions and NYSDEC Environmental Resource Mapper.

Identify each species:

12. Are there any unique or unusual land forms on the project site? (i.e., cliffs, dunes, other geological formations?)

Yes No

Describe:

13. Is the project site presently used by the community or neighborhood as an open space or recreation area?

Yes No

If yes, explain:

14. Does the present site include scenic views known to be important to the community? Yes No

15. Streams within or contiguous to project area:

Brockport Creek

a. Name of Stream and name of River to which it is tributary

16. Lakes, ponds, wetland areas within or contiguous to project area:

None

b. Size (in acres):

17. Is the site served by existing public utilities? Yes No
- a. If YES, does sufficient capacity exist to allow connection? Yes No
- b. If YES, will improvements be necessary to allow connection? Yes No
18. Is the site located in an agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
19. Is the site located in or substantially contiguous to a Critical Environmental Area designated pursuant to Article 8 of the ECL, and 6 NYCRR 617? Yes No Per NYSDEC
20. Has the site ever been used for the disposal of solid or hazardous wastes? Yes No

B. Project Description

1. Physical dimensions and scale of project (fill in dimensions as appropriate).

- a. Total contiguous acreage owned or controlled by project sponsor: 3.20 acres.
- b. Project acreage to be developed: 2.56 acres initially; 2.56 acres ultimately.
- c. Project acreage to remain undeveloped: 0.64 acres.
- d. Length of project, in miles: N/A (if appropriate)
- e. If the project is an expansion, indicate percent of expansion proposed. N/A %
- f. Number of off-street parking spaces existing 10±; proposed 86
- g. Maximum vehicular trips generated per hour: 1-3 month (upon completion of project)?
- h. If residential: Number and type of housing units:

	One Family	Two Family	Multiple Family	Condominium
Initially	_____	_____	38	_____
Ultimately	_____	_____	38	_____

- i. Dimensions (in feet) of largest proposed structure: _____ height; 52' width; 152' length.
- j. Linear feet of frontage along a public thoroughfare project will occupy is? N/A ft.
2. How much natural material (i.e. rock, earth, etc.) will be removed from the site? 0 tons/cubic yards.
3. Will disturbed areas be reclaimed Yes No N/A

a. If yes, for what intended purpose is the site being reclaimed?

Grading and seeding

- b. Will topsoil be stockpiled for reclamation? Yes No
- c. Will upper subsoil be stockpiled for reclamation? Yes No
4. How many acres of vegetation (trees, shrubs, ground covers) will be removed from site? 0 acres.

5. Will any mature forest (over 100 years old) or other locally-important vegetation be removed by this project?

Yes No

6. If single phase project: Anticipated period of construction: 18 months, (including demolition)

7. If multi-phased:

a. Total number of phases anticipated 1 (number)

b. Anticipated date of commencement phase 1: 4 month 13 year, (including demolition)

c. Approximate completion date of final phase: 4 month 16 year.

d. Is phase 1 functionally dependent on subsequent phases? Yes No

8. Will blasting occur during construction? Yes No

9. Number of jobs generated: during construction _____; after project is complete _____

10. Number of jobs eliminated by this project _____.

11. Will project require relocation of any projects or facilities? Yes No

If yes, explain:

12. Is surface liquid waste disposal involved? Yes No

a. If yes, indicate type of waste (sewage, industrial, etc) and amount _____

b. Name of water body into which effluent will be discharged _____

13. Is subsurface liquid waste disposal involved? Yes No Type _____

14. Will surface area of an existing water body increase or decrease by proposal? Yes No

If yes, explain:

15. Is project or any portion of project located in a 100 year flood plain? Yes No

16. Will the project generate solid waste? Yes No

a. If yes, what is the amount per month? 2.0 tons

b. If yes, will an existing solid waste facility be used? Yes No

c. If yes, give name NYSDEC Approved ; location _____

d. Will any wastes not go into a sewage disposal system or into a sanitary landfill? Yes No

e. If yes, explain:

17. Will the project involve the disposal of solid waste? Yes No

a. If yes, what is the anticipated rate of disposal? _____ tons/month.

b. If yes, what is the anticipated site life? _____ years.

