VILLAGE OF BROCKPORT
VILLAGE BOARD - MEETING AGENDA
Tuesday, July 24, 2012 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:**
  - NYPIRG – door to door peddling/soliciting application (fee-exempt)
- **CONSENSUS ITEMS:**
  - Approval of minutes – 6/26, 7/10, 7/19
  - Approval of bills to be paid
- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
    -
- **DEPARTMENT REPORTS:** (Treasurer & Department Heads are in attendance the 4th Tuesday of each month)
  - Treasurer – Daniel P. Hendricks
    - Financial reports for period ending 5/31/12
  - Building / Zoning / Code Enforcement – Codes Officer Scott C. Zarnstorff
    -
  - Police – Police Chief Daniel P. Varrenti
    -
  - Public Works – Superintendent Harry G. Donahue
    -
- **OLD BUSINESS:**
  - Authorize Attorney outside cap - abandoned/vacant properties issue – 9/4 VB work session
  - Authorize Attorney outside cap - Village Code Chapters 34 (parking), 43 (signs), 46 (trees) – return to Code Review Committee in preparation for finalizing proposed amendments for VB review to be able to call for public hearing
- **NEW BUSINESS:**
  - Approve recommendation & authorize Mayor to execute contract - estimate results – once/week cleaning of Village Hall, Police Dept. year round & Welcome Center seasonal
  - Authorize use of $2,315 from Shafer Trust for Museum lighting improvements
- **VILLAGE BOARD REPORTS:**
  - Mayor Maria Connie Castañeda
    - NYCOM workshop 8/16 – vacant/neglected/abandoned properties–VB etc RSVP to Clerk by 7/31
    - Unity at Brockport Open House – Thursday, 8/23 5-6:30pm
    - Brockport Ecumenical Food Shelf – become a backpack program sponsor
    - Emily L. Knapp Museum & Library of Local History – change in hours
  - Trustee William G. Andrews
    -
  - Trustee Margaret B. Blackman
    -
  - Trustee Kent R. Blair
    -
  - Trustee Carol L. Hannan
    -
- **EXECUTIVE SESSION**

- **OPEN ORGANIZATIONAL PART OF MEETING - APPOINTMENTS & ADOPTIONS**
    - Annual fence permits – GE – 98 Lyman Street & RG&E – Perry/Erie Streets
    - Advance approval of certain claims
    - Mileage allowance – per current IRS regulations
    - Those Elected & Appointed Officials since 8/09 must keep 3 month log of work hours & submit to Clerk – (if a member of the NYS Retirement System)
    - Adopt standard work time for various employee positions – for NYS Retirement System reporting purposes
    - Adopt Village stop signs & traffic signals
    - Accept resignation / or do not wish to be considered for renewal / or inactive
    - Volunteer drops/adds
    - Appointments & Reappointments:
        - Official newspaper – Suburban News
        - Official depositories – Chase
        - External Auditor – Raymond F. Wager, CPA, PC
        - Village Attorney – Robert S. Leni, Esq. (previously renewed)
        - Village Clerk – Leslie Ann Morelli – (previously renewed to 6/30/13)
        - Village Treasurer – Daniel P. Hendricks – (previously renewed to 6/30/13)
        - Deputy Village Clerk – Deborah Herzog – (previously renewed to 6/30/13)
        - Deputy Village Clerk-Treasurer – Ann Draper - (previous appointed to 6/30/13)
        - Environmental Attorney (if needed) – Underberg & Kessler
        - Village Historian / Museum Director – Jacqueline Morris – 1-year renew to 6/30/13
        - Boards & Committees:
            - Planning Board – 5 year term to 6/30/17
            - ZBA – complete a term to 6/30/13
            - ZBA – 5-year term to 6/30/17
            - Historic Preservation Board – 3-year term to 6/30/15
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            - Historic Preservation Board – 3-year term to 6/30/15
            - Historic Preservation Board – 3-year term to 6/30/15
            - Tree Board – 4-year term to 6/30/16
            - Tree Board – 4-year term to 6/30/16
            - Parks Committee – complete a term to 6/30/15
            - Parks Committee – 4-year term to 6/30/16
            - Ethics Board – complete a term to 6/30/15
            - Ethics Board – complete a term to 6/30/16
            - Ethics Board – complete a term to 6/30/16 – EMPLOYEE
    - Adopt meeting schedule
    - Appointment of Upstate New York Municipal Workers' Compensation Program Representatives
    - Village Board Liaisons to departments / areas / boards / committees
    - Review fee schedule & amend if necessary
    - Review various policies & amend if necessary
        - Facilities Use Policy
        - Purchasing/procurement Policy
        - Village Vehicle Use Policy
        - Village Media Response & Submission Policy
        - Village Board Meeting Procedures Policy
        - Village Identity Theft Prevention Program
        - Selection Process of Members to Boards & Committees
    - Miscellaneous "housekeeping" type items
- **CLOSE ORGANIZATIONAL PART OF MEETING**

- **ADJOURNMENT**

Upcoming:

- 7pm Tuesday, 8/7 – Village Board work session – includes "meet & greet" with Assemblyman Hawley & Chief of Staff
- 7pm Tuesday, 8/14 – Village Board meeting
- 7pm Tuesday, 8/28 – Village Board meeting

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.

RECEIVED
JUL 17 2012
VILLAGE OF BROCKPORT

VILLAGE OF BROCKPORT
HAWKING-PEDDLING APPLICATION

Date of Application: 7/16/12
Fee submitted: exempt
Date scheduled on Village Board agenda: 7/24
Note: Applicant must attend Village Board meeting.

BUSINESS or ORGANIZATION: NYPIRG

PERSON(s) IN CHARGE: Patty Ceravole

ADDRESS: 233 Alexander St., Rochester, NY 14607

TELEPHONE: 585-851-8012 FAX: _____

E-MAIL: PCeravole@nypirg.org

LICENSE TO COVER DATES FROM: 7/19/12 to 8/19/12

TIME OF DAY FROM: 2pm to 7pm

- Products to be sold or for which orders are to be solicited: Public Education
- Items / publications to be distributed: See attached
- Nature of other solicitation: _____

Vehicle to be used (if any): Year _____ Make _____ Model _____
State of Registry _____ Plate # _____

Mobile food units:
Must attach State and County Health Department compliance certificate(s).

Mary Pasman
SIGNATURE OF APPLICANT

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Date of Application: _____
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Date scheduled on Village Board agenda: 7/24
Note: Applicant must attend Village Board meeting.

BUSINESS or ORGANIZATION: NYPIRG

PERSON(s) IN CHARGE: Patricia Ceraole

ADDRESS: 233 Alexander street 14607

TELEPHONE: (585) 351-8052 FAX: —

E-MAIL: PCeraole@nypirg.org

LICENSE TO COVER DATES FROM: 7/19 to 8/19

TIME OF DAY FROM: 2 to 7

- Products to be sold or for which orders are to be solicited: public education
- Items / publications to be distributed: See attatched
- Nature of other solicitation: _____

Vehicle to be used (if any): Year _____ Make _____ Model _____
State of Registry _____ Plate # _____

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Brittany L. McKelvie
SIGNATURE OF APPLICANT
Brittany L. McKelvie

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BUSINESS or ORGANIZATION: NYPIRG

PERSON(s) IN CHARGE: Patt Coravole

ADDRESS: 233 Alexander St. Rochester, NY 14607

TELEPHONE: 585-851-8012 FAX: n/a

E-MAIL: ~~pcoravole@nypirg.org~~ pcoravole@nypirg.org

LICENSE TO COVER DATES FROM: _____ to 8

TIME OF DAY FROM: 2 pm to 9pm

- Products to be sold or for which orders are to be solicited: Public Education
- Items / publications to be distributed: see attached
- Nature of other solicitation: _____

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BUSINESS or ORGANIZATION: NYPIRG

PERSON(s) IN CHARGE: P. Ceravole

ADDRESS: 133 Alexander St. Rochester, NY 14607

TELEPHONE: (585) 851-8012 FAX: n/a

E-MAIL: pceravole@nypirg.org

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TIME OF DAY FROM: 2:00 pm to 7:00 pm

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BUSINESS or ORGANIZATION: NYPIRG

PERSON(s) IN CHARGE: PATTY CERAVOLE

ADDRESS: 233 Alexander St Rochester NY 14607

TELEPHONE: (585) 851-8012 FAX: _____

E-MAIL: pceravole@nypirg.org

LICENSE TO COVER DATES FROM: 7/19/12 to 8/19/12

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Jamie Dean
SIGNATURE OF APPLICANT

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BUSINESS or ORGANIZATION: New York Public Interest Research Group (NYPIRG)

PERSON(s) IN CHARGE: Patricia Geravole

ADDRESS: 233 Alexander Street Rochester NY 14607

TELEPHONE: 585 851 8012 FAX: _____

E-MAIL: pgeravole@nypirg.org

LICENSE TO COVER DATES FROM: 7/19/2012 to 8/19/2012

TIME OF DAY FROM: 2:00 pm to 7:00 pm

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BUSINESS or ORGANIZATION: New York's Public Interest Research Group

PERSON(s) IN CHARGE: Patricia ~~Bar~~ Ceravole

ADDRESS: 233 Alexander Street, Rochester NY, 14607

TELEPHONE: 585-851-8012 FAX: _____

E-MAIL: pceravole@

LICENSE TO COVER DATES FROM: 7/19 to 8/19

TIME OF DAY FROM: 2pm to 9pm

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Joe Frazomeni
SIGNATURE OF APPLICANT

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PERSON(s) IN CHARGE: Patricia Ceravole

ADDRESS: 233 Alexander St Rochester NY 14607

TELEPHONE: (585) 851-8012 FAX: _____

E-MAIL: PCeravole@NYPIRG.ORG

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Ella Wheeler
SIGNATURE OF APPLICANT

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PERSON(s) IN CHARGE: _____

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Maximilien [signature]
SIGNATURE OF APPLICANT

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PERSON(s) IN CHARGE: Patricia Ceravole

ADDRESS: 233 Alexander St. 14607

TELEPHONE: 585-851-8012 FAX: N/A

E-MAIL: pceravole@nypirg.org

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Sean Platten
SIGNATURE OF APPLICANT

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PERSON(s) IN CHARGE: Patty Ceravole

ADDRESS: 233 Alexander St, Rochester, NY 14607

TELEPHONE: 585-851-8012 FAX: _____

E-MAIL: PCERAVOLE@Nypirg.org

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Steven Bandes
SIGNATURE OF APPLICANT

To: Mayor Castaneda

From: Daniel P. Hendricks DPH

Date: July 20, 2012

Re: Reports

Enclosed are the following reports:

2011-12 - Statement of Actual & Estimated Revenues through May 30, 2012 - All Funds

2011-12 - Statement of Expenditures, Encumbrances & Appropriations through May 30, 2012 - All Funds

2011-12 - Balance Sheets - May 30, 2012 - All Funds

2011-12 - Bank Reconciliations - May 31, 2012 - All Funds

We are reconciling open purchase orders, and accrued revenues and expenses for filing of the Annual Update Document (AUD) for 2011-12. The AUD is scheduled to be filed at the New York State Comptroller's Office by the end of August.

Please let me know if you have any questions.

2011-12 - Statement of Actual & Estimated Revenues through May 30, 2012 - All Funds

Statement of Actual & Estimated Revenue

Village of Brockport
For Period Ending 05/31/2012
Selecting on FUND from A to X

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A1001.0000 Real Property Taxes	2,418,727.00		2,418,727.00		100.00
A1081.0000 In-Lieu-Of Taxes	130,000.00	21,528.78-	137,667.78	7,667.78-	105.90
A1090.0000 Int & Penalties on Taxes	8,000.00		12,955.92	4,955.92-	161.95
A1120.0000 County Sales Tax	1,328,000.00	380,980.22	1,255,131.17	72,868.83	94.51
A1130.0000 Utility Gross Receipts Tax	50,000.00	265.84	81,677.44	31,677.44-	163.35
A1170.0000 Franchise Tax	77,000.00		82,037.54	5,037.54-	106.54
A1230.0000 Clerk/Treasurer Fees	1,000.00	82.25	1,923.75	923.75-	192.38
A1520.0000 Police Fees	1,000.00	85.00	1,042.02	42.02-	104.20
A1560.0000 Safety Inspections	15,000.00	760.00	19,193.00	4,193.00-	127.95
A1640.0000 Ambulance Charges		1,434.97	89,161.71	89,161.71-	
A1710.0000 Public Works Services	1,000.00		6,524.29	5,524.29-	652.43
A1789.0000 Docking Fees	4,200.00	140.00	4,937.00	737.00-	117.55
A2089.0000 Farmers Market Fees	2,500.00		1,430.00	1,070.00	57.20
A2110.0000 Zoning Fees	300.00		825.00	525.00-	275.00
A2115.0000 Planning Fees	1,000.00	135.00	600.00	400.00	60.00
A2122.0000 Sewer Charges	155,643.00	16,515.48	116,451.60	39,191.40	74.82
A2262.0000 Fire Protection	566,072.00		526,346.21	39,725.79	92.98
A2389.3000 Monroe County - DWI			12,361.17	12,361.17-	
A2389.8000 Monroe Ctny-CD Block Grants			50,000.00	50,000.00-	
A2389.9000 Reimbursement-Annual Library Service	5,000.00			5,000.00	
A2389.9001 SCS Contribution- Crossing Guards			5,000.00	5,000.00-	
A2401.0000 Interest & Earnings	4,100.00		939.00	3,161.00	22.90
A2401.1000 Int Earned-Spec Reserves		194.65	823.01	823.01-	
A2401.3000 Interest & Earnings- Asset Forfeiture		0.02	0.87	0.87-	
A2450.0000 Comissions			9.25	9.25-	
A2545.0000 Bus / Occupation License	100.00	2,100.00	14,200.00	14,100.00-	14200.00
A2590.0000 Permits	3,000.00	675.00	6,375.00	3,375.00-	212.50
A2610.0000 Fines & Forfeitures	45,000.00	4,000.00	65,376.83	20,376.83-	145.28
A2650.0000 Scrap Sales	1,000.00		1,061.39	61.39-	106.14
A2655.0000 Minor Sales			3.00	3.00-	
A2665.0000 Sale of Equipment	3,500.00		64,044.69	60,544.69-	1829.85

Statement of Actual & Estimated Revenue

Village of Brockport
For Period Ending 05/31/2012
Selecting on FUND from A to X

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
\2680.0000					
Insurance Recoveries	6,000.00		29,167.65	23,167.65-	486.13
\2690.0000					
Other Comp-Landfill Reimbursement			10,836.97	10,836.97-	
\2701.0000					
Refund of P/Y Exp	7,500.00		44,317.63	36,817.63-	590.90
\2705.0000					
Gifts & Donations			4,710.00	4,710.00-	
\2770.0000					
Other Unclassified	1,000.00	86,155.26	140,061.88	139,061.88-	14006.19
.3001.0000					
State Aid - AIM	110,000.00		110,171.00	171.00-	100.16
3005.0000					
State Aid-Mortgage Tax	35,000.00		27,080.21	7,919.79	77.37
3089.4000					
State Aid-Other			362.50	362.50-	
3089.7000					
State Aid - Other		492.28	492.28	492.28-	
3089.7001					
State Aid, CHIPS	67,000.00		124,842.02	57,842.02-	186.33
3089.9000					
State Aid-STEP			3,103.21	3,103.21-	
4089.0000					
Medicaid Part B			6,372.17	6,372.17-	
4089.0001					
National Park Service Grant			1,100.00	1,100.00-	
Total for Fund: A (Fund - A)	**5,047,642.00**	**472,487.19**	**5,479,443.16**	**431,801.16-**	**108.55**
2140.0000					
Metered Water Sales	555,000.00	62,333.99	641,822.52	86,822.52-	115.64
2141.0000					
Meter Water Sales O/G	350,000.00	45,921.88	504,658.96	154,658.96-	144.19
2144.0000					
Water Service Charges	1,500.00	170.57	9,754.15	8,254.15-	650.28
2148.0000					
nterest & Penalties	10,000.00	1,062.03	14,098.72	4,098.72-	140.99
2401.0000					
nterest & Earnings	1,200.00	67.07	1,604.16	404.16-	133.68
2401.1000					
nt Earned-Spec Reserves	250.00	42.10	371.54	121.54-	148.62
Total for Fund: F (Fund - F)	**917,950.00**	**109,597.64**	**1,172,310.05**	**254,360.05-**	**127.71**
401.0000					
nt Earnings Shafer Trust			292.22	292.22-	
401.1000					
nt Earnings-Remington/SF1		28.84	28.84	28.84-	
401.3000					
nt Earnings-Checking A/C		2.01	16.32	16.32-	
Total for Fund: T (Fund - T)		**30.85**	**337.38**	**337.38-**	
Report Totals	**5,965,592.00**	**582,115.68**	**6,652,090.59**	**686,498.59-**	**111.51**

2011-12 - Statement of Expenditures, Encumbrances & Appropriations through May 30, 2012 - All funds

Date: 07/19/2012
Time: 1:53:41PM

User: DAN
Page:1

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1010.1000							
Trustees-Personal Services	13,772.00	1,148.00	13,776.92			4.92-	100.04
A1010.4000							
Trustees-Contractual Expenses			38.00			38.00-	
A1010.4030							
Trustees-Conference Exp			150.00			150.00-	
A1210.1000							
Mayor-Personal Services	9,862.00	822.25	9,867.00			5.00-	100.05
A1210.4000							
Mayor-Contractual Expenses	100.00					100.00	
A1210.4010							
Mayor-Telephone	1,220.00	31.44	814.00			406.00	66.72
A1210.4050							
Mayor-Conference Exp			75.00			75.00-	
A1320.4000							
Auditor-Contractual Expenses	12,100.00	4,840.00	10,840.00		6,100.00	4,840.00-	140.00
A1325.1000							
Clrk/Treas-Personal Services	101,711.00	6,554.40	115,575.60			13,864.60-	113.63
A1325.4000							
Clrk/Treas-Total Contractual Expense		25.00	1,831.55		1,393.45	3,225.00-	
A1325.4010							
Clrk/Treas-Telephone	7,200.00	165.68	4,289.43		232.00	2,678.57	62.80
A1325.4020							
Clrk/Treas-Office Supplies	4,000.00	113.89	3,882.16		1,255.14	1,137.30-	128.43
A1325.4030							
Clrk/Treas-Computer Supplies	9,000.00	11,877.23	12,830.20		10,627.23	14,457.43-	260.64
A1325.4050							
Clrk/Treas-Membership Fees	600.00		315.00			285.00	52.50
A1325.4060							
Clrk/Treas-Postage	3,600.00	346.41	1,675.99		100.00	1,824.01	49.33
A1325.4070							
Clrk/Treas-Copier Expenses	3,700.00		3,682.92			17.08	99.54
A1325.4080							
Clrk/Treas-Payroll Expense	4,700.00	198.60	3,666.47		1,507.14	473.61-	110.08
A1325.4090							
Clrk/Treas-Miscellaneous	2,400.00		1,257.00			1,143.00	52.38
A1325.4100							
Clrk/Treas - Publications	2,000.00	70.07	1,425.96		615.84	41.80-	102.09
A1325.4110							
Clrk/Treas-Training	1,000.00		152.97		172.03	675.00	32.50
A1325.4120							
Clrk/Treas-Tax Bill Processing	1,100.00	834.06	2,231.54			1,131.54-	202.87
A1420.4000							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Law-Total Contractual Expenses	60,000.00	11,210.00	64,133.03			4,133.03-	106.89
A1420.4040 Law-Other Attorney Fees			1,224.49-			1,224.49	
A1440.4000 Engineer-Total Contractual Expense	5,000.00		1,944.00			3,056.00	38.88
A1440.4020 Engineer-Chatfield Engineers		67.00	67.00			67.00-	
A1450.4010 Elections-Inspector Salaries			560.00			560.00-	
A1450.4020 Elections-Legal Notice Publication			24.57		25.43	50.00-	
A1450.4030 Elections-Supplies			1,521.00			1,521.00-	
A1490.1000 Pub Wrks Admin-Total Personal Ser	111,097.00	6,560.05	102,305.97			8,791.03	92.09
A1490.2000 Pub Wrks Admin-Equipment					107,500.00	107,500.00-	
A1490.4020 Pub Wrks Admin-Conference Exp	300.00		160.04			139.96	53.35
A1490.4030 Office Supplies/Postage	700.00		531.24		1,651.53	1,482.77-	311.82
A1490.4040 Permits, Licenses, Fees	300.00		160.00			140.00	53.33
A1490.4090 Pub Wrks Admin-Miscellaneous	500.00					500.00	
A1620.4000 Bldgs-Total Contractual Expenses	65.00					65.00	
A1620.4011 Buildings- Phone 11 Water St			249.39			249.39-	
A1620.4020 Natural Gas-DPW	6,000.00	328.26	4,794.16			1,205.84	79.90
A1620.4021 Bldgs-Gas 1 Clinton Street	1,300.00	111.24	1,190.35			109.65	91.57
A1620.4022 Bldgs-Gas 49 State Street	1,800.00	235.12	1,757.43			42.57	97.64
A1620.4030 Electric-DPW	5,800.00	523.17	5,930.20			130.20-	102.24
A1620.4031 Bldgs-Electric-1 Clinton Street	10,000.00	713.45	9,489.86			510.14	94.90
A1620.4032 Bldgs-Electric-49 State Street	3,500.00		4,059.36			559.36-	115.98
A1620.4050 Bldgs-Janitorial Supplies	750.00	154.11	731.98		18.89	0.87-	100.12

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
1620.4051 Bldgs-Janitor Supplies- Clinton St	1,200.00	31.28	127.94		437.44	634.62	47.12
1620.4052 Bldgs-Janitor Supplies-State Street	500.00	26.12	525.66		310.74	336.40-	167.28
1620.4060 Bldgs-Repair Items	19,560.00	973.97	16,992.02		4,164.20	1,596.22-	108.16
1620.4070 Telephone - DPW	1,200.00	63.84	1,652.81			452.81-	137.73
1620.4090 Bldgs-Miscellaneous	3,000.00		1,042.05		760.00	1,197.95	60.07
1640.4000 Central Garage- Contractual Expens	300.00					300.00	
1640.4010 Fasteners		53.46	680.39		2,392.53	3,072.92-	
1640.4020 Auto -Electrical	5,000.00	594.68	1,548.14		2,233.12	1,218.74	75.63
1640.4040 Tools	1,300.00	183.16	1,045.09		610.14	355.23-	127.33
1640.4050 Welding Supplies	800.00		434.38		365.62		100.00
1640.4060 Fuel Additives/Oil	2,500.00	365.00	2,779.45		2,220.55	2,500.00-	200.00
1640.4070 Shop Supplies	3,400.00	295.81	2,109.71		1,735.71	445.42-	113.10
1640.4080 Hydraulic Supplies	1,000.00				1,000.00		100.00
1640.4090 Miscellaneous	2,400.00		1,050.56		1,743.87	394.43-	116.43
1650.4010 Communications-Telephone		20.26	524.42			524.42-	
1670.4000 Central Mailing		1,148.36	4,761.99			4,761.99-	
1680.2000 IT Hardware Software	5,000.00	402.97	402.97			4,597.03	8.06
1680.4000 IT Hardware Software	5,000.00	1,365.00	4,941.97			58.03	98.84
1910.4000 Unallocated Insurance	30,470.00	5,000.00	5,000.00			25,470.00	16.41
1910.4010 General Insurance			53,977.35			53,977.35-	
1920.4000 Municipal-Membership Dues	4,950.00		4,815.00			135.00	97.27
1950.4000							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Taxes on Village Property 1990.4000			1,160.51			1,160.51-	
Contingency-Allocation Only 3120.1000	123,790.00		770.63			123,019.37	0.62
Police-Total Personal Services 3120.1090	1,094,790.00	81,489.14	1,119,386.41			24,596.41-	102.25
POlice-Personal Time 3120.2010			27.99			27.99-	
Police-Vehicles 3120.2020					18,997.40	18,997.40-	
Police-Firearms 3120.2040	1,470.00		1,245.55			224.45	84.73
Police-Office Furniture/Equip 3120.2051	250.00	23.82	178.80			71.20	71.52
Police-Computer Software 3120.4010	2,400.00		1,939.11		79.30	381.59	84.10
Police-Telephone 3120.4020	5,150.00	157.41	4,075.41			1,074.59	79.13
Police-Office Supplies/Postage 3120.4030	2,500.00		1,852.44		219.08	428.48	82.86
Police-Fleet Maintenance 3120.4031	2,900.00	354.09	4,200.25		4,135.58	5,435.83-	287.44
Police-Fleet Repairs 3120.4032	4,100.00	433.97	6,516.27		3,073.36	5,489.63-	233.89
Police-Fleet Supplies & Equip 3120.4040	3,200.00	350.38	1,997.34		3,701.08	2,498.42-	178.08
Police-Fuel 3120.4060	19,000.00		22,047.26			3,047.26-	116.04
Police-Maintenance Contracts 3120.4065	2,280.00	26.25	776.50		903.50	600.00	73.68
Office Equip Lease/Rental 3120.4080	2,900.00		7,016.75			4,116.75-	241.96
Police-Quarter Master Unit 3120.4090	4,500.00		3,577.92		1,490.42	568.34-	112.63
Police-Miscellaneous 3120.4100	500.00	103.66	734.48			234.48-	146.90
Affiliations 3120.4105	150.00		120.00			30.00	80.00
Training, School, Conferences 3120.4110	1,400.00	1,546.72	2,001.29			601.29-	142.95
Police-Publications 3120.4120	525.00		435.71			89.29	82.99
Police-Supplies/Life Safety Supplies	2,500.00		894.90		56.74	1,548.36	38.07

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4130 Police-Computer Supplies	1,300.00		287.75		239.97	772.28	40.59
A3120.4140 Police-Medical/Psychological	900.00					900.00	
A3120.4150 Police-Special Enforcement	600.00					600.00	
A3120.4155 Police- STOP DWI			223.45			223.45-	
A3120.4160 Police-Bike Patrol	300.00		89.90		1,439.95	1,229.85-	509.95
A3120.4170 Police-Explorer Post	200.00					200.00	
A3120.4180 Police-Community Service	250.00					250.00	
A3120.4190 Police-SPARTAC	100.00					100.00	
A3120.4210 Police-Technicians	100.00		373.24			273.24-	373.24
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	1,250.00		674.62		597.89	22.51-	101.80
A3310.4010 Traffic Control-Signal	600.00	91.12	552.80			47.20	92.13
A3310.4020 Traffic Control-Paint	1,500.00	1,573.67	1,748.98		141.51	390.49-	126.03
A3310.4030 Traffic Control-Signs	2,500.00	226.36	1,575.75			924.25	63.03
A3310.4040 Traffic Contrro-Channels & Posts	1,300.00		1,459.93		150.00	309.93-	123.84
A3310.4090 Traffic Control-Miscellaneous	400.00		82.50		412.50	95.00-	123.75
A3410.2000 Fire Dept-Equipment	36,713.49		36,713.49				100.00
A3410.4000 Contractual Expenses		7.90	7.90			7.90-	
A3410.4010 Telephone	11,500.00	2,503.40	15,556.96		3,247.40	7,304.36-	163.52
A3410.4020 Gas (Utility)	50,000.00	2,336.85	16,851.41			33,148.59	33.70
A3410.4030							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Electric A3410.4040	25,000.00		19,497.58		3,844.66	1,657.76	93.37
Fuel A3410.4050	15,000.00		11,521.13			3,478.87	76.81
Equip Maint & Repair A3410.4051	60,000.00	1,673.75	21,234.46		26,218.34	12,547.20	79.09
Firefighter Equip Maint/Repair A3410.4060	36,000.00	2,771.60	44,840.87		145.23	8,986.10-	124.96
General Insurance A3410.4062	27,000.00		15,707.21			11,292.79	58.17
Workers Compensation A3410.4070	112,000.00		95,472.82			16,527.18	85.24
Public Education A3410.4080	4,000.00		3,672.53			327.47	91.81
Fire Police A3410.4090	3,500.00		2,679.99		1,129.20	309.19-	108.83
Training A3410.4091	15,000.00	429.00	3,605.00		5,222.00	6,173.00	58.85
Dues A3410.4092	1,000.00		220.00			780.00	22.00
Explorers A3410.4110	350.00					350.00	
Building Maintenance A3410.4120	18,000.00	5,918.43	9,041.42		6,698.02	2,260.56	87.44
Capen/Clarkson Rent A3410.4140	8,000.00					8,000.00	
Installation of Officers Event A3410.4150	3,250.00	3,336.89	3,336.89			86.89-	102.67
Dispatch Services A3410.4160	43,000.00	81.00	4,928.00		2,000.00	36,072.00	16.11
Ground Ladder Test A3410.4170	1,200.00		807.32		192.68	200.00	83.33
Aerial Ladder Test A3410.4171	1,300.00		1,050.00			250.00	80.77
Hose Testing A3410.4200	2,500.00		3,334.54			834.54-	133.38
Miscellaneous A3410.4210	5,000.00	158.58	4,030.84		1,610.14	640.98-	112.82
Physicals A3410.4230	11,500.00	935.00	8,140.00		3,360.00		100.00
Air Bottles A3410.4250	9,000.00		9,383.15		430.00	813.15-	109.04
Office/Computer/Postage	10,000.00	534.43	12,376.97		9,699.25	12,076.22-	220.76

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3410.4260 Fire Dept - New Equipment	47,663.94		45,190.38		84,144.93	81,671.37-	271.35
A3410.4270 Radio Communic Upgrades	5,000.00		537.50		255.00	4,207.50	15.85
A3410.4280 New Pagers	3,500.00		3,488.80			11.20	99.68
A3410.4290 Alpha Pagers	18,000.00	53.00	16,166.04		5,516.72	3,682.76-	120.46
A3410.4300 Fire Dept-Class A Foam	1,500.00					1,500.00	
A3410.4310 New Hose	5,000.00				4,894.00	106.00	97.88
A3410.4320 Turn-Out Gear	33,000.00	204.00	20,569.82		7,640.18	4,790.00	85.48
A3620.1000 Safety Insp-Total Personal Services	67,544.00	5,541.37	72,279.21			4,735.21-	107.01
A3620.4000 Safety Insp-Total Contractual Expens	300.00					300.00	
A3620.4010 Cellular/Telephone	1,200.00	40.42	1,046.56			153.44	87.21
A3620.4020 Training	300.00		22.00			278.00	7.33
A3620.4030 Safety Insp-Computer Supplies	100.00					100.00	
A3620.4040 Fuel	1,500.00		1,357.80			142.20	90.52
A3620.4050 Association Dues	200.00		180.00			20.00	90.00
A3620.4090 Miscellaneous	1,000.00	227.95	823.30		1,814.19	1,637.49-	263.75
A3620.4200 Postage	700.00		771.87			71.87-	110.27
A3620.4210 Vehicle Maintenance	500.00					500.00	
A3620.4220 Process Services	200.00					200.00	
A4540.4000 Ambulance-Total Contractual Expen			205.50			205.50-	
A4540.4010 Telephone		235.75	6,103.85			6,103.85-	
A4540.4020 Supplies-ALS			26.75			26.75-	
A4540.4030							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Supplies -BLS			5,166.94			5,166.94-	
A4540.4040 Fuel			2,114.08			2,114.08-	
A4540.4050 Vehicle Maintenance			2,355.78		681.36	3,037.14-	
A4540.4061 Insurance-General			7,140.60			7,140.60-	
A4540.4062 Workers Compensation			4,368.37			4,368.37-	
A4540.4070 Equipment (Non-Capitalized)			4,180.00			4,180.00-	
A4540.4090 Miscellaneous			55.93			55.93-	
A4540.4110 Training/Conferences					280.40	280.40-	
A4540.4120 Physical Examinations			125.00			125.00-	
A4540.4160 ALS Equipment			10,565.20			10,565.20-	
A4540.4170 ALS Meds/Controlled Substances			75.79		424.21	500.00-	
A4540.4190 Volunteer Relations			1,120.75			1,120.75-	
A4540.4310 Oxygen			1,397.32			1,397.32-	
A4540.4400 3rd Party Billing Expenses			7,320.75			7,320.75-	
A4540.4410 Ambulance-ALS Intercepts			5,105.73			5,105.73-	
A5110.1000 Str Maint-Total Personal Services	435,387.00	40,934.85	479,105.03			43,718.03-	110.04
A5110.2010 Str Maint-Trucks-Pick-ups	26,210.00				26,206.99	3.01	99.99
A5110.4000 Str Maint-Total Contractual Expense	68,417.00					68,417.00	
A5110.4010 Str Maint-Telephone		16.83	436.43			436.43-	
A5110.4041 Str Maint-Diesel Fuel	17,000.00	1,447.40	17,356.65		9,400.17	9,756.82-	157.39
A5110.4042 Str Maint-Regular Fuel	9,000.00	4,973.44	27,977.39		40,130.90	59,108.29-	756.76
A5110.4050 Str Maint-Tools	500.00	1,214.52	2,211.13		1,184.62	2,895.75-	679.15