18. Will project use herbicides or pesticides? Yes No Landscape Purposes Only

19. Will project routinely produce odors (more than one hour per day)? Yes No

20. Will project produce operating noise exceeding the local ambient noise levels? Yes No

21. Will project result in an increase in energy use? Yes No

If yes, indicate type(s)

Electric, Natural Gas

22. If water supply is from wells, indicate pumping capacity _____ gallons/minute.

23. Total anticipated water usage per day 7600 gallons/day.

24. Does project involve Local, State or Federal funding? Yes No

If yes, explain:

25. Approvals Required:

			Type	Submittal Date
City, Town, Village Board	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>Rezoning</u>	_____
			_____	_____
			_____	_____
City, Town, Village Planning Board	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>Site Plan</u>	_____
			_____	_____
			_____	_____
City, Town Zoning Board	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		_____

City, County Health Department	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>Site Plan</u>	_____
			_____	_____
			_____	_____
Other Local Agencies	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<u>MCWA</u>	_____
			_____	_____
			_____	_____
Other Regional Agencies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		_____

State Agencies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		_____

Federal Agencies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		_____

C. Zoning and Planning Information

1. Does proposed action involve a planning or zoning decision? Yes No

If Yes, indicate decision required:

- | | | | |
|--|---|--|--------------------------------------|
| <input checked="" type="checkbox"/> Zoning amendment | <input type="checkbox"/> Zoning variance | <input type="checkbox"/> New/revision of master plan | <input type="checkbox"/> Subdivision |
| <input checked="" type="checkbox"/> Site plan | <input type="checkbox"/> Special use permit | <input type="checkbox"/> Resource management plan | <input type="checkbox"/> Other |

2. What is the zoning classification(s) of the site?

B-1 Retail Business District & R1-2 One Family Residential

3. What is the maximum potential development of the site if developed as permitted by the present zoning?

30± Units

4. What is the proposed zoning of the site?

5. What is the maximum potential development of the site if developed as permitted by the proposed zoning?

38± Units

6. Is the proposed action consistent with the recommended uses in adopted local land use plans? Yes No

7. What are the predominant land use(s) and zoning classifications within a ¼ mile radius of proposed action?

Commercial, , Single-Family Residential, Multi-Family Residential; B-1, R1-2

8. Is the proposed action compatible with adjoining/surrounding land uses with a ¼ mile? Yes No

9. If the proposed action is the subdivision of land, how many lots are proposed? N/A

a. What is the minimum lot size proposed? _____

10. Will proposed action require any authorization(s) for the formation of sewer or water districts? Yes No

11. Will the proposed action create a demand for any community provided services (recreation, education, police, fire protection)?

Yes No

a. If yes, is existing capacity sufficient to handle projected demand? Yes No

12. Will the proposed action result in the generation of traffic significantly above present levels? Yes No

a. If yes, is the existing road network adequate to handle the additional traffic. Yes No

D. Informational Details

Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures which you propose to mitigate or avoid them.