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.4060 Str Maint-Stone	3,000.00				3,000.00		100.00
A5110.4070 Str Maint-Asphalt	65,000.00		31,031.69		46,214.97	12,246.66-	118.84
A5110.4080 Str Maint-Uniforms	3,600.00		2,961.93		1,764.43	1,126.36-	131.29
A5110.4085 Str Maint-Shoes/Boots	2,000.00		950.97		1,199.29	150.26-	107.51
A5110.4090 Str Maint-Miscellaneous	3,000.00	833.92	1,317.55		270.08	1,412.37	52.92
A5110.4100 Str Maint-Equipment Parts	4,800.00	35.66	4,785.89		3,898.67	3,884.56-	180.93
A5110.4110 Str Maint-Truck Parts	17,000.00	366.94	6,949.07		6,671.05	3,379.88	80.12
A5110.4130 Str Maint-Physicals/Drug Testing	800.00		565.00		235.00		100.00
A5110.4140 Str Maint-Buildings	120.00		1,700.00			1,580.00-	1,416.67
A5110.4150 Str Maint-Concrete	2,200.00		1,281.60		2,918.40	2,000.00-	190.91
A5110.4160 Str Maint-Fill Material	100.00				500.00	400.00-	500.00
A5110.4165 Str Maint-Top Soil	500.00		488.00		556.00	544.00-	208.80
A5110.4170 Str Maint-Shop Supplies	500.00		242.77		143.60	113.63	77.27
A5110.4180 Str Maint-Training/Travel	200.00					200.00	
A5110.4190 Str Maint-Grass Seed	800.00	269.94	269.94		930.06	400.00-	150.00
A5110.4200 Str Maint-Publications	150.00				100.00	50.00	66.67
A5110.4210 Str Maint-Manholes & Covers	1,000.00					1,000.00	
A5110.4220 Str Maint-Office Supplies	100.00		235.62			135.62-	235.62
A5110.4230 Str Maint-Equip Rental	100.00					100.00	
A5112.2000 CHIPS Work			128,925.85		55,880.68	184,806.53-	
A5142.4010 Snow Plowing-Salt	32,000.00	6,359.51	28,732.22		3,267.78	0.00	100.00
A5142.4015							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Snow Plowing-Deicer	5,000.00		5,327.60			327.60-	106.55
A5142.4030 Snow Plowing-Plow Parts	3,000.00		267.10		194.52	2,538.38	15.39
A5142.4090 Snow Plowing-Contractual Expenses	200.00	242.03	242.03			42.03-	121.02
A5182.4010 Street Lighting-Electricity	82,000.00	13,112.90	89,823.95			7,823.95-	109.54
A5182.4030 Street Lighting-Repairs	1,500.00	495.30	569.06		426.24	504.70	66.35
A5182.4040 Street Lighting-Parts	1,500.00		648.90		351.10	500.00	66.67
A5182.4090 Street Lighting-Contractual Expenses	100.00				100.00		100.00
A5410.4010 Sidewalks-Concrete	2,000.00		1,699.96		500.00	199.96-	110.00
A5410.4020 Sidewalks-Stone	200.00		347.10		652.90	800.00-	500.00
A5410.4090 Sidewalks-Contractual Expenses-Mis	500.00		138.00		150.00	212.00	57.60
A5650.4020 Paint	200.00					200.00	
A5650.4030 Signs	200.00		461.23		44.61	305.84-	252.92
A5650.4040 Posts	200.00				50.00	150.00	25.00
A6410.4200 Welcome Center	4,500.00	131.02	4,454.70		1,441.07	1,395.77-	131.02
A6520.4000 Farmer's Mkt Manager	2,000.00		2,076.16			76.16-	103.81
A6520.4010 Farmer's Market- Publications	500.00		301.16		127.32	71.52	85.70
A6520.4030 Farmer's Market- Equipment and Sup					88.50	88.50-	
A6520.4090 Farmer's Market- Miscellaneous			85.00		25.00	110.00-	
A7140.2020 Parks/Playgrounds-Park Equipment	1,493.11		1,493.11		296.89	296.89-	119.88
A7140.4010 Parks/Playgrounds-Equipment Repai	1,000.00	78.60	531.31		439.57	29.12	97.09
A7140.4020 Parks/Playgrounds-Maintenance Sup	1,500.00	24.14	424.61		360.74	714.65	52.36
A7140.4030 Parks/Playgrounds-Gardening	200.00	64.00	269.99		220.02	290.01-	245.01

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A7140.4090 Parks/Playgrounds-Miscellaneous	400.00	211.71	303.48		758.23	661.71-	265.43
A7415.4000 Seymour Library	180,825.00		180,825.00				100.00
A7510.4090 Historian-Miscellaneous	100.00		125.00			25.00-	125.00
A7520.4010 Publication Notices	100.00		39.40		60.60		100.00
A7550.4050 Celebratioons-Electric		33.79	674.87			674.87-	
A7550.4090 Celebrations-Miscellaneous			47.91		152.09	200.00-	
A8010.4010 Zoning- Member Stipends			255.00			255.00-	
A8010.4020 Zoning-Conference Expense	300.00	75.00	125.00			175.00	41.67
A8010.4090 Zoning-Miscellaneous	350.00					350.00	
A8010.4300 Zoning-Publications	100.00	26.39	129.22			29.22-	129.22
A8020.1000 Planning Board-Personal Services	5,000.00	338.33	4,367.85			632.15	87.36
A8020.4020 Planning Board-Conference Expense	300.00	100.00	400.00			100.00-	133.33
A8020.4060 Planning Brd-Consulting Fees	300.00		99.50			200.50	33.17
A8020.4090 Planning Board-Miscellaneous	100.00				100.00		100.00
A8020.4300 Planning Board-Publications		16.38	16.38			16.38-	
A8120.4000 Sanitary Sewers-Total Contractual E			250.00		375.00	625.00-	
A8120.400P Sanitary Sewer Project - Perry Street			9,563.45		14,647.60	24,211.05-	
A8120.4010 Sanitary Sewer-Truck Parts	800.00		2,311.27		1,728.54	3,239.81-	504.98
A8120.4020 Sanitary Sewer-Supply Parts	6,000.00	48.94	1,796.82		1,559.72	2,643.46	55.94
A8120.4040 Gas-Remington Woods	300.00					300.00	
A8120.4080 Utilities-Pump Station	400.00	68.86	732.73			332.73-	183.18
A8120.4090							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Sanitary Sewer-Miscellaneous	1,000.00		3,863.16		2,513.95	5,377.11-	637.71
A8140.4010 Storm Sewer-Supply Parts	6,000.00	115.00	1,153.60		2,124.76	2,721.64	54.64
A8140.4020 Strom Sewer-Maintenance Supplies	1,000.00	1,119.11	1,387.28		865.46	1,252.74-	225.27
A8140.4090 Storm Sewers-Miscellaneous	2,500.00		6,648.39		1,236.36	5,384.75-	315.39
A8160.4010 Refuse Collection-Monthly Trash Ren	3,700.00	307.64	3,691.68		308.32	300.00-	108.11
A8160.4030 Refuse Collection-Brush Pick-up	500.00		635.74			135.74-	127.15
A8160.4040 Refuse Collection-Special Pick-up (	500.00		100.00-			600.00	20.00-
A8160.4050 Refuse Collection-Coolant Removal	200.00					200.00	
A8170.4010 Str Cleaning-Sweeper Repairs	1,000.00					1,000.00	
A8170.4020 Str Cleaning-Sweeper parts	4,000.00		1,406.70		1,912.08	681.22	82.97
A8170.4090 Str Cleaning-Miscellaneous	250.00				100.00	150.00	40.00
A8189.4000 Sanitation-Landfill Monitoring			5,950.90			5,950.90-	
A8189.4001 Sanitation-Landfill-Engineer			1,704.33			1,704.33-	
A8189.4002 Sanitation-Landfill-Testing	5,500.00		5,358.00			142.00	97.42
A8560.4010 Equipment Repairs	1,200.00	48.55	1,115.83		510.91	426.74-	135.56
A8560.4020 Shade Trees-New Tree Purchases	500.00	2,080.00	2,080.00			1,580.00-	416.00
A8560.4030 Shade Trees-Supplies	500.00					500.00	
A8560.4090 Shade Trees-Miscellaneous	500.00		145.36		69.64	285.00	43.00
A9010.8000 NYS Retirement	225,597.00		175,262.00			50,335.00	77.69
A9015.8000 Police Retirement System Payments	231,515.00		187,559.00			43,956.00	81.01
A9030.8000 Social Security	181,947.00	10,889.41	146,186.68			35,760.32	80.35
A9040.8000 Workers Compensation	111,043.00		86,133.56			24,909.44	77.57

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A9045.8000							
Life Insurance	7,231.00	562.87	7,553.51			322.51-	104.46
A9050.8000							
Unemployement Expense	30,000.00		8,339.01			21,660.99	27.80
A9055.8000							
Disability Insurance	5,200.00	416.04	5,484.68			284.68-	105.47
A9055.8100							
Wellness Insurance	1,300.00	491.74	3,580.44			2,280.44-	275.42
A9060.8000							
Medical Insurance	387,611.00	20,238.06	283,877.12			103,733.88	73.24
A9061.8000							
HRA	134,000.00	9,812.13	102,766.51			31,233.49	76.69
A9070.8000							
Dental Insurance	45,447.00	5,057.61	64,570.83			19,123.83-	142.08
A9710.6000							
Serial Bond Principal	36,925.00	46,924.00	46,924.00			9,999.00-	127.08
A9710.7000							
Serial Bond Interest	76,078.00	13,864.68	40,718.51			35,359.49	53.52
A9999.9000							
Prior Year Expenses	91,485.61		56,923.97	91,635.61	91,635.61		100.00
Totals for Fund: A (Fund - A)	**5,046,465.15**	**354,266.49**	**4,542,740.61**	**91,635.61**	**684,858.83**	**124,060.32-**	**102.46**
F1440.4000							
Engineer-Contractual Exp	5,000.00		1,195.50			3,804.50	23.91
F1680.2000							
It Hardware Software	1,000.00		235.63		1,084.97	320.60-	132.06
F1680.4000							
IT Hardware Software	2,500.00		2,504.92		1,000.00	1,004.92-	140.20
F1910.4000							
General Insurance	20,760.00		12,202.84			8,557.16	58.78
F1990.4000							
Water-Contingency	1,688.00					1,688.00	
F8310.1000							
Water-Supervision	84,459.00	2,955.20	79,628.92			4,830.08	94.28
F8310.4000							
Water Admin Total CE	5,500.00					5,500.00	
F8310.4040							
Office Expense		258.00	1,137.41		680.35	1,817.76-	
F8310.4090							
Miscellaneous		584.15	1,287.04			1,287.04-	
F8310.4200							
Postage			1,556.90			1,556.90-	
F8320.4000							

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Water Purchases F8340.1000	412,000.00	75,049.53	493,693.55			81,693.55-	119.83
Water-Labor F8340.2000	92,310.00	7,036.83	93,766.62			1,456.62-	101.58
Wtr Transm-Ttl Equip F8340.2020	55,000.00					55,000.00	
Vehicles F8340.2040	28,200.00				23,711.00	4,489.00	84.08
Meters F8340.4000	470,310.00	8,743.80	239,780.29		13,289.56	217,240.15	53.81
Wtr Transm-Ttl Cont Exp F8340.400C	45,000.00	515.00	1,630.87		770.00	42,599.13	5.34
Monroe County CDBG College Stre F8340.4010		10,620.14	42,123.12		12,346.92	54,470.04-	
Water Main Supplies F8340.4020		41.35-	3,588.11		212.90	3,801.01-	
Vehicle Parts & Supplies F8340.4030			648.63		7,290.89	7,939.52-	
Meter Supplies F8340.4040			412.51		1,961.26	2,373.77-	
Curb Box Supplies F8340.4041			2,058.20		500.00	2,558.20-	
Fuel F8340.4050			4,265.96			4,265.96-	
Stone F8340.4060			1,437.77		3,562.23	5,000.00-	
Asphalt F8340.4070			4,098.49		2,000.00	6,098.49-	
Dirt F8340.4080		768.00	768.00		500.00	1,268.00-	
Water Transm-Uniforms F8340.4090			1,113.21		2,230.29	3,343.50-	
Miscellaneous F8340.4100		561.73	6,219.95		3,359.33	9,579.28-	
Water Transm-Telephone F8340.4110		39.33	1,018.36			1,018.36-	
Water Transm-Electricity F8340.4120		414.74	4,411.48			4,411.48-	
Transm - Sample Testing F8340.4130		270.00	17,283.85			17,283.85-	
Wtr Transm-Drug/Alcohol Testing F8340.4140					200.00	200.00-	
Wtr Trans-Equip Repair		538.06	808.68		1,729.38	2,538.06-	

Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 05/31/2012

Selecting on FUND from A to X

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F8340.4150							
Wtr Trans-Training			254.45			254.45-	
F8340.4160							
Wtr Trans-Concrete		180.00	180.00		20.00	200.00-	
F8340.4180							
Water Transm-Publications			878.55			878.55-	
F9010.8000							
NYS Retirement	11,000.00		9,230.00			1,770.00	83.91
F9030.8000							
Social Security	14,211.00	758.32	13,112.88			1,098.12	92.27
F9040.8000							
Workers Compensation	13,000.00		9,131.25			3,868.75	70.24
F9045.8000							
Life Insurance	1,000.00					1,000.00	
F9055.8000							
Disability Insurance	1,100.00					1,100.00	
F9060.8000							
Hospital Insurance	26,000.00		2,248.87-			28,248.87	8.65-
F9061.8000							
HRA	15,600.00					15,600.00	
F9070.8000							
Dental Insurance	12,000.00					12,000.00	
F9710.6000							
Serial Bond - Principle payments	23,076.00	23,076.00	23,076.00				100.00
F9710.7000							
Serial Bond - Interest payments	47,546.00	30,763.44	47,546.00				100.00
F9999.9000							
Prior Year Expenses	1,774.73		841.00	1,774.73	1,774.73		100.00
Totals for Fund: F (Fund - F)	**1,390,034.73**	**163,090.92**	**1,120,878.07**	**1,774.73**	**78,223.81**	**191,773.85**	**86.20**
T8989.4000							
LOC- Returns		768.28	768.28		337.97	1,106.25-	
Totals for Fund: T (Fund - T)		**768.28**	**768.28**	**0.00**	**337.97**	**1,106.25-**	
Report totals	**6,436,499.88**	**518,125.69**	**5,664,386.96**	**93,410.34**	**763,420.61**	**66,607.28**	**98.97**

2011-12 - Balance Sheets all funds through May 30, 2012

Balance Sheet

Village of Brockport
As of 05/31/2012
Selecting on FUND equals A

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
Fund A (GENERAL FUND)				
Assets				
\0200.3000 Cash - HRA Account	9,809.96		27,477.47	
\0200.4000 Cash - Tax Collection (Lock Box)	1.00			
\0201.1000 Cash in T/D-Village	1,585,311.65			27,336.36
\0201.3000 Cash in T/D-3rd Party Billing	192,052.54		1,835.96	
\0201.4000 Cash In T/D - Asset Forfeiture	522.44		3,117.06	
\0210.0000 Petty Cash	190.00		190.00	
\0231.2200 Cash in T/D-Fire Equipment	528,796.45		440,905.73	
\0231.2400 Cash in T/D-DPW Equip	1,808.33		1,804.07	
\0231.2600 Cash in T/D-Ambulance	16,267.67		16,228.83	
\0231.3000 Cash in T/D-Comm Equip			25,747.63	
\0231.3900 Cash in T/D-Fire Chief Vehicle	35,613.61		52,143.84	
\0231.4100 Cash in T/D-Playgrounds	27,088.34		26,974.69	
\0231.4300 Cash in T/D-Building Capital	7,679.10		18,764.23	
\0231.5000 Cash in T/D-Computer Equip	2,211.36		2,206.31	
\0231.5100 Cash in T/D Workers Compensation Reserve	112,196.64		112,173.00	
0320.0000 Tax Sales Certificates	9,340.70		9,340.70	
0350.0000 Sewer Receivable	9,738.00			
0380.0000 Accounts Receivable	6,890.82		16,219.24	
0391.0000 Due from Other Funds			1,108.80	
0391.000F Due from Water Fund	104,068.13		36,308.43	
0391.000T Due from Trust Fund	20,460.47		650,687.12	
0391.1000 Due From Other Funds-Capital			37,222.51	
0440.0000 Due from Other Gov't	112,443.20		112,443.20	
0440.1000 Sales Tax Accrual			236,878.00	
Totals for Current Assets	2,782,490.41		1,829,776.82	27,336.36
Total Assets	2,782,490.41		1,802,440.46	
Liabilities				
0600.0000 Accounts Payable		25,312.53		20,094.13
0601.0000 Accrued Liabilities (Labor)		24,205.68		24,205.68
0630.000H Due to Capital Fund			37,879.00	
0631.0000 Due to Other Gov'ts		250.00		

Balance Sheet

Village of Brockport

As of 05/31/2012

Selecting on FUND equals A

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
A0637.0000 Due to NYSERS		60,632.57		60,632.57
Totals for Current Liabilities		110,400.78	37,879.00	104,932.38
Total Liabilities		110,400.78-		67,053.38-
Fund Balances				
A0521.0000 Encumbrances	593,223.22			
A0889.0000 Unappropriated Fund Balance-Special Reserves		47,366.95		47,945.23
A0889.2200 Spec Resv 22 - Fire Equip		528,796.45		440,905.73
A0889.2400 Spec Resv 24 - DPW Equip		1,808.33		1,804.07
A0889.2600 Spec Resv 26 - Ambulances		16,267.67		16,228.83
A0889.3000 Spec Resv 30 - Comm Equip				25,747.63
A0889.3900 Spec Resv 39 - Fire Chief Vehicle		35,613.61		52,143.84
A0889.5100 Special Res - Workers Compensation		112,196.64		112,173.00
A0911.0000 Unappropriated Fund Balance		997,404.42		70,103.01
A9999.7000 Res For Encombrance: Current Year		593,223.22		87,268.62
A9999.8000 Res For Encumbrance: Prior Year	4,066.99			
Totals for Fund Balances	597,290.21	2,332,677.29		854,319.96
Total Fund Balances		1,735,387.08-		854,319.96-
Excess of Revenue over Expenditure		936,702.55		881,067.12
Total Liabilities and Fund Balance		2,782,490.41		1,802,440.46

Balance Sheet

Village of Brockport
As of 05/31/2012
Selecting on FUND equals F

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
Fund F (WATER FUND)				
Assets				
F0201.0000 Cash in Time Deposits	419,836.86		409,517.28	
F0210.0000 Petty Cash	50.00		50.00	
F0231.3500 Cash in T/D-General Capital	199,824.76		199,339.49	
F0350.0000 Water Rents Receive	42,117.71		27,098.84	
F0380.0000 Accounts Receivable	124,579.00		124,579.00	
F0480.0000 Prepaid Expense	189.56		189.56	
Totals for Current Assets	786,597.89		760,774.17	
Total Assets	786,597.89		760,774.17	
Liabilities				
0600.0000 Accounts Payable		42,301.29		36,274.51
0601.0000 Accrued Liabilities				2,248.87
0630.000A Due to General Fund		104,068.13		37,009.62
0630.000H Due to Capital Fund				96,444.68
0637.0000 Due to NYSERS		4,588.76		4,588.76
Totals for Current Liabilities		150,958.18		176,566.44
Total Liabilities		150,958.18-		176,566.44-
Fund Balances				
0521.0000 Encumbrances	76,449.08		0.60	
0889.0000 Unappropriated Fund Balance-Special Reserves		169,385.79		168,584.88
0889.3500 Spec Resv 35 - General Water		30,438.97		30,000.00
0911.0000 Unappropriated Fund Balance		384,382.37		113,852.21
9999.7000 Res For Encumbrance: Current Year		76,449.08		1,775.33
9999.8000 Res For Encumbrance: Prior Year		0.60		
Totals for Fund Balances	76,449.08	660,656.81	0.60	314,212.42
Total Fund Balances		584,207.73-		314,211.82-
Excess of Revenue over Expenditure		51,431.98		269,995.91
Total Liabilities and Fund Balance		786,597.89		760,774.17

Balance Sheet

Village of Brockport

As of 05/31/2012

Selecting on FUND equals G

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
Fund G (SEWER FUND)				
Assets				
G0200.0000 Cash- Sewer Fund Checking	1.00		1.00	
G0201.0000 Cash- Sewer Fund Savings	1.48		1.48	
Totals for Current Assets	2.48		2.48	
Total Assets	2.48		2.48	
Fund Balances				
G0911.0000 Unappropriated Fund Balance		2.48		2.48
Totals for Fund Balances		2.48		2.48
Total Fund Balances		2.48-		2.48-
Total Liabilities and Fund Balance		2.48		2.48

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Balance Sheet

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Village of Brockport
As of 05/31/2012
Selecting on FUND equals H

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
Fund H (CAPITAL FUND)				
Assets				
H0200.0000				
Cash-Capital Fund Checking	21,691.75		348.65	
H0391.000F				
Due from Water Fund			91,018.07	
Totals for Current Assets	21,691.75		91,366.72	
Total Assets	21,691.75		91,366.72	
Liabilities				
H0600.0000				
Accounts Payable			0.53	
H0630.0000				
Due to Other Funds				69,675.50
Totals for Current Liabilities			0.53	69,675.50
Total Liabilities				69,674.97-
Fund Balances				
H0911.0000				
Unappropriated Fund Balance		21,691.75	2,160,150.09	
Totals for Fund Balances		21,691.75	2,160,150.09	
Total Fund Balances		21,691.75-	2,160,150.09	
Excess of Revenue over Expenditure				2,181,841.84
Total Liabilities and Fund Balance		21,691.75		91,366.72

Balance Sheet

Village of Brockport
As of 05/31/2012
Selecting on FUND equals T

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
Fund T (TRUST & AGENCY)				
Assets				
T0200.0000 Cash Payroll	11,787.27		745,904.51	
T0201.0000 Cash T/D-Shafer Trust	113,326.74		130,815.13	
T0201.1000 Letter of Credit Cash-D Hibsch			52,968.52	
T0201.1001 Letter of Credit-Sunflower Sec 2A			3,247.73	
T0201.2000 Walk-Bike			4,670.48	
Totals for Current Assets	125,114.01		937,606.37	
Total Assets	125,114.01		937,606.37	
Liabilities				
T0010.0000 Consolidated Payroll(net plus direct deposit)		7,885.73	7,503.76	
T0018.0000 NYS Retirement withholding		389.00		389.00
T0018.0001 Retirement Loans		457.07		457.07
T0030.0000 Guarantees				56,216.25
T0630.0000 Due To Other Funds				1,108.80
T0630.000A Due to General Fund		2,781.11		751,808.65
Totals for Current Liabilities		11,512.91	7,503.76	809,979.77
Total Liabilities		11,512.91-		802,476.01-
Fund Balances				
T0521.0000 Encumbrances	337.97			
T0889.0000 Expendable Trust -Shafer		113,928.31		122,629.13
T0889.1000 Expendable Trust-Walk/Bike Group				4,199.48
T0911.0000 Unappropriated Fund Balance		103.69	1.41	
T9999.7000 Res For Encumbrance: Current Year		337.97		
Totals for Fund Balances	337.97	114,369.97	1.41	126,828.61
Total Fund Balances		114,032.00-		126,827.20-
Excess of Revenue over Expenditure		430.90-		8,303.16
Total Liabilities and Fund Balance		125,114.01		937,606.37

Date: 07/19/2012
Time: 2:33:35PM

Balance Sheet

Village of Brockport
As of 05/31/2012
Selecting on FUND equals X

User: DAN
Page: 1

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
Fund X (A/P Clearing Account)				
Assets				
10200.0000				
Cash-Checking	17,679.36			101,822.82
Totals for Current Assets	17,679.36			101,822.82
Total Assets	17,679.36			101,822.82-
Liabilities				
10630.0000				
Due To Other Funds		17,679.36	101,822.82	
Totals for Current Liabilities		17,679.36	101,822.82	
Total Liabilities		17,679.36-	101,822.82	
Total Liabilities and Fund Balance		17,679.36		101,822.82-

Balance Sheet

Village of Brockport

As of 05/31/2012

Selecting on FUND equals W

ACCOUNT NUMBER / DESCRIPTION	CURRENT YEAR DEBIT	CURRENT YEAR CREDIT	PREVIOUS YEAR DEBIT	PREVIOUS YEAR CREDIT
Fund W (LONG TERM DEBT GROUP)				
Assets				
W0125.0000	2,377,469.00		2,377,469.00	
Provisions for Long Term Debt	2,377,469.00		2,377,469.00	
Totals for Current Assets	2,377,469.00		2,377,469.00	
Total Assets				
Liabilities				
W0628.0000		2,150,000.00		2,150,000.00
Bonds Payable				
W0687.0000		227,469.00		227,469.00
Compensated Absences		2,377,469.00		2,377,469.00
Totals for Current Liabilities		2,377,469.00-		2,377,469.00-
Total Liabilities				
Total Liabilities and Fund Balance		2,377,469.00		2,377,469.00

2011-12 - May 30, 2012 Bank Reconciliations all funds

HECKING ACCOUNT RECONCILIATION - HRA Checking Account 1827							
IONTH OF			MAY		2012		
ook Balance		4/30/12	9,262.09		Bank Balance		9,809.96
					O/S Checks		
ransfers							
rom General Fund Acct. 0211			10,000.00				9,809.96
Benefit Resource			2,462.28				
					Add Back		
			12,462.28		Returned Checks		
ess Withdrawals							
Benefit Resource			11,914.41				
			11,914.41				
Bank Adjustments							
Book Balance		5/31/12	9,809.96				9,809.96
			==========				==========
A0200.3000							0.00
dph	06/10/2012						

:HECKING ACCOUNT RECONCILIATION - Property Tax Account 4451						
IONTH OF		MAY		2012		
;ook Balance	4/30/12	77,124.21		Bank Balance		1.00
				Plus OS Deposits		
)eposits						
ISF (Returned Checks)						1.00
'rior Month Deposits						
'osted This Month						
		0.00				
:hecks						
ransfer to Payroll	#6498					
Transfer to A/P	#2397					
Transfer to HRA	#1827					
Transfer to GEN Savings	#0211	77,123.21				
Transfer to Invest. Savings	#6304					
JSF Checks						
		77,123.21				
3ook Balance	5/31/12	1.00				1.00
A0200.4000		==========				==========
						0.00
dph	06/10/2012					

AVINGS ACCOUNT RECONCILIATION - General Fund Savings 0211							
ONTH OF			MAY		2012		
ook Balance		4/30/12	1,340,468.55		Bank Balance		1,585,311.65
					O/S Checks		
eposits					o/s deposit		
om Asset Forfeiture Savings							
om Investment Savings		6304					
om Payroll Acct							
omProperty Tax Acct.		4451	77,123.21				
om Water							
ash Receipts			477,875.86				
lisc							1,585,311.65
terest							
			554,999.07				
Vithdrawls							
AP Clearing		2397	145,878.17				
Investment Savings		6304					
HRA		1827	10,000.00				
Payroll Checking		6948	154,277.80				
Capital							
NSF Checks							
			310,155.97				
Book Balance		5/31/12	1,585,311.65				1,585,311.65
A0201.1000			==========				==========
							0.00
DPH			10-Jun-12				

SAVINGS ACCOUNT RECONCILIATION - Investment Savings 6304						
MONTH OF		MAY	2012			
Book Balance		4/30/12	1,260,168.23		Bank Balance	1,236,865.54
					Less OS Withdrawls	
Deposits					Plus OS Deposit	
Medicaid B deposits	Note: Rev Code A4089.0000					
From GF Savings						
Bond proceeds						
From Water savings		4568				1,236,865.54
Interest	Note: Rev Code A4089.0000		265.59			
General Fund Prop. Taxes						
Water Fund (BOND)						
Shaeffer Trust						
			265.59			
Withdrawls						
to GF Savings		0211				
to AP Clearing		2397	23,568.28			
			23,568.28			
Book Balance		5/31/12	1,236,865.54			1,236,865.54
			==========			==========
dph	06/10/2012					0.00

			MAY						
		4/30/12	Interest		Activity	5/31/12			
\0201.1000		(0.00)	0.00			(0.00)	GF Savings		
\0201.3000		192,012.06	40.48			192,052.54			
\0231.2200		528,685.05	111.40			528,796.45	Fire Equip Replacement		
\0231.2400		1,807.96	0.37			1,808.33	Village Equip Replacement		
\0231.2600		16,264.24	3.43			16,267.67	Ambulance Replacement		
\0231.3000		0.00	0.00			0.00	Communication Equip Replacement		
\0231.3900		35,606.09	7.52			35,613.61	Fire Chief Vehicle		
\0231.4100		27,082.63	5.71			27,088.34	Playground/Parks Equip Replacement		
\0231.4300		7,677.48	1.62			7,679.10	Bldg Reserve		
\0231.5000		2,210.88	0.48			2,211.36	Computer Equip Reserve		
\0231.5100		112,173.00	23.64			112,196.64	Workers' Comp. Reserve		
F0201.0000		0.00	0.00			0.00			
F0231.3500		199,782.66	42.10			199,824.76	Water Reserve		
T0201.0000		136,866.18	28.84		(23,568.28)	113,326.74	Shafer Trust		
T0201.1000		0.00	0.00			0.00	Remington Woods/Sunflower #1 LOC		
T0201.1001		0.00	0.00			0.00	Sunflower Sec 2A Letr of Credit		
T0201.2000		0.00	0.00			0.00	Walkable Community		
H0201.0000		0.00	0.00			0.00	Capital Fund BAN Proceeds		
		1,260,168.23	265.59			1,236,865.54			

CHECKING ACCOUNT RECONCILIATION - Asset Forfeiture Money Market 2617							Outstanding Checks	
MONTH OF		MAY		2012			Check #	Amount
Book Balance	4/30/12	522.42		Bank Balance		522.44		
				O/S transfer				
Deposits								
						522.44		
Interest		0.02						
		0.02						
Withdrawls								
								0.00
		0.00						
Book Balance	5/31/12	522.44				522.44		
A0201.4000		==========				==========		
						0.00		
dph	10-Jun-12							

SAVINGS ACCOUNT RECONCILIATION - Water Fund Savings-4568						
MONTH OF		MAY		2012		
Book Balance	4/30/12	365,424.85		Bank Balance		419,836.86
Deposits:						
Cash Receipts		121,351.01				419,836.86
Interest		67.07				
		121,418.08				
Withdrawls						
to GF savings	#0211					
to DTC						
to Gen. Fund Savings						
to AP Clearing Acct	#2397	56,199.84				
to Payroll Account	#6948	10,750.35				
to Inv Svgs	#6304					
to Capital Fund	#3039					
Returned NSF Checks		55.88				
		67,006.07				
Book Balance	5/31/12	419,836.86				419,836.86
F0201.0000		==========				==========
						0.00
dph 06/10/2012						

CHECKING ACCOUNT RECONCILIATION - Sewer Fund Checking					5285	Outstanding Checks	
MONTH OF		May	2012			Check #	Amount
Book Balance	4/31/12	1.00	Bank Balance		1.00		
			O/S Checks		0.00		
Deposits							
					1.00		
		1.00					
							0.00
Book Balance	5/31/12	1.00			1.00		
G0200.0000		==========			==========		

SAVINGS ACCOUNT RECONCILIATION - Sewer Fund Savings								Outstanding Withdrawls	
MONTH OF		JUNE		2012				Withdrawl	Amount
Book Balance	4/30/12	1.48		Bank Balance		1.48			
				O/S Checks		0.00			
Deposits									
						1.48			
		1.48							
Withdrawls									
									0.00
Book Balance	5/31/12	1.48				1.48			
G0201.0000		==========				==========			

CHECKING ACCOUNT RECONCILIATION - Captial Fund Checking							3039
MONTH OF			MAY		2012		
Book Balance		4/30/12	21,691.75		Bank Balance		21,691.75
					O/S Checks		0.00
Deposits							
From Water Fund	4568						
			0.00				
Withdrawls							
transfer to ap							
			0.00				
Book Balance		5/31/12	21,691.75				21,691.75
			==========				==========
H0200.000							0.00
DPH	06/10/2012						

HECKING ACCOUNT RECONCILIATION - PAYROLL ACCOUNT							6948	Outstanding Checks		
ONTH OF		MAY		2012				Check #	Amount	Month/Year Issued
ook Balance	4/30/12	11,663.93		Bank Balance	14,175.63			24156	976.08	Oct. 2011
				O/S Checks	2,388.36			24422	317.30	MAY 2012
eposits								24438	309.17	MAY 2012
ieneral Fund Savings	0211	154,277.80						24452	111.19	MAY 2012
ieneral Fund Prop. Tax								24455	261.19	MAY 2012
Vater Fund	4568	10,750.35						24456	220.00	MAY 2012
nterest		2.01						24459	193.43	MAY 2012
hafer Trust										
oid Checks										
		165,030.16								
Vithdrawals										
Net Direct Deposits		71,769.72								
Partial Direct Deposits										
Tax Liability		47,779.04								
Retirement Contribs		4,966.64								
Manual Cks										
Net Checks		40,391.42								
									2,388.36	
		164,906.82								
Bank Adjustments										
Book Balance	5/31/12	11,787.27			11,787.27					
T0200.0000		= = = = = =			==========					

HECKING ACCOUNT RECONCILIATION - ACCOUNTS PAYABLE CLEARING ACCOUNT--2397

IONTH OF	MAY	2012				Outstanding Checks					
						Check #	Amount	Check #	Amount	Check #	Amount
						743	166.50				
ook Balance	04/30/2012	126,972.11		Bank Balance	73,749.76	3369	52.97				
eposits				Less O/S Checks	56,070.40						
oid checks		5,010.00		Plus: OutDep							
eneral Fund Savings	0211	145,878.17				3471	35.90				
eneral Fund Inv. Savings	6304	23,568.28				3480	75.00				
eneral Property Taxes						3484	475.13				
Vater Fund	4568	56,199.84				3486	5,000.00				
& A						3511	53.00				
Vater						3512	1.99				
rant Payment from NY State		492.28				3513	22,800.00				
						3515	50.00				
Total Deposits		231,148.57				3524	27,359.91				
ess Withdrawls											
heck # 3426-3462		77,014.97									
heck #3463-3523		121,438.32									
heck #3524		27,359.91									
Vire Transfers		114,628.12									
Total Withdrawals		340,441.32									
		17,679.36			17,679.36						
lph	06/10/2012				-						
0200.0000							56,070.40		-		-

With respect to the code revisions, I reviewed my file and see that my comments and proposed corrections to the CRC revisions for Chapters 34 and 43 were never subsequently discussed with CRC after I presented them to the Board. I attended only one CRC meeting and then all the code revisions were placed on hold pending the referendum. I propose authorization by the Board for me to attend CRC again in order to discuss those revisions. As for Chapter 46, the Tree Code, it may not necessarily have to go back to CRC, but revisions may still be necessary and I need to further discuss with the Board. As a result, these code revisions should all be put on the agenda for review and discussion only at this point. Thanks, Rob

Robert S. Leni, Esq.

Village of Brockport
49 State Street
Brockport, NY 14420

(585) 637-5300 X12
(585) 637-1045 fax
lmorelli@
brockportny.org
www.brockportny.org

Memo

To: Village Board

From: Leslie Ann Morelli, Village Clerk

Date: 7/18/12

Re: Cleaning of Village Buildings

As you may know, the Village used to employ a part time Laborer to clean all Village buildings. The employee did so a couple of hours each weekday. When she resigned approximately two and a half years ago, she was not replaced due to budget constraints. In that time, management and office staff have been cleaning the buildings. (Not the best use of time / resources / salaries.)

As you will recall, then VM/T Giardino and DPW Spt. Donahue worked $7,000 in the A1620.4052 budget line for the 6/1/12 to 5/31/13 fiscal year for the purpose of hiring a person or company to clean the following Village buildings:

- Village Hall – once/week year round
- Police Department – once/week year round
- Welcome Center – once/week seasonally May 1st – October 15th

From my understanding, DPW labor continues to clean the DPW building.