E. Verification

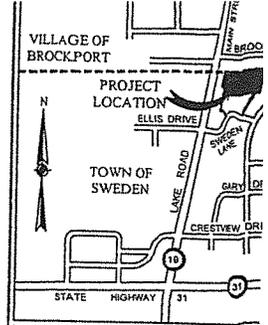
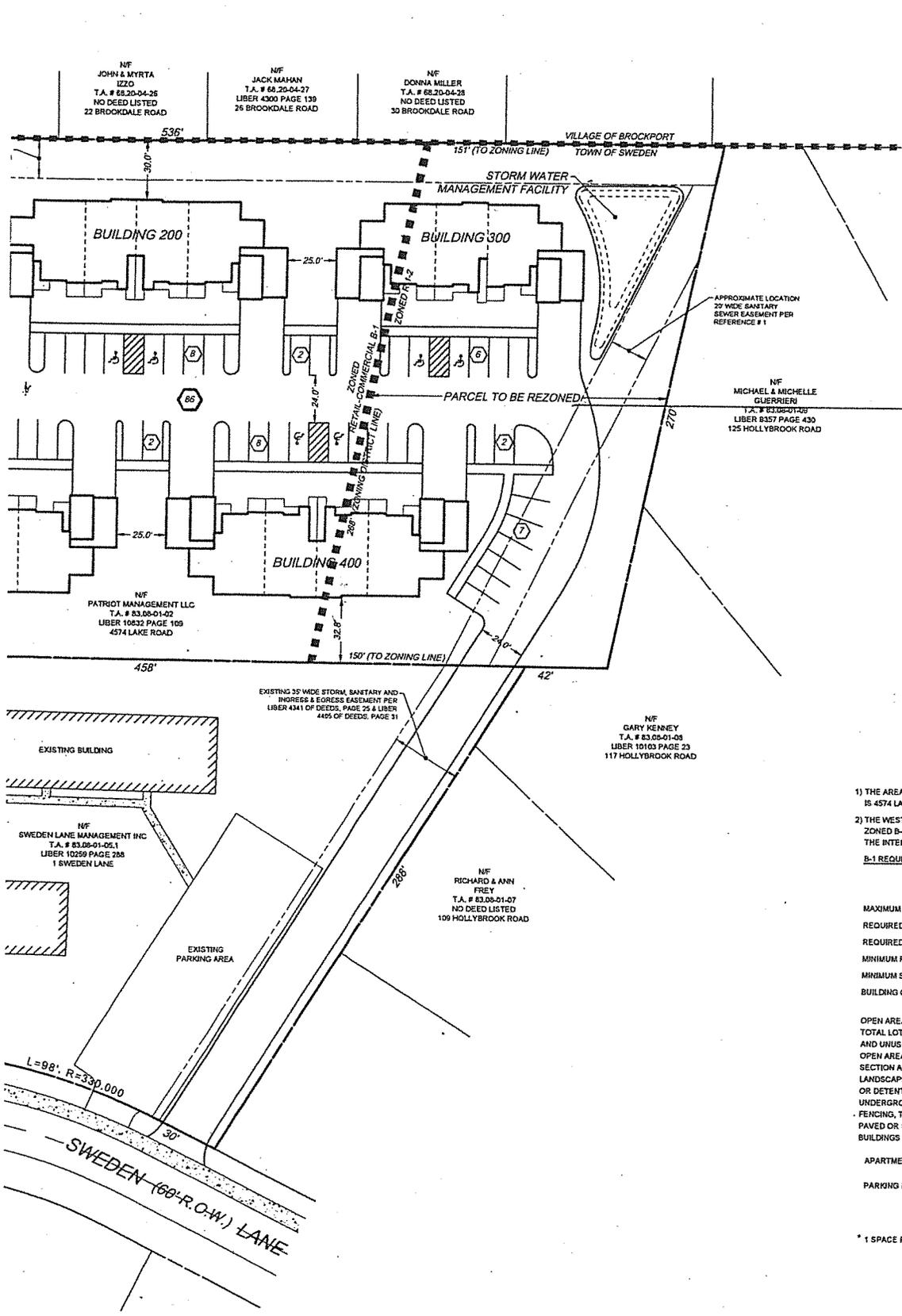
I certify that the information provided above is true to the best of my knowledge.

Applicant/Sponsor Name Phil Migliaratti Date November 14, 2012

Signature Mark R Costich (Agent)

Title Mark R. Costich, PE-Costich Engineering - Project Engineer, Agent for Applicant

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment.



LOCATION SKETCH
NOT TO SCALE

SITE DATA

- 1) THE AREA OF THE PARCEL PER REFERENCE 1 IS EQUAL TO 3.149 ACRES. THE ADDRESS IS 4574 LAKE ROAD, SWEDEN, NY.
- 2) THE WESTERN PORTION OF THE SITE (53% TO CENTERLINE OF SWEDEN ROAD) IS ZONED B-1 RETAIL COMMERCIAL. THE EASTERN PORTION OF THE SITE IS ZONED R-1-2. THE INTENT IS TO AMEND THE ZONING TO MAKE THE ENTIRE SITE B-1.