I charged Deputy Clerk-Treasurer Ann Draper with the assignment of summarizing our needs in a handout, contacting a few cleaning companies and obtaining estimates. My reasoning for considering a cleaning company as opposed to hiring a part time employee is as follows:

- They are professional cleaners and will likely be able to accomplish a lot only once/week.
- They have a team, not just one person.
  (With an employee, if that person is out, there is no replacement.)
- They are insured should anything happen to them while on our properties.
  (With an employee, it would fall to our Worker's Comp.)
- They have the Village sign a contract for a particular period of time and specifying the services they will provide.

  (With an employee, if the next year's budget cannot support it, we would have to lay them off and would be responsible for unemployment.)

Ann contacted four companies for estimates. Three of them followed through and took a tour of the facilities and provided written proposals. Two of the three are long-established companies. One is an individual that works another job and is just starting up his cleaning company.

Attached are the proposals received. We are recommending Pro 2 Facility services. They come in just under our budget and will best meet our needs. Seeing as how we are a couple of months into the fiscal year, the entire $7,000 would not be exhausted. They could start as soon as the Board approves and authorizes the Mayor to execute the contract.

Thank you to Deputy Clerk-Treasurer Draper for her efforts, to Chief Varrenti and staff and Trustee Andrews for assisting with the facility tours of the Police Department and Welcome Center respectively.

Cleaning: 1x per week / 3 buildings

- Price each building separately, clarify if supplies are included, provide Proof of Insurance, estimates returned by Tues. 7/17

Police Dept: 1 Clinton Street

Tile floor mopped weekly (front lobby, public bathroom, front office bathroom, ladies locker room, men's locker room)

Concrete floors mopped monthly (2 jail cells)

Windows washed weekly (front lobby, counter window)

Trash emptied weekly (all bathrooms, booking room, downstairs front offices, all upstairs offices, conference room, and hallways)

Vacuum floors weekly (all floors, including runners in hallways and front lobby)

Clean toilets, sinks and mirrors weekly

Clean sink and mirrors in conference room weekly

Village Hall: 49 State Street

Vacuum carpets and runners weekly

Mopping, wiping, dusting all hard surfaces (moldings and corners), trash emptied (9 baskets) weekly

Clean glass doors, front counter and Mayor's conference table weekly

Clean kitchen area (sink, counter, microwave and frig) weekly

Cleaning 2 bathrooms (sinks and toilets) weekly

Welcome Center: 11 Water Street (seasonal May 1st – Oct. 15th)

Clean 2 bathrooms, including 2 showers weekly

Vacuum, mop floors weekly

Dust weekly

Trash emptied weekly

(7)

pro²

FACILITY SERVICES

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250 B Lucius Gordon Drive
Suite 6
West Henrietta, New York 14586

exponentially better

Date: JULY 16, 2012

Ann Drapper
Village of Brockport
49 State Street
Brockport, New York 14420

Dear Ann Drapper,

I would like to thank you for giving **Pro²** the opportunity to earn your business. After listening carefully to your requirements and thoroughly reviewing your building measurements, human resources, and environmental influences, we have developed the following customized program. I think you will find our program reflects true attention to the details that will make your experience exponentially better!

At **Pro²**, our goal is to provide solutions that protect your facilities assets, and improve the aesthetics and environment for your customers and associates. Wherever possible, we use products that are Certified Green Seal approved, and provide low VOC's, for the health and well being of all. We minimize indoor air pollutants, and maximize technology to provide you and your facility with best in class performance and industry leading environmental stewardship.

We treat your facility with a strict set of governing principles. We orchestrate the services of skilled professionals, utilize the latest - proven technology, incorporate state-of-the-art communication tools and systematically manage and monitor your satisfaction. **Pro²** building specialists and inspectors will regularly review your facility to insure quality standards are kept, and your satisfaction is insured.

Our promise to you in this proposal is competitive pricing based on an exponentially better level of quality service, performed by dedicated, reliable professionals. Every service provider in your facility is trained and appropriately certified, thoroughly background checked, uniformed, and wears **Pro²** identification at all times.

We commit to meeting your expectations...
A smooth, coordinated, headache-free start-up.
Consistently on-time, on-budget, industry leading service delivery.
Proactive care and solutions driven by World Class professionals with exacting standards.

The attached maintenance program was custom tailored specifically for you based on the actual conditions in your facility and the objectives communicated to us. If after reviewing, you should have questions or need to make any final adjustments or modifications, please feel free to call me; otherwise, all we need to get started is your signature.

Sincerely,

Joel Craddock
Regional Director

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STATEMENT OF WORK: GENERAL CLEANING

DESCRIPTION OF WORK ELEMENT:	FREQUENCY:
Dust Horizontal surfaces. Desks, credenzas, counter tops, file cabinet tops.	Every Service
Spot clean horizontal surfaces, remove spillage, cup rings and other removable marks.	Every Service
Remove fingerprints and smudges from entrance doors and internal glass.	Every Service
Empty waste paper baskets & replace liners.	Every Service
Sanitize and polish drinking fountains	Every Service
Disinfect light switches, plates, door handles and other touch points.	Every Service
Disinfect telephone receivers and dust phone bases.	Every Service
Clean walls of fingerprints and smudges	Every Service
High Dust: vents, door frames, ceiling corners Low Dust: desk frames, tables & chairs.	Every Service

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STATEMENT OF WORK: Rest rooms

DESCRIPTION OF WORK ELEMENT:	FREQUENCY:
Clean & disinfect counter tops, sinks, toilets, toilet seats and urinals	Every Service
Clean & disinfect all dispensers, fixtures, door handles, light switches and mirrors.	Every Service
Empty, clean and sanitize trash receptacles.	Every Service
Empty sanitary napkin receptacle and disinfect (where applicable).	Every Service
Spot clean partitions and wall tiles.	Every Service
Sweep and thoroughly mop floor with germicidal solution.	Every Service
Polish all dispensers, mirrors and shiny surfaces.	Every Service
High dust: partition and door tops, vents, and mirror frames.	Every Service
Clean & disinfect partitions and walls around toilets and urinals.	Every Service

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STATEMENT OF WORK: BREAK AREAS

DESCRIPTION OF WORK ELEMENT:	FREQUENCY:
Counters and table tops cleaned with disinfectant.	Every Service
Fronts of counters and chairs cleaned.	Every Service
Sinks cleaned with disinfectant.	Every Service
Wipe down outside of refrigerator and microwave.	Every Service
Trash removed.	Every Service
Coffee machine turned off.	Every Service
Inside of microwave cleaned.	Every Service
Sink thoroughly scoured and polished.	Every Service
Table and chair legs cleaned.	1 time per month

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STATEMENT OF WORK: Special Notes

DESCRIPTION OF WORK ELEMENT:	FREQUENCY:
Welcome Center to be cleaned May 1st - October 15th ONLY (2 rest rooms and laundry room ONLY)	1 time per week
Price for Welcome Center (11 Water Street) and Village Hall (49 State Street) combined	
Police Department (1 Clinton Street) separated out	

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Additional Services...

...and Specialties

We can accommodate any of your building maintenance needs, including but not limited to:

- Carpet & Upholstery Cleaning
- VCT – Strip and Wax Service
- Stone and metal polishing
- Full Restaurant / Kitchen Services
- Dorm Move in / Move out cleaning
- Seasonal cleaning
- Construction site clean-up
- Janitorial, restroom and break room supplies
- Day Porter Services
- Light and fixture cleaning and replacement
- Pressure washing
- Landscaping and lawn maintenance

Partition Fabric Cleaning
Ceramic tile & grout restoration
Stainless steel reconditioning
Certified Hood Cleaning
Window Cleaning
Apartment turn over services
Post construction detail
Pest Control
Recycling Support and services
Disaster recovery
Soft washing
Parking lot cleaning

We strongly recommend a customized floor care program be implemented, including carpet care and hard floor care services, to maintain the appearance of your floors and prevent premature necessary replacement of floor coverings.

All estimates for floor care services are based on current labor and supply costs. It is assumed that all heavy articles customer wishes floor service performed under will be removed by customer prior to commencement of floor care service and replaced by customer following completion of service.

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FEDERAL HOLIDAY SCHEDULE

WORK SCHEDULE FOR NATIONAL HOLIDAYS	FREQUENCY
New Year's Day	Not Included
Martin Luther King Jr. Birthday	Included
Washington's Birthday	Not Included
Memorial Day	Not Included
Labor Day	Not Included
Columbus Day	Included
Veterans Day	Included
Thanksgiving Day	Not Included
Christmas Day	Not Included

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The **Pro²** Pledge:

You are entrusting us with the safety and security of your place of business and/or those of your tenants. We take this responsibility very seriously and pledge that:

1. All personnel that we assign to your worksite will be verified for the previous seven years (on the date that the background check is performed) using the following methods: **(a)** social security/address/alias check; **(b)** county-level criminal records check using counties of domicile derived from the person's social security number; **(c)** national criminal and sex offender database checks; and **(d)** eVerify check to verify right to work in the United States.

2. All of our representatives will be able to produce a **Pro²** issued ID badge that certifies that such person is an authorized **Pro²** Facility Services provider while on your worksite and has passed the background checks noted above.

3. All of our representatives will wear professional-looking attire consisting of black or brown work shoes, dark socks, khaki or black full-length pants, a black or brown belt, and a Port Authority brand model number K510 Stain Resistant Sport Shirt in dark green (collared shirt, tucked in).

4. No one under the age of 18 or who is not a part of your assigned work crew or management will be permitted on your jobsite for any reason. Alcohol and drug use by any member of your assigned work crew will not be tolerated and anyone who appears to be intoxicated or working in an unsafe manner will be immediately removed from your work site and will be permanently replaced.

5. An authorized supervisor will review all of your site safety procedures with your assigned work crew upon arrival on site. Weekly safety meetings are mandatory for each site or at the next service if service is less frequent than weekly.

6. Our authorized service providers will maintain an OSHA compliant safety program and train all employees on "Right to Know" and other relevant safety issues and procedures that are directly related to the safe delivery of the services, including, but not limited to, the safe operation of all required equipment and the proper use of and hazards associated with all chemicals used in service delivery. The program will include an exposure control plan related to the OSHA standards regarding exposure to blood borne pathogens and/or infectious materials if appropriate.

If you have any questions regarding the **Pro²** pledge, please contact your Service Area General Manager who is responsible for the enforcement of this pledge at your location.

Sincerely,

Joel Craddock
Regional Director

Phone: 585-8308 Fax: 585-568-8309

www.Pro2FS.com

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Terms & Conditions of Service

1. The undersigned (**"Client"** or **"you"**) hereby engages Paladin Facility Services, LLC dba Pro Squared Facility Services (**"Pro²"** or **"Pro Squared Facility Services"** or **"we"**) to perform services according to the attached scope of work (the **"Services"**).

2. As a courtesy, for contracted recurring services, we will issue an invoice to you for Services dated on the first of each month for the current month of Service, and you agree to pay Pro² the amount that is due on or before the tenth of the month. For work order or non-recurring services, we will issue an invoice immediately upon completion of the Services and you agree to pay Pro² within ten days of the billing date. Late payments will incur interest at a rate of 1.5% per month or the maximum amount legally chargeable (a minimum of $15 will be charged as a late fee). Special Services (such as periodic stripping and waxing floors) that are amortized in the monthly billing fee, but are not delivered monthly, will become immediately due and payable in full if this agreement is terminated for any reason. Any Services delivered as a sales incentive or promotion will become due and payable in full if this agreement is terminated for any reason, or if you breach this agreement, during the initial term. You agree to reimburse our costs for any and all amounts incurred in enforcing the payment obligations hereunder, including, and without limitation, attorney fees and all other collection fees and expenses.

3. Services will only be provided on the following days if it is explicitly indicated on the Federal Holiday Work Schedule as an "included" service day. If Services are performed on a Federal Holiday that is not included as an included service day then an additional charge of 2X the imputed daily rate will be charged in the next invoice. These days include New Year's Day, Birthday of Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. All charges for Services on included services days that are Federal Holidays are included, on a pro-rated basis, in the monthly fee.

4. This agreement is for a term of 12 consecutive months commencing on the later of **(a)** the last date written on the attached signature page; or **(b)** the actual date that Pro² commences providing the Services. This agreement will automatically renew on each consecutive anniversary of this agreement upon the same terms and conditions, unless either party gives the other party written notice of its intention to terminate, at least 60 days, but not more than 90 days before the applicable anniversary date.

5. You agree to promptly notify **Pro²** of any performance issues in person, via informal email or via telephone, in detail, by contacting the assigned Service Area General Manager or the Pro² office prior to formal written notification. This agreement may be terminated by Client only for cause, which shall include a material defect in the performance of the Services by Pro². If Client intends to terminate this agreement for cause, Client must first give Pro² formal written notice, specifying in detail, the nature of any defect in performance. Pro² has 30 days to cure the defects specified in such notice. If the specified defects have not been cured at the end of the 30th day, then Client must notify Pro² in writing of Pro²'s failure to cure the specified defects, and this agreement shall terminate effective 30 days from the date of such notice. All written notices must be timely given and sent via certified mail, return receipt requested. If you terminate this agreement without fully complying with this Section, you agree that you will pay Pro² liquidated damages calculated as follows: **(a)** the average of Client's monthly billings for the past three months (or such shorter period of time that this agreement has been in effect) before termination of this Agreement, multiplied by **(b)** the number of months remaining in the then-current term. Client acknowledges and agrees that the amount of liquidated damages determined in accordance with the preceding formula reasonably represents our monetary loss resulting from your non-compliance in terminating this agreement.

6. You agree that during the term of this agreement, and for a period of 180 days after expiration or termination of this agreement for any reason, you will not solicit or engage, directly or indirectly, any employees, agent, representative, contractor or other affiliate of Pro² to perform services that are similar to the Services or any other services that Pro² currently offers to its customers.

7. You acknowledge and agree that all or any portion of the Services may be assigned or delegated to a Pro² authorized independent contractor or other third party.

8. The individual signing below on your behalf is your duly authorized representative. If he or she is not so authorized, the undersigned signatory shall be individually responsible for all obligations hereunder.

Client Initials: _____

exponentially better

Our Agreement

This agreement is made between **Pro² Facility Services (Pro²) and** Village of Brockport **(Client)** and becomes effective on the later of the service start date or client signature date indicated below. CLIENT agrees to abide by the Terms and Conditions as attached.

CLIENT will provide all paper products, hand soap, and replacement liners for trash receptacles.

Service provided: Janitorial Service 1 day per week

Monthly Billing: $255.00

Startup Impact Clean:

Additional Services: $328.00 per month Police Department

Service Start Date: _____
Client Legal Name: _____
DBA if applicable: _____
Service Address: _____
_____
_____

Client:
By: _____
Title: _____
Date: _____

Pro²:
By: Joel Craddock
Title: Regional Director
Date: 2/16/2012

This proposal assumes that if it is granted, all parties will work together to maintain a mutually agreeable service solutions. We reserve the right to withdraw this proposal if it is not accepted within 30 days.

Please FAX signed agreement to: 585-568-8309 Attn: Joel Craddock

STR-003 OP ID: BW

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/07/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Exchange Underwriters, Inc.
121 West Pike Street
Canonsburg, PA 15317
Exchange Underwriters Inc.
724-745-1600
724-745-0224

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Ohio Casualty	24074
INSURER B : Liberty Mutual	23043
INSURER C : Western Surety Company/	13188
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Impressive Cleaning Solutions, Inc; Impressive Facility Services, Inc dba Pro 2 Facility Services
250-B Lucius Gordon Dr Ste 6
West Henrietta, NY 14623

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	X		CBP8875607	09/13/11	09/13/12	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS SCHEDULED AUTOS X NON-OWNED AUTOS			CBP8875607	09/13/11	09/13/12	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10000			CU8875807	09/13/11	09/13/12	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	WCKZ91457640011	09/13/11	09/13/12	X WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Empl. Dishonesty Third Party Theft			71158709	09/13/11	09/13/12	Limt	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED AS RESPECTS TO GENERAL LIABILITY RE: BILLED CONTRACTS. PARTICIPATING FRANCHISEES ARE COVERED FOR GENERAL LIABILITY, WORKERS' COMPENSATION AND BOND. WORKERS COMPENSATION WAIVER OF SUBROGATION IN FAVOR OF CERTIFICATE HOLDER WHEN REQUIRED BY CONTRACT.

CERTIFICATE HOLDER

EVIDENC

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Brenda Wright

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2

VANGUARD
Cleaning Systems

July 16, 2012

Ms. Ann Draper
Deputy Clerk-Treasurer
Village of Brockport
49 State Street
Brockport, NY 14420

Dear Ann:

Thank you for the opportunity to present the Vanguard Cleaning Systems proposal for the commercial cleaning requirements of Village of Brockport.

Vanguard has been a leader in commercial cleaning since 1984 and has approximately 9,000 accounts throughout the United States. We will address your needs with professional expertise and dedicated service.

We appreciate your interest in Vanguard and we look forward to a long and beneficial relationship.

Best Regards,

Jadon C. Hoffman
Owner/President
Vanguard Cleaning Systems of Upstate New York

Vanguard Cleaning Systems of Upstate New York
300 Main Street Suite 16
East Rochester, New York 14445
585-662-5340• www.vanguardcleaning.com

Village of Brockport
49 State Street
Brockport, NY 14420

Frequency: 1 X / WEEK
Start time: After 3:00pm @ Village Hall

AREAS TO BE SERVICED

Police Department
1 Clinton Street

Price: **$280.00/ Month** X12 = $3360.00

First Floor :
Main Entrances / Reception Window Area,
Two Interview Rooms,
Communication Center w/: Three Private Offices,
Two Open Work Cells, Restroom,
Booking Processing Area w/: Two Cells, One Open Work Cell

Second Floor:
Patrol Room w/ Three Open Work Cells,
Juveniles Room, Mens & Womens Locker Rooms,
Sargents Office w/ Two Open Work Cells,
Conference / Breakroom Area,

Village Hall
49 State Street

Price: **$265.00/ Month** X12 = $3180.00

Main Entrances / Lobby Area,
Main / Front Office Area w/ Two Open Work Cells,
Two Private Offices,Large Conference / Meeting Area,
Two Restrooms,Kitchen / Breakroom Area

Welcome Center
11 Water Street (Seasonal-six months)

Price: **$75.00/ Month** X6 = $450.00

Two Restrooms,Laundry Room

total: $6990.00

Village of Brockport
49 State Street
Brockport, NY 14420

Frequency: 1 X / WEEK
Start time: After 3:00pm @ Village Hall

AREAS TO BE SERVICED

Police Department
1 Clinton Street

Price: $280.00/ Month

First Floor :
Main Entrances / Reception Window Area,
Two Interview Rooms,
Communication Center w/: Three Private Offices,
Two Open Work Cells, Restroom,
Booking Processing Area w/: Two Cells, One Open Work Cell

Second Floor:
Patrol Room w/ Three Open Work Cells,
Juveniles Room, Mens & Womens Locker Rooms,
Sargents Office w/ Two Open Work Cells,
Conference / Breakroom Area,

Village Hall
49 State Street

Price: $265.00/ Month

Main Entrances / Lobby Area,
Main / Front Office Area w/ Two Open Work Cells,
Two Private Offices,Large Conference / Meeting Area,
Two Restrooms,Kitchen / Breakroom Area

Welcome Center
11 Water Street (Seasonal-six months)

Price: $75.00/ Month

Two Restrooms,Laundry Room

Advantages to Village of Brockport
In Contracting Vanguard

- **Attentive, Friendly Customer Service**
  - All clients are provided with a Quality Control Rep, available during business hours to discuss any issues or requests
- **Highly Trained and Experienced Service Providers**
  - Extensive training both in classroom and cleaning accounts
  - Regularly scheduled classes for floor maintenance program
- **Flexible Schedules**
  - Cleaning crews available to suit your business' unique scheduling needs
- **24 Hour Access**
  - All janitors and crew supervisors carry cell phones for emergency access
- **Paper and Soap Supplies available to order from our cleaning crews**
  - Easily set up with your Quality Control Rep or Account Executive

About Vanguard Cleaning Systems…

- ✓ **We have over 9,000 commercial accounts nationally**
- ✓ **We are covered by a $11,000,000 liability insurance policy and $1,000,000 bonding policy**
- ✓ **We have been operating since 1984**

VANGUARD CLEANING SYSTEMS
CLEANING CONTRACT AGREEMENT

The undersigned hereby accepts the proposal of VANGUARD CLEANING SYSTEMS to supply janitorial services for our premises located at:

49 State Street
Brockport, NY 14420

with the following terms:

1. Beginning _____ VANGUARD CLEANING SYSTEMS of Upstate New York (Company) will arrange for delivery of the professional commercial cleaning services described on the preceding Service Schedule 1 X / WEEK **at a monthly cost of $582.50**. Carpet shampoo, stripping and waxing of tiled areas, scrubbing and recoating with wax, window cleaning services are available upon request at an additional charge.

2. Client accepts that the services to be provided under the Service Schedule will be delegated by Company to an independently-owned Vanguard Cleaning Systems franchisee. Client agrees to inform Company if dissatisfied with the Service Provider or the services so any appropriate corrections can be made.

3. The contract price under Pricing and Specifications on the Service Schedule is applicable for one year from the date of this Agreement for the services identified on, and to be delivered at the intervals provided in, the Service Schedule. The price is subject to adjustment based upon substantial changes in occupancy or cleaning requirements. Either Client or Company can cancel this Agreement by giving 30 days advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by Client and Company. This agreement automatically extends for additional one-year periods unless Client or Company gives 30 days advance notice of cancellation during a period. Cleaning equipment and supplies are included in the price except for toiletries, liners and paper supplies which can be purchased through Company. Please see attached price list.

3. Client will be invoiced each month for that month's service with payment due by the 5th of the following month. Payments not received by the 10th of the month in which they are due are delinquent and subject to a service charge. Company can suspend services pending receipt of late payments without liability. The contract price excludes any use tax, tax on sales, services or supplies or other such tax which are payable by Client. Client will reimburse Company for any taxes paid by Company on Clients behalf.

5. Services are not provided on New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day unless separate arrangements are made for an additional charge. The contract price is not pro-rated or reduced for non performance of scheduled services on the noted holidays.

6. Client will deliver to Company with a signed copy of this Agreement one set of keys for Service Provider which will be returned to Client if this Agreement is cancelled. Client understands that Service Provider cannot make an agreement on Company's behalf.

7. Pre-cleaning service charge: _____.

ACCEPTED:

_____	_____
Village of Brockport	**Vanguard Cleaning Systems of Upstate New York**
_____	_____
Title	Title
_____	_____
Date Signed	Date Signed

VANGUARD CLEANING SYSTEMS

SERVICE SCHEDULE

GENERAL OFFICE AREAS

SERVICES PERFORMED EACH VISIT:

Dust furniture, desks, chairs, credenzas, tables, and cabinets. Papers and folders will not be moved.

Dust computer screens and other office equipment per client instructions.

Empty waste containers and remove trash to the designated area (Client is responsible for liners which can be purchased through Vanguard).

Clean entrance glass and internal window glass, removing fingerprints and smudges.

Vacuum carpeted areas.

Dust mop ceramic and resilient floor areas and spot clean to remove spills and stains.

Return chairs, furniture, and waste containers to proper positions.

Lock designated office doors upon completion of cleaning.

SERVICES PERFORMED EACH WEEK:

Dust window ledges, tops of partitions, and low reaching areas including chair rungs, baseboards, and moldings.

Dust and remove debris from metal entrance thresholds.

Remove spots from carpeted areas.

Clean and sanitize telephones.

Damp mop ceramic and resilient floors.

SERVICES PERFORMED EACH MONTH:

Dust high reach areas including shelves, ledges, vents, and grills.

Dust Venetian blinds.

Remove cobwebs.

Clean baseboards, carpet edges and corners.

Vacuum upholstered furniture.

KITCHEN OR LUNCHROOM AREAS

SERVICES PERFORMED EACH VISIT:

Damp wipe table tops, counters, and exteriors of cabinets.

Empty trash containers and remove trash to the designated area (Client is responsible for liners which can be purchased through Vanguard).

Damp wipe exterior and interior of microwave ovens.

Vacuum carpeted areas.

Sweep or dust mop and damp mop resilient flooring to remove spills and stains.

Clean and sanitize sinks.

Wipe exterior of refrigerator.

SERVICES PERFORMED EACH MONTH:

Spot clean walls for marks and smudges.

RESTROOM AREAS

SERVICES PERFORMED EACH VISIT:

Restock toilet paper, paper towels, hand soap, and other supplies (Client is responsible for these toiletries/supplies which can be purchased through Vanguard).

Empty trash containers and remove trash to the designated area (Client is responsible for liners which can be purchased through Vanguard).

Sweep or dust mop, and wet mop and sanitize ceramic and resilient floor surfaces.

Clean and sanitize restroom sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals.

Clean and polish mirrors, glass and chrome.

OPTIONAL SERVICES AVAILABLE UPON REQUEST

Strip and refinish with wax, or scrubbing or recoating: Upon request at an additional charge.

Carpet shampoo: Upon request at an additional charge.

Windows: Upon request at an additional charge.

Pre-cleaning: Service of new, previous, or existing facility: Upon request at an additional charge.

ORDER YOUR TOILETRIES, PAPER TOWELS, AND SOAP THROUGH VANGUARD - SAVE TIME AND MONEY!

Let Vanguard Cleaning Systems take care of your janitorial supplies for you. It's convenient and will result in both time and cost savings for your company. Instead of going to BJ's Wholesale Club or Sam's Club or driving to a nearby janitorial supply store, we will monitor your inventory and place orders when needed. We will arrange for these products to be drop shipped directly to your facility, and re-stocked by your service provider.

Save time and money while crossing one task off your to-do list. Call Vanguard Cleaning Systems at 585-662-5340 to start the process.

A sample of our prices include the following:

DESCRIPTION	PRICE
PAPER	
#442782 Spring Grove Facial Tissue (30/case)	$23.35
#442784 Spring Grove Toilet Tissue 2 ply (96/case)	$42.45
#442777 Spring Grove Household Paper Towels (30/case)	$32.10
P-200N Multifold Towels KRFT TWL(4M/cs)	$19.90
BW #485 Multifold Towels (4000/cs)	$33.05
P-100B C-Fold Towel White (2400/cs)	$24.05
P/S Multifold White Towel (Interlock) (4M/cs)	$26.52
#260 Sanitary Napkin Receptacle Wax Liners	$23.01
#25RA Toilet Seat Covers (2500/cs)	$37.60
LINERS	
#ALF-CXM -3339X 33"X39" Black Bags (100/cs)	$19.00
#ALF-SCM243306C Office Can Liners 24"x33" 6 mic.(1M/cs)	$29.38
SOAP	
#PS800 Pink & Sudsy 12/800 ML Case	$36.30
#SOAP030 Complete Hand Soap (4gal/cs)	$46.80
MISCELLANEOUS	
Playtex Tampons (500/cs)	$83.55
Stayfree Sanitary Napkins #4 (250/cs)	$40.63

3

Rochester Office Cleaning
585-576-5609
ryanstanley@rocwny.com
www.rocwny.com

Cleaning quote once per week for the Village of Brockport, 3 separate buildings.

Village hall, 49 State Street - $50/week

- Clean 2 bathrooms weekly; clean kitchen area weekly; clean glass doors, front counter and Mayor's conference table weekly; mopping, wiping and dusting all hard surfaces; all trash bins emptied weekly; vacuum carpets and runners weekly.

Police department, 1 Clinton Street - $75/week

- Tile floor mopped weekly (front lobby, public bathroom, front office bathroom and both locker rooms); concrete floor in jail cells mopped monthly; glass in lobby and counter window cleaned weekly; all trash bins emptied weekly; vacuum carpets and runners weekly; clean toilets, sinks and mirrors weekly; clean conference room weekly.

Welcome Center, 11 Water Street - $20/week (25 weeks, May 1st thru October 15th)

- Clean 2 bathrooms, including 2 showers weekly; vacuum, mop floor weekly; dust weekly; all trash bins emptied weekly.

Price includes all cleaning supplies. Price does not include toilet paper or trash liners. Proof of insurance supplied upon issuing of contract. Cleaning to be done 6pm-9pm on the same day of each week.

Thank you,

Ryan Stanley

Estimate

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 $3.00

2nd floor top of stairs hallway
add 1-Ceiling fixture to light on top of stairs area next to guest book
Quote $295.00

2nd floor glassfront closet
Install track lighting removed from cases rack
Quote $135.00

Children's toyroom
Install one receptacle
Quote $70.00

RECEIVED
JUL 11 2012
VILLAGE OF BROCKPORT

COPY

MAYOR ✓
BOT ✓
DH'S HAZEY
OTHER DAN H.

ESTIMATE FROM JACKIE MORRIS TOTALS $2,315 - FOR MUSEUM LIGHTING IMPROVEMENTS - ASKS FOR UB CONSIDERATION AT NEXT MEETING. (SHAFER TRUST?)

Merlie

estimate

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 $3.00

Furnish labor & material as follows:
Replace single bulb damaged
~~[illegible]~~ light w/4 bulbs
3RD Floor Hall
Quote $120.00

Fire Dept/Military Room
Furnish & install:
2 8' 4 tube tandem
wrap around fixtures
w/ tubes ~~Quote~~ $375.00

Farm & Country Room
Add 6-4' two light
wrap around fixtures
w/ tubes
Quote $695.00

Estimate

George Marks Electric, Inc.

817 Stoneybrook Trail
Holley, NY 14470
638-5390

Date 7-10-12

M. Museum
Canal room

Terms: 2% Service Charge per month — Minimum Service Charge on all past due accounts $3.00

To furnish labor and material to wire and install:						
3	8'	4 tube tandem wrap around fixtures				
8	4'	tubes				
		Quote			$	625.00

Leslie Ann Morelli

From: Leslie Ann Morelli [bkptvc@frontiernet.net]
Sent: Thursday, July 19, 2012 10:32 AM
To: Mayor Maria Connie Castaneda ; Trustee Bill Andrews ; Trustee Carol Hannan ; Trustee Kent Blair; Trustee Margay Blackman
Cc: Village Attorney Rob Leni ; Treasurer Daniel P. Hendricks ; Bldg Codes Clerk Pam Krahe ; Code Enforcement Officer Scott Zarnstorff; DPW Spt Harry Donahue ; Police Chief Daniel Varrenti
Subject: NYCOM workshop on vacant, neglected, abandoned properties
Attachments: doc02275020120719103417.pdf

Hello All –

Just received the attached – 8/16 workshop opportunity by NYCOM on vacant, neglected, abandoned properties. Very timely as this has been placed as a discussion topic with Village Attorney Leni & Codes Officer Zarnstorff on the 9/4 VB work session agenda.

If you want me to register you & process fee, please RSVP to me ***by 7/31***.
Thanks.

Leslie Ann Morelli
Village Clerk
Village of Brockport
49 State Street
Brockport, NY 14420
(585) 637-5300 X12
(585) 637-1045 fax
lmorelli@brockportny.org e-mail
www.brockportny.org website

This e-mail, and any attachments thereto, is intended only for use by the addressee's named herein and may contain legally priveleged and/or confidential information. If you are not the intended receipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this e-mail, and any attachments thereto, is strictly prohibited. If you have received this e-mail in error, please immediately notify me and permanently delete the original and any copy of any e-mail and any printout thereof. Thank you.

Code Enforcement & Other Tools to Deal with Vacant, Neglected, and Abandoned Properties

NYCOM

2.5 Hours Of CLE Credit For Attorneys

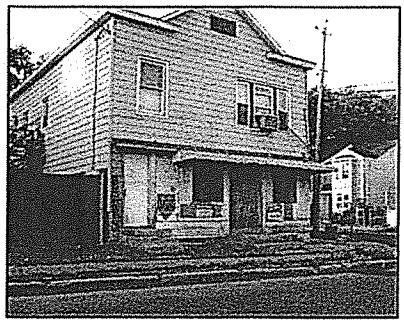
2 Hours of Code Enforcement In-Service Training Credit

What Will Be Covered?

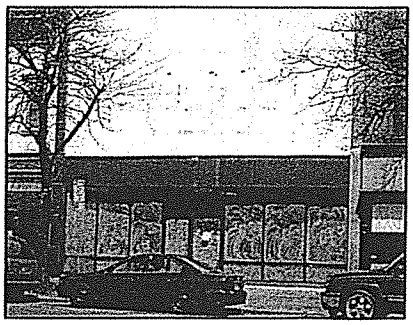
✧ Best Practices for Dealing with Vacant, Neglected & Abandoned Properties ✧
✧ New York State Property Maintenance Code ✧
✧ Criminal Prosecutions of Code Violations ✧
✧ Obtaining Civil Orders and Injunctions ✧
✧ Summary Abatement by the Municipality ✧
✧ Rental Properties & Off-Campus College Housing ✧
✧ Inspection Programs ✧
✧ Absentee Landlords ✧
✧ Taking Title to Abandoned Property ✧
✧ Urban Renewal & Municipal Redevelopment ✧

Who Should Attend?

Mayors ❖ Managers ❖ Administrators
Trustees ❖ Council Members ❖ Clerks
Attorneys ❖ Code Enforcement Officers
Community & Economic Development Professionals



Neglected and vacant properties have become one of the biggest impediments to economic and community redevelopment, lowering surrounding property values and frightening away developers and business owners. This 2 hour workshop will cover the holistic approach local officials must take to deal with properties that blight their communities.



This Workshop Has Been Approved by the NYS Division of Code Enforcement and Administration for **2 Hours of Code Enforcement In-Service Training Credit.**

This Workshop Has Been Submitted for **2.5 Hours of CLE Credit** in the Area of Professional Practice. All classes are 2 Hours & 5 Minutes. Accreditation is Pending.

Speaker: ***Wade Beltramo, NYCOM General Counsel***

SEATING IS LIMITED!