B-1 REQUIREMENTS:

	REQUIRED	SHOWN
MAXIMUM HEIGHT OF STRUCTURE	36 FEET	36 FEET +/-
REQUIRED FRONTAGE	100 FEET	270 FEET +/-
REQUIRED DEPTH	200 FEET	535 FEET +/-
MINIMUM FRONT SETBACK	75 FEET	75 FEET +/-
MINIMUM SIDE SETBACK	25 FEET	25 FEET +/-
BUILDING COVERAGE	20%	LESS THAN 20%

OPEN AREA REQUIREMENT AT LEAST 30% OF TOTAL LOT AREA SHALL REMAIN OPEN AND UNUSED. THIS OPEN AREA MAY INCLUDE OPEN AREAS OTHERWISE REQUIRED IN THIS SECTION AND MAY INCLUDE AREAS FOR LANDSCAPING, STORM WATER RETENTION OR DETENTION, IN GROUND SEPTIC SYSTEMS, UNDERGROUND UTILITIES, SCREENING AND FENCING. THE OPEN AREA SHALL NOT BE PAVED OR USED FOR PARKING, STORAGE, BUILDINGS OR ACCESSORY BUILDINGS.

APARTMENT DENSITY	12 UNITS/ACRE	12 UNITS/ACRE
PARKING REQUIREMENTS	2 SPACES / UNIT (88 UNITS * 2) = 76	86 SPACES *

* 1 SPACE PER GARAGE AND ONE SPACE IN FRONT OF EACH GARAGE

REFERENCES

1. INSTRUMENT SURVEY BY ALBAREA-PLS, TOWN OF SWEDEN, COUNTY OF MONROE, STATE OF NEW YORK, SUBDIVISION TOWNSHIP 3-SECTION 8, 4574 LAKE ROAD, TOWN LOT 12, L 4880, PAGE 118, DATED JULY 21, 2005.

COPYRIGHT © 2012 COSTICH ENGINEERING P.C. IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, LAND SURVEYOR, ARCHITECT OR LANDSCAPE ARCHITECT, TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS/HER SEAL AND THE NOTATION "ALTERED BY", FOLLOWED BY HIS/HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATION, TO THE DOCUMENT.		PROJECT ENGINEER M.R.C. DRAWN BY D.P.B. BOUNDARY _____ TOPOGRAPHY _____ DATE 10/24/2012 SCALE 1"=40'	<p>COSTICH ENGINEERING</p> 317 LAKE AVENUE ROCHESTER, NEW YORK 14626 (585) 456-9020	TITLE OF PROJECT 4574 LAKE ROAD TITLE OF DRAWING CONCEPT PLANS LOCATION OF PROJECT TAX PARCEL NO. 8308-01-01 TOWN LOT 12, TOWN OF SWEDEN, COUNTY OF MONROE, STATE OF NY CLIENT PATRIOT MANAGEMENT, L.L.C. 67 CHARRINGTON ROAD ROCHESTER, NY 14609
--	--	---	---	--

WHEREAS, Philip Miglioratti of Patriot Management, LLC, P.O. Box 1062, Webster, NY 14580, the owner of 4574 Lake Road in the Town of Sweden, has submitted to the Town Board an application and proposal to re-zone 4574 Lake Road from Residential (R-1) to Retail-Commercial (B-1); and

WHEREAS, Part I of the required State Environmental Quality Review (SEQR) Full Environmental Assessment Form and a map of the property has been filed with the town along with the required fee.

NOW, THEREFORE BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Sweden will hold a public hearing at the Town Hall, 18 State Street, Brockport, New York, in said Town on January 29, 2013 at 7:00 PM to hear all persons interested in the re-zoning of the property located at 4574 Lake Road.

Sec. 2. That the area proposed to be re-zoned is 0.91 +/- acres, a portion of tax account No. 083.08-1-2.

Sec.3. That the area proposed to be re-zoned is more specifically described as follows:

LEGAL DESCRIPTION

All that tract or parcel of land situate in the Town of Sweden, County of Monroe and State of New York, as shown on a map entitled "4574 Lake Road Concept Plan" prepared by Costich Engineering, dated 10/24/2012, having Drawing No. 4094-CA100, and being more particularly bounded an described as follows:

Beginning at the northeast corner of lands now or formerly owned by Patriot Management, LLC having tax account #083.08-1-2 and the northwest corner of lands now or formerly owned by Michael & Michelle Guerrieri having tax account #083.08-1-9, said point also being a point on the common line of the Village of Brockport to the north and the Town of Sweden on the south; thence