Fee	Payment Method
$40 Members/ $75 Non-Members	Check Enclosed..... ❑
	Voucher..... ❑

2012 Regional Workshops
(Select One)

Jamestown ◆ Wednesday, August 15th ◆ 9:00 a.m. – 11:05 a.m. ..... ❑
Robert H. Jackson Center
305 East Fourth Street
Jamestown, NY 14701

Niagara Falls ◆ Wednesday, August 15th ◆ 2:30 p.m. – 4:35 p.m. ..... ❑
Conference & Event Center
101 Old Falls Street, Red Jacket Room
Niagara Falls, NY 14303

Rochester ◆ Thursday, August 16th ◆ 1:30 p.m. – 3:35 p.m. ..... ❑
Monroe County Bar Association
One West Main Street, 5th Floor
Rochester, NY 14614

Potsdam ◆ Monday, August 27th ◆ 1:30 p.m. – 3:35 p.m. ..... ❑
Civic Center
2 Park Street, Community Room
Potsdam, NY 13676

Plattsburgh ◆ Tuesday, August 28th ◆ 1:30 p.m. – 3:35 p.m. ..... ❑
City of Plattsburgh Police Department
45 Pine Street, Police Department Classroom
Plattsburgh, NY 12901

Amsterdam, Beacon, Binghamton & Long Island ..... **Coming Soon!**

Name: _____

Title: _____

Municipality/Organization: _____

Address: _____ **Zip:** _____

Phone Number: _____

Fax Number: _____

Email Address: _____

PLEASE RETURN THIS COMPLETED REGISTRATION FORM WITH PAYMENT TO:
NYCOM
119 WASHINGTON AVENUE, 2nd Floor
ALBANY, N.Y. 12210
FAX: (518) 463-1190

If you have any questions or would like to obtain a copy of NYCOM's CLE Financial Hardship policy,

Unity Health System

June 28, 2012

The Honorable M. Connie Castaneda
Mayor, Village of Brockport
49 State Street
Brockport, NY 14420

Dear Mayor Castaneda:

We are pleased to announce that we are completing the relocation of our Brockport offices to a new building. Unity at Brockport will open on Monday, July 16. This state-of-the-art facility—located at routes 31 and 19 in the Wegmans Plaza—will provide expanded space for Unity Ob/Gyn at Brockport and an ACM Medical Laboratory patient service center, both of which have been located in Brockport for more than 10 years.

In addition, based on numerous requests from our patients who live in the Brockport area and the many physicians who care for them, we will bring family medicine and geriatric practices and a number of medical specialty services to this building—including diabetes care, neurology, physical therapy, vascular, infectious disease, and pulmonary medicine.

You are well aware of the prior controversy surrounding the Unity at Brockport plans. Our reasons for opening Unity at Brockport are simple: we are committed to making care more accessible to the patients we already serve. Many patients have requested that we create something closer to home for them, because they now travel to Greece and other Unity locations for services.

To help inform the Brockport/Sweden community of our new location and services, we are placing advertisements in community newspapers beginning on or around July 1.

Throughout the entire planning process, we at Unity have remained focused on one thing—our patients. We know that our investment in this new facility will give our patients more health care choices closer to where they live. We are proud to have been part of Brockport for more than 10 years, and look forward to delivering health services to our Brockport-area patients—in collaboration with Lakeside Health System—with the same quality, care, and comfort that this community deserves.

As always, I welcome any comments or questions you may have about Unity at Brockport at whern@unityhealth.org, or (585) 368-3023.

Sincerely,

Warren Hern
President and CEO

P.S. Please save the date for our Unity at Brockport Open House on Thursday, August 23, from 5:00 to 6:30 p.m. You and your guests are invited to see our new facility, meet some of our practitioners, and enjoy refreshments. Look for an invitation in your mailbox soon.

foodlink
abundance shared
A Member of FEEDING AMERICA

BROCKPORT FOOD SHELF

The local BackPack Program is provided by The Brockport Ecumenical Food Shelf in cooperation with the Brockport Central School District.

Become a BackPack Program Sponsor

& help send a child in need home with nutritious food for the weekend.

Through Foodlink's BackPack Program, bags of kid-friendly food are packed and delivered by Foodlink to schools. Teachers and school staff discreetly distribute the bags into children's backpacks on Fridays or before school breaks.

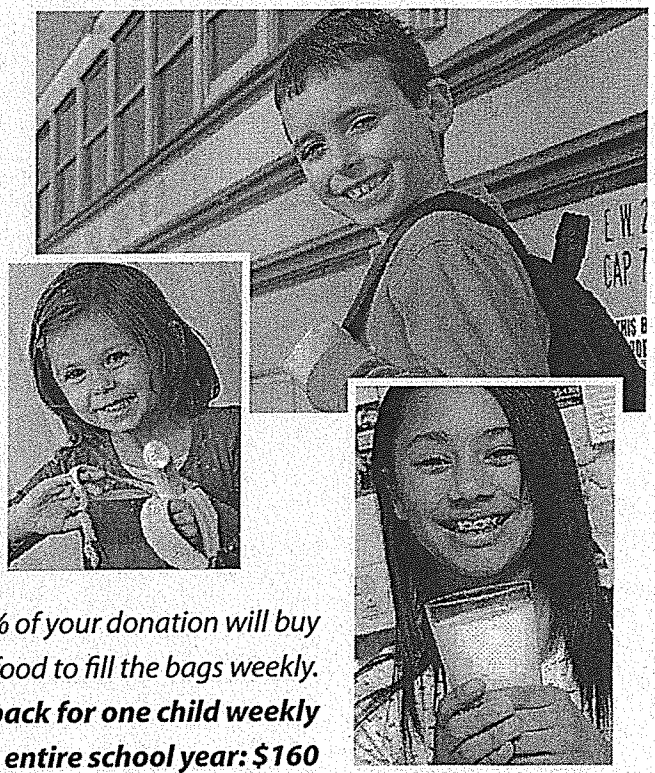
The Need

Foodlink's BackPack Program provides children at risk of hunger with bags they can take home and easily prepare on their own. During the 2011-2012 school year, the program distributed over 1300 bags of food each weekend to children in 18 school districts throughout our 10-county service area.

The Importance

Good nutrition is critical to good health and success at school. Children who do not receive enough to eat often experience:

- Trouble concentrating
- Lower Math and English scores
- Difficulty interacting with peers
- Trouble completing tests on time
- Lower graduation rates



100% of your donation will buy nutritious food to fill the bags weekly.
Fund a backpack for one child weekly for the entire school year: $160

> ***"One little boy would take all of the food out of his pack, arrange it on his desk, and just look at it. He was so excited to have this food for the weekend."***
> –Pavilion Site Coordinator

Sponsor our local BackPack Program today!

Please make checks payable to:

Brockport Ecumenical Food Shelf
BackPack Program
14 State St., Brockport, NY 14420

Effective 7/18/12 – 9/29/12

EMILY L. KNAPP MUSEUM & LIBRARY OF LOCAL HISTORY

49 State Street Brockport
(2nd & 3rd floors of Village Hall)

OPEN:

Wednesdays

2pm-4pm & 7pm-9pm

Also available by appointment – call Doug at 314-9299

VILLAGE OF BROCKPORT
POSITION INTEREST FORM

NAME: Sandra Cain

ADDRESS: 5 Park Ave.

TELEPHONE: HOME: [redacted] WORK: _____

FAX: _____ E-MAIL: [redacted]

LENGTH OF RESIDENCY IN VILLAGE OR AT CURRENT ADDRESS: 40+ yrs

POSITION INTERESTED IN: Canal front Greeter

EDUCATION: M.A. in Theater Arts

SKILLS OR EXPERIENCES YOU WOULD LIKE TO CONTRIBUTE:

meet interesting people

SHORT STATEMENT ON REASON (S) FOR YOUR INTEREST IN THIS POSITION AND WHAT YOU HOPE TO LEARN OR ACCOMPLISH:

see above

Continue on back if necessary.

Feel free to attach a resume if you have one.

SIGNATURE: _____ DATE: 7/12/12

OK 7/16/12

FROM NYCOM HANDBOOK

MINUTES

Minutes must be taken of every open meeting of a public body.[14] The minutes must indicate which members of the public body were present at the meeting.[15] Additionally, the minutes must contain a summary of all motions, proposals, resolutions and any other matters voted upon, and the actual votes.[16] The minutes of an open meeting must be made available to the public within two weeks of the meeting.[17] The minutes of an open meeting during which the public body entered into executive session must indicate who made the motion to enter into executive session, the reason given for entering into the executive session, and which members of the body were present when the body entered into executive session.[18] Minutes of an executive session must be made available to the public within one week of the executive session.[19] Meeting minutes must be made available to the public within the specified period regardless of whether the board requires minutes to be "approved." Approval of meeting minutes by the members of a public body at a subsequent meeting is a local procedure and not required by state law. Local practice or procedure may, however, provide for approval of minutes.

The State's Open Meetings Law requires minutes to include an accurate and complete record or summary of all:

1) Motions,
2) Proposals,
3) Resolutions, and
4) Any other matter formally voted upon by the board as well as the actual vote of each member of the public body.[20] It is a recommendation of the Conference of Mayors that a copy of any resolution or local law acted on should be appended to the minutes.

While not expressly required by the Open Meetings Law, it is implied that minutes must begin by noting the time, date, and location of the meeting and which members of the public body are present.[21] While the minutes must reflect which of the public body's members are present, there is no requirement to identify all of the individuals present.[22]

Minutes are not required to be and should not be a verbatim account of the meeting. Nor should the minutes include a reference to each comment made during the meeting. However, the public body may require that an audio or video tape be made of its meetings to ensure accuracy and to resolve any disputes. Furthermore, the public body may, *by a majority vote of its membership*, require that a specific statement, text of a resolution or agreement, etc., be included verbatim in the minutes.[23]

There is no state statutory requirement that the municipal clerk record the remarks of an individual made during an open meeting or an executive session merely because the speaker so requests.[24] Without a resolution or board directive requiring the clerk to include more information in the minutes, a trustee may not require the clerk to correct or amend the minutes to include any more detailed information.[25] Boards interested in expanding the scope of what is included in the minutes should amend their rules of procedure to outline the clerk's additional responsibilities.

Leslie Ann Morelli

From: Chief Daniel Varrenti [varrenti@brockportpolice.org]
Sent: Thursday, May 24, 2012 11:53 AM
To: 'Kent Blair'; 'Scott Hunsinger'; 'Carol Hannan'; 'Margay Blackman'; 'Mayor Castaneda'
Cc: 'Leslie Ann Morelli'
Subject: fines

Dear Village Board,

When fines are reassessed via the Village Board, as a means of additional revenue, and in keeping with the increasing cost of healthcare and retirement I'd recommend that parking fines be increased as follows:

Illegally parked	$30 to $50
Winter Parking Ord	$40 to $60
Fire Lane/Hydrant	$50 to $70
Handicapped Parking	$60 to $100

We would order stickers to be placed over the current parking tickets we have to indicate the change in parking fines.

I would also recommend raising the fines for code enforcement. Some of the fines are equal to purchases of cases of beer, a tank of gasoline, etc.

Rationale: The village of Brockport has a college that is exempt from paying taxes. The village has 1/3 of its geographical area occupied by churches that are also exempt from paying taxes. We are only 2.2 sq miles in size, have limited means to offset the raising costs of HC, retirement, gas, etc. and need the services that are provided. Why should tax payers, rather than violators of the law, continue to offset the aforementioned rising costs of doing business.

I believe it's irrelevant as to how these fines compare to other jurisdictions within Monroe County unless those jurisdictions compare in size, tax base, college, etc.

Thank you for your consideration.

Sincerely,

Daniel P. Varrenti
Chief of Police

Brockport Police Department
1 Clinton Street
Brockport, New York 14420
chief@brockportpolice.org
Office: 585-637-1020 ext. 13
Fax 585-637-1016
FBI National Academy Class 183

This e-mail, and any attachments thereto, is intended only for use by the addressee's) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this e-mail, and any attachments thereto, is strictly prohibited. If you have

Date: June 12, 2012

To: Mayor Castaneda

Cc: Village Board, Police Chief, Village Attorney, CRC Chair

Re: Fines, Fees

In consideration of Chief Varrenti's email of May 24 recommending raising code enforcement fines (attached), I'd like to clarify that Code Enforcement fines are not a fee schedule consideration. Fines from Local Laws are just that – a local law which specifically notes a fine. Changes to any fines therein would necessitate a change to the local law. Equally, the Code Review Committee, in its task of reviewing all local laws for amendments, reviews the Fines and Penalties section of each particular local law it is working on. If warranted, the committee can make any number of recommendations for changes specific to the fines and/or penalty section(s), based on the committee's work on a particular chapter.

That being said, with regard to Chief Varrenti's recommendations of raising code enforcement fines, that's not just a code enforcement issue, it's across the board where fines are a part of the local law. How the fines are imposed is part of the judicial process, whether imposing fines to the maximum ("not to exceed") fine or factoring the fine based on compliance consideration, to which is more applicable to policy from the Board unto the prosecution of violation of local laws.

Around this time annually, I forward to the Board any number of considerations, additions, or recommendations to the fee schedule, and so I offer the following to the Board:

New fee:

- Zoning Compliance Verification Letter - $ 50.00

  Justification: In light of the banking changes pouring forth from the national mortgage crisis, lenders are requesting the Codes office provide zoning compliance verification letter(s), historic zoning compliance affirmations, and/or any number of other property compliance documents. The increased number of requests comes in for almost every type of property sale, transfer, refinancing, etc., at the rate of at least one or two for any given week. Many of these requests are submitted by an attorney or property owner immediately prior to closing, and always end up becoming a rush job. This causes a higher demand for Codes office resources by private sector financial firms who are not asked to compensate the Codes office for time or resources expended.

Paul Wm. Hare
Program Manager, Northeast/Midwest Regions

General Electric Company
319 Great Oaks Boulevard
Albany, New York 12203

T (518) 862-2713
F (518) 862-2702
Paul.Hare@.ge.com

June 28, 2012

RECEIVED
JUL - 2 2012
VILLAGE OF BROCKPORT

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

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

Dear Ms. Morelli:

I am writing to request that the Village of Brockport renew the annual permit for the fence around the groundwater treatment system located at 98 Lyman Street in Brockport, New York. Please put this matter on the agenda for the Village Board meeting in July 2011. Thank you for your attention to this matter. You may contact me if you have any questions. Alternatively, contact Don Sauda or Tim Henson of ARCADIS U.S., Inc. (ARCADIS) at 315-446-9120.

Sincerely,

Paul Wm. Hare
Program Manager, Northeast/Midwest Regions

cc: Don Sauda, ARCADIS

PH/ph
12105

RG&E

RECEIVED
JUN - 4 2012
VILLAGE OF BROCKPORT

June 1, 2012

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

RE: Fence Permit Renewal
Rochester Gas and Electric Corporation Property No. 1170
Northwest Corner of Perry and Erie Streets, Village of Brockport
SBL No. – 068.510-0002-004.000

Dear Ms. Morelli:

On August 7, 2000 the Village Board of Trustees granted RG&E a permit to install a fence around the perimeter of its property located at the northwest corner of Perry & Erie Streets and extending onto the western portion of the adjacent property to the east at 108 Erie Street. The fence was installed as a safety precaution to control access to the parcel during environmental studies being initiated by RG&E.

Since permission granted to install the fence was not a variance, but rather a permit that required an annual renewal, please accept this letter as RG&E's request to maintain the fence at the referenced location throughout the duration of the environmental activities. RG&E is actively working on a remediation plan for the project with the NYSDEC and is striving to complete the project as quick as possible. Remedial activities will commence subsequent to regulatory approvals of the clean-up plan and RG&E is hopeful clean-up activities can begin in 2012 or shortly thereafter.

As requested in your letter dated February 24, 2004, RG&E will submit this request annually during the month of June for the duration of the project so that the request can be presented to the Village Board during the July/August Village Board meeting.

If you should require any additional information, please contact me @ (585) 724-8386 or via email at daniel_kennedy@rge.com. I am the RG&E representative leading the site clean up. However, please feel free to contact Steve Mullin should I not be available. Steve can be reached at (585) 771-4556 or email at steve_mullin@rge.com.

As always, thank you for your assistance with this matter.

Sincerely,

Daniel M Kennedy

Daniel M. Kennedy
Lead Analyst, RG&E Environmental Compliance

c: Debra Wegman, NY Property Management - RG&E Property Manager
Mr. Joseph Fox, Property Owner of 108 Erie Street
Joseph Simone, P.E., Manager of RG&E Environmental Compliance
Steven Mullin, RG&E

OPEN ORGANIZATIONAL PART OF MEETING:

→ At _____pm, Trustee _____ moved, Trustee _____ seconded, carried _/_ that the Board of Trustees open the annual organizational part of the meeting and re-enter the regular meeting.

ORGANIZATIONAL - APPOINTMENTS & ADOPTIONS:

ANNUAL FENCE PERMITS –

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following annual fence permits be renewed:

GE – 98 Lyman Street
RG&E – Perry Street and Erie Street

ADVANCE APPROVAL OF CERTAIN CLAIMS –

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the Board authorizes payment in advance of audit of claims for non-discretionary costs such as insurances, public utility services, postage, freight and express charges.

MILEAGE ALLOWANCE -

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the Board authorizes reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties for travel at the current IRS rate per mile as indicated in the Employee Handbook.

ADOPT STANDARD WORK TIME FOR RETIREMENT PURPOSES – ELECTED & APPOINTED OFFICIALS -

Clerk working on this with NYS ERS rep – will have available at 7/24 or future meeting.

ADOPT STANDARD WORK TIME FOR RETIREMENT PURPOSES – FULL TIME & PART TIME EMPLOYEES -

Clerk working on this with NYS ERS rep – will have available at 7/24 or future meeting.