1. Southerly along the common property line of lands now or formerly owned by Patriot Management, LLC, having tax account #083.08-1-2 to the west and lands now or formerly owned by Michael & Michelle Guerrieri, having tax account #083.08-1-9 and lands now or formerly owned by Gary Kenney, having tax account #083.08-1-8 to the east an approximate distance of 270 feet to the southeast corner of lands now or formerly owned by Patriot Management, LLC having tax account #083.08-1-2; thence
2. Westerly along the common property line of Patriot Management, LLC having tax account #083.08-1-2 to the north and lands now or formerly owned by Gary Kenney, having tax account #083.08-1-8 and lands now or formerly owned by Sweden Lane Management, Inc. having tax account #083.08-1-5.1 to the south an approximate distance of 150 feet to the existing commercial zoning line; thence
3. Northerly through said lands now or formerly owned by Patriot Management, LLC having tax account #083.08-1-2 and along said existing commercial zoning line an approximate distance of 268 feet to a point on the north line of lands now or formerly owned by Patriot Management, LLC having tax account #083.08-1-2; thence
4. Easterly along the north line of lands now or formerly owned by Patriot Management, LLC having tax account #083.08-1-2 an approximate distance of 151 feet to the point and place of beginning. Containing 0.91 acres of land, more or less.

Sec. 4. That the Town Clerk is directed to cause a notice of this hearing to be posted and published as required by law.

Sec. 5. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Donohue
Seconded by Councilperson Johnson

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Carges	<u>Aye</u>
Councilperson Donohue	<u>Aye</u>
Councilperson Johnson	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Supervisor Connors	<u>Aye</u>

Submitted – December 11, 2012

Adopted

WHEREAS, the Town Board of the Town of Sweden has received an application and proposal to re-zone a property located at 4574 Lake Road for future construction of 5 townhouse style apartment buildings; and

WHEREAS, the property is currently zoned Retail-Commercial (B-1) and Residential (R-1); and

WHEREAS, the applicant, Philip Miglioratti of Patriot Management, LLC desires to re-zone the portion of property currently Residential (R-1) to Retail-Commercial (B-1) an approximate 0.91+/- acres of Tax Account No. 083.08-1-2; and

WHEREAS, the applicant, Philip Miglioratti of Patriot Management, LLC proposes to ultimately construct 5 townhouse style apartment buildings, a total of 38 units, and modify the existing structure onsite to become a maintenance facility, as well as constructing onsite stormwater management including green infrastructure provisions; and

WHEREAS, the Town Board recognizes that there is a need and requirement under the State Environmental Quality Review Act to classify, fully assess and determine the environmental significance of the impact of the proposed project; and

WHEREAS, the Town Board recognizes that the other involved agencies, as identified under the SEQRA Regulations and the EAF, part 1, Item 25, are the Town of Sweden Planning Board, Village of Brockport, the New York State Department of Environmental Conservation (NYSDEC), the New York State Department of Transportation (NYSDOT), the Monroe County Planning & Development, Monroe County Pure Waters (MCPW), the Monroe County Water Authority (MCWA), the Monroe County Department of Health (MCDOH), and the Monroe County Department of Transportation, and thus the action of the proposed re-zoning is subject to a coordinated review under SEQRA.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. The Town Board of the Town of Sweden does hereby declare its intent to be designated the Lead Agency for the Coordinated Review and Determination of Significance under SEQRA for the above referenced action.

Sec. 2. The Town Clerk shall provide the previously identified involved agencies with a copy of the application and the EAF, together with a copy of this Resolution, and request of said involved agencies their concurrence therewith.

Sec. 3. The Town Board intends to adopt a resolution at a Town Board meeting in January or February, 2013, but in no event less than thirty (30) days after the Town Clerk furnishes to all involved agencies the papers directed to be furnished herein, by which the Town Board will establish itself as the lead agency under SEQRA, providing that there are no objections thereto received from the above mentioned agencies.

Sec. 4. That this resolution shall take effect immediately.

MOTION for adoption of this resolution by Councilperson Carges
Seconded by Councilperson Donohue

Discussion:

VOTE BY ROLL CALL AND RECORD:

Councilperson Carges	<u>Aye</u>
Councilperson Donohue	<u>Aye</u>
Councilperson Johnson	<u>Aye</u>
Councilperson Roberts	<u>Aye</u>
Supervisor Connors	<u>Aye</u>

Submitted – December 27, 2012

Adopted