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ adopting the hours credited for NYS retirement purposes:

7/27/11
RESOLUTION
STANDARD WORK DAY/WEEK/MONTH
FOR NEW YORK STATE RETIREMENT PURPOSES

BE IT RESOLVED, that the Village Board be and hereby establishes the following as a standard

workday for elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

Full time
not necessarily per fiscal year budget
some of these positions are vacant
some of these positions are full time but only filled as part time

RESOLVED; that the standard work time for the full time **Village Manager** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Village Clerk** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Village Treasurer** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Deputy Village Clerk-Treasurer** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Deputy Village Clerk** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Water Clerk** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Building Inspector / Code Enforcement Officer / Fire Marshal** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Police Chief** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for full time **Police Officers** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work time for the full time **Clerk (Police Department)** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work day for the full time **Department of Public Works Superintendent** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard work day for the full time **Department of Public Works Working Foreman** be established at eight (8) hours per day / forty (40) hours per week; and be it

RESOLVED: that the standard workday for the full time **Department of Public Works Laborers** be established at eight (8) hours per day / forty (40) hours per week; and be it

Part time:

RESOLVED: that the standard work time for the part time **Mayor** (if enrolled in said retirement system) be established at six (6) hours per day / twenty (20) days per month; and be it

RESOLVED: that the standard work time for the part time **Trustees** (if enrolled in said retirement system) be established at five (5) days per month; and be it

RESOLVED: that the standard work time for part time **Planning Board** members (if enrolled in said retirement system) be established at sixteen (16) hours per month; and be it

Part time
maximum hours allowed for positions as created through Civil Service
not necessarily per fiscal year budget
some of these positions are vacant:

RESOLVED: that the standard work time for the part time **Crossing Guard** be established at twenty (20) hours per week; and be it

RESOLVED: that the standard work time for the part time **Assistant Building Inspector / Code Enforcement Officer / Fire Marshal** be established at twenty (20) hours per week; and be it

RESOLVED: that the standard work time for the part time **Secretary to the Planning/Zoning Boards (Building/Zoning/Code Enforcement Office)** be established at thirty (30) hours per week; and be it

RESOLVED: that the standard work time for the part time **Clerk (Department of Public Works)** be established at twenty (20) hours per week; and be it

RESOLVED: that the standard work time for the part time **Clerk (Fire Department)** be established at twenty (20) hours per week; and be it

RESOLVED: that the standard work time for the part time **Economic Development Coordinator** be established at twenty (20) hours per week

---

ADOPT VILLAGE STOP SIGNS & TRAFFIC SIGNALS -

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ adopting the following stop signs and traffic signals for the Village of Brockport:

1) Adams Street at Chappell Street
2) Adams Street at Utica Street
3) Allen Street at Centennial Avenue
4) Anita's Lane at Anita's Lane
5) Anita's Lane at East Avenue
6) Barry Street at Fayette Street
7) Barry Street at Keable Court (eastbound and westbound)
8) Beach Street at Erie Street
9) Beach Street at Holley Street
10) Berry Street at Fayette Street
11) Beverly Drive at Idlewood Drive
12) Briar Rose Lane at Cailyn Way
13) Briar Rose Lane at West Avenue
14) Brockview Drive at Frazier Street
15) Brockway Place at Chappell Street

16) Brockway Place at Main Street
17) Brook Terrace at #24 Brook Terrace
18) Brook Terrace at Brookdale Road
19) Brook Terrace at South Avenue
20) Brookdale Road at Main Street
21) Burroughs Terrace at Fair Street
22) Candlewick Drive at Havenwood Drive
23) Carolin Drive at Clark Street (northbound and southbound)
24) Carolin Drive at West Avenue
25) Centennial Avenue at Allen Street
26) Centennial Avenue at Main Street
27) Central School Drive and Centennial Avenue
28) Chappell Street at Adams Street
29) Chappell Street at Centennial Avenue
30) Cherry Drive at Clark Street
31) Cherry Drive at Evergreen Road
32) Clark Street at Carolin Drive (eastbound and westbound)
33) Clark Street at Evergreen Road
34) Clark Street at Kimberlin Drive
35) Clark Street at Main Street
36) Clark Street at Smith Street (eastbound and westbound)
37) Clinton Street at Main Street
38) Cloverwood Drive at Candlewick Drive
39) Coleman Creek Road at Central School Drive
40) Coleman Creek Road at Main Street
41) College Street at Main Street
42) College Street at Utica Street
43) Commencement Drive at Holley Street
44) Cyrus Way at McCormick Lane
45) Erie Street at Beach Street (eastbound and westbound)
46) Erie Street at Perry Street (eastbound and westbound)
47) Erie Street at Utica Street (eastbound and westbound)
48) Evelyn Drive at Glendale Road
49) Evergreen Road at Clark Street
50) Fair Street at Quaker Maid Street
51) Fayette Street at East Avenue
52) Frazier Street at Fayette Street
53) Frazier Street at Glendale Road (eastbound and westbound)
54) Frazier Street at Keable Court (eastbound and westbound)
55) Gardner Alley at Clinton Street
56) Gardner Alley at King Street
57) Glendale Road at Barry Street
58) Glendale Road at East Avenue
59) Glendale Road at Frazier Street (northbound and southbound)
60) Gordon Street at Spring Street
61) Gordon Street at State Street
62) Graves Street at Clark Street
63) Graves Street at West Avenue
64) Havenwood Drive at East Avenue
65) High Street at Park Avenue
66) Hillcrest Parkway at Main Street

67) Holley Street at Main Street
68) Holley Street at Perry Street (eastbound and westbound)
69) Holley Street at Utica Street (eastbound and westbound)
70) Idlewood Drive at Clark Street
71) Idlewood Drive at West Avenue
72) Keable Court at Barry Street
73) Keable Court at Frazier Street
74) Kenyon Street at Monroe Avenue
75) Kimberlin Drive at Clark Street
76) Kimberlin Drive at West Avenue
77) King Street at Utica Street
78) Liberty Street at Fayette Street
79) Liberty Street at Main Street
80) Lincoln Street at King Street
81) Locust Street at Barry Street
82) Lyman Street at Fayette Street
83) Lyman Street at Locust Street
84) Market Street at Main Street
85) Market Street at Park Avenue
86) Maxon Street at Kenyon Street
87) Maxon Street at Utica Street
88) McCormick Lane at East Avenue
89) Meadowview Drive at Clark Street
90) Meadowview Drive at Evergreen Road
91) Mercer Street at Chappell Street
92) Monroe Avenue at Holley Street
93) Monroe Avenue at Main Street
94) Monroe Avenue at Utica Street (eastbound and westbound)
95) Morgan Court at Evergreen Road
96) Owens Road at State Street
97) Oxford Street at Spring Street
98) Oxford Street at State Street
99) Park Avenue at South Street (east and west of triangle)
100) Park Avenue at State Street (northbound and southbound)
101) Quaker Maid Street at South Avenue
102) Quarry Street at Locust Street
103) Queen Street at Clinton Street
104) Queen Street at Erie Street
105) Queen Street at Holley Street
106) Residence Drive at Kenyon Street
107) Smith Street at Clark Street (northbound and southbound)
108) Smith Street at West Avenue
109) South Avenue at Brook Terrace
110) South Avenue at Main Street
111) South Avenue at Owens Road
112) South Avenue at Quaker Maid Street
113) South Street at Main Street
114) South Street at Park Avenue
115) State Street at Park Avenue (eastbound and westbound)
116) Union Street at Park Avenue
117) Utica Street at Adams Street

118) Utica Street at Clinton Street
119) Utica Street at College Street (northbound and southbound)
120) Utica Street at Erie Street (northbound and southbound)
121) Utica Street at Holley Street (northbound and southbound)
122) Utica Street at Monroe Avenue (northbound and southbound)
123) Victory Drive at Barry Street
124) Victory Drive at Frazier Street
125) Washington Street at State Street
126) Water Street at Market Street
127) Westwood Drive at Glendale Road
128) Willowbrooke Drive at West Avenue
129) Winston Woods at South Avenue (privately owned)

Village owned and operated traffic signal – Adams Street at Allen Street

---

ACCEPT RESIGNATIONS / or do not wish to be considered for renewal / or inactive -

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ to accept the following resignations or non-interest for appointment renewal with thanks for their service: James Hamlin from the Zoning Board of Appeals, Cynthia Baldwin from the Parks Committee.

VOLUNTEER DROPS/ADDS

Police Explorers
Clerk Morelli requested a current list of Brockport Police Explorers. There are 5 drops and 3 adds.

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ to accept the following membership changes to the Police Explorer program: drops: Tyler Frederick, Joshua Maier, Jared Mesiti, Ashlee Putnam, Jessica Zaccour; adds: Maurice Aubry, Ania Horton, Andrew Troup.

SPARTAC (temporarily inactive)
Clerk Morelli requested a current list of Brockport SPARTAC members. There are 2 drops and no adds.

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ to accept the following membership changes to the Police Explorer program: drops: James Ford, Eileen Ryerse; adds: none.

Walk Bike Brockport Action Group
No changes since last drops/adds.

Welcome Center Greeters
Clerk Morelli is in the process of comparing the roster she maintains with the roster Trustee / Welcome Center Greeter Coordinator Andrews maintains. There are over 100 greeters on the rolls. Some may no longer be active.

⇒ Trustee Andrews moved, Trustee _____ seconded, carried _/_ to appoint Sandra Cain of Park Avenue as a Welcome Center Greeter.

APPOINTMENTS AND RE-APPOINTMENTS -

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following appointments be made:

Official Newspaper..... Suburban News

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following designation of banks or trust companies be made for the deposit of all Village monies:

Official Depositories.....JP Morgan/Chase

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

External Auditor.....one year term.....Raymond F. Wager, CPA, P.C.

Previously approved:

Village Attorney....renewal to 6/30/13?.....Robert S. Leni, Esq. of Harris, Chesworth, O'Brien, et al
Village Clerk.....2-year term renewal to 6/30/13.....Leslie Ann Morelli
Village Treasurer.....2-year term to 6/30/13.....Daniel P. Hendricks
Deputy Village Clerk..... 2-year term to 6/30/13.....Deborah Herzog
Deputy Village Clerk-Treasurer.....2-year term to 6/30/13.....Ann Draper

---

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Question: do we need separate firm or can we utilize Village Attorney firm for environmental?

Environmental Attorney.....one year term.....Underberg & Kessler

---

⇒ Mayor Castañeda moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Village Historian.....1-year term renewal to 6/30/13.....Jacqueline Morris
Museum Director.....1-year term renewal to 6/30/13 ..... Jacqueline Morris

---

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Planning Board.....5-year term _____ to 6/30/17.....

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Zoning Board of Appeals..... complete a term to 6/30/13...

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Zoning Board of Appeals.....5-year term to 6/30/17.....

⇒ Mayor Castañeda moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Historic Preservation Board.....3-year term renewal to 6/30/15.....Kathleen Goetz

⇒ Mayor Castañeda moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Historic Preservation Board.....3-year term renewal to 6/30/15.....Caitlin Moore

⇒ Mayor Castañeda moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Historic Preservation Board.....3-year term renewal to 6/30/15.....Kory Hunsinger

⇒ Mayor Castañeda moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Historic Preservation Board.....3-year term renewal to 6/30/15.....Lynda VandenBerg

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Historic Preservation Board.....3-year term to 6/30/15.....

⇒ Mayor Castañeda moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Tree Board.....4-year term renewal to 6/30/16.....Kathleen Goetz

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Tree Board.....4-year term to 6/30/16.....

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Parks Committee.....complete a term to 6/30/15.....

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Parks Committee.....4-year term to 6/30/16.....

⇒ Mayor Castañeda is not bringing forth any reappointment or appointment at this time.

Parks Committee.....4-year term to 6/30/16.....

Position Interest Form for Ethics Board on file that have not yet been brought to a motion:
Mark Ketchum, Robert Jones - for any VB member to bring forth for consideration.

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Ethics Board.....complete a term to 6/30/15.....

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Ethics Board.....complete a term to 6/30/16.....

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following appointment be made:

Ethics Board.....complete a term to 6/30/16.....EMPLOYEE _____

ADOPT MEETING SCHEDULE -

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following schedule be adopted:

Village of Brockport Meetings
August 2012 – August 2013

Village Board Meetings

Meetings begin at 7pm and are held at Village Hall

2nd & 4th Tuesday of each month unless otherwise noted

Submittal Deadline: Wednesday by Noon prior to meeting date

August 14, 2012
August 28, 2012
September 11, 2012
September 25, 2012
October 9, 2012
October 23, 2012
November 13, 2012
November 27, 2012
December 11, 2012
December 25, 2012 - NONE due to holiday

January 8, 2013
January 22, 2013
February 12, 2013
February 26, 2013
March 12, 2013
March 26, 2013
April 9, 2013 *(budget hearing)*
April 23, 2013
May 14, 2013
May 28, 2013
June 11, 2013
June 25, 2013
July 9, 2013 *(swearing in)*
July 23, 2013 (*organizational*)
August 13, 2013
August 27, 2013

Plus the following work sessions the 1st Tuesday of the following months:

August 7, 2012
September 4, 2012
October 2, 2012
November 6, 2012
December 4, 2012

January 1, 2013 – NONE due to holiday
February 5, 2013
March 5, 2013
April 2, 2013
May 7, 2013

June 4, 2013
July 2, 2013 - NONE due to holiday
August 6, 2013

Planning Board Meetings

Meetings begin at 7pm and are held at Village Hall

3rd Tuesday of each month unless otherwise noted (only upon application)

Submittal Deadline: Tuesday by Noon at least 2 weeks prior to meeting date

August 21, 2012
September 18, 2012
October 16, 2012
November 20, 2012
December 18, 2012

January 15, 2013
February 19, 2013
March 19, 2013
April 16, 2013
May 21, 2013
June 18, 2013 – NONE – due to Elections in conference room
July 16, 2013
August 20, 2013

Zoning Board of Appeals Meetings

Meetings begin at 7pm and are held at Village Hall

1st Thursday of each month (only upon application)

Submittal Deadline: Tuesday by Noon at least 3 weeks prior to meeting date

August 2, 2012
September 6, 2012
October 4, 2012
November 1, 2012
December 6, 2012

January 3, 2013
February 7, 2013
March 7, 2013
April 4, 2013
May 2, 2013
June 6, 2013
July 4, 2013 – NONE due to holiday
August 1, 2013

Historic Preservation Board Meetings

Meetings begin at 7:15pm and are held at Village Hall

3rd Thursday of each month unless otherwise noted (as needed)

August 16, 2012
September 20, 2012
October 18, 2012
November 15, 2012
December 20, 2012

January 17, 2013
February 21, 2013
March 21, 2013
April 18, 2013
May 16, 2013
June 20, 2013
July 18, 2013
August 15, 2013

Other Boards and Committees:

Meeting schedules and locations vary

Seymour Library Board, Tree Board, Code Review Committee, Walk Bike Brockport Action Group, Parks Committee, Welcome Center Management Committee, Emily L. Knapp Museum & Library of Local History Committee, Ethics Board

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UPSTATE NEW YORK MUNICIPAL WORKERS' COMPENSATION PROGRAM REPRESENTATIVES:

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ designating representatives to the Upstate New York Municipal Workers' Compensation Program:

BE IT RESOLVED that the Trustees of the Village of Brockport hereby designates the Village of Brockport's Mayor or her appointee as the Village of Brockport's member on the Board of Directors of the program;

The appointees shall be as follows:
Village Treasurer as Director
Village Trustee as Alternate Director _____ (was Trustee Hannan)
Village Clerk as Facilitator

VILLAGE BOARD LIAISONS to departments / areas / boards / committees –

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ that the following Village Board liaison assignments be made:

VILLAGE OF BROCKPORT
BOARD LIAISONS
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES

Clerk's suggestions:

- *Liaisons don't have to stick with same year after year.*
- *Choose areas you have particular interest/knowledge in.*
- *Departments/Boards/Committees that had 2 liaisons last year – might be worth cutting to 1 for ease of Dept. Head or Board/Committee Chair only having to work w/1 dedicated Board member & allowing Trustees to focus energies.*

	8/11-6/12 was:
Personnel / Human Resources	Mayor Castañeda
Budget & Finance	Mayor Castañeda
Intergovernmental Relations	Mayor Castañeda
Department of Public Works	Trustee Hannan & _____
Police Department	Trustee Blair& _____
Building / Zoning / Code Enforcement	Trustee Hannan & _____
Economic Development (BMA & GBDC)	Trustee Hannan & Blackman
Planning Board	Trustee Blair
Zoning Board of Appeals	Trustee Hannan
Historic Preservation Board	Trustee Blackman
Seymour Library Board	Trustee _____
Tree Board	Trustee Blackman
Code Review Committee	Trustee Hannan
Parks Committee	Trustee Blair
Emily L. Knapp Museum & Library of Local History	Trustee _____
Ad Hoc Committee on Housing	Trustee Hannan

Farmers Market	Trustee Blackman
Walk Bike Brockport Action Group	Trustee Blackman
Welcome Center Management Committee	Trustee Blair
BISCO (Brockport Integrated Service Clubs Organization)	Trustee Hannan
SUNY College at Brockport	Trustee Blackman
Workers Comp Program (Alternate for Treasurer and Clerk)	Trustee Hannan

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FEE SCHEDULE -

⇒ Trustee _____ moved, Trustee _____ seconded, carried _/_ to adopt the following fee schedule as follows:

- Suggested*

VILLAGE OF BROCKPORT
FEE SCHEDULE
AMENDED ~~10/25/11~~

To be noted on invoices: All bills and charges are payable net cash within thirty (30) days. A delinquent charge of 10% will be added for non-payment by the due date. Failure to pay may result in the re-levy of said charges plus delinquent charges on your next Village tax bill.

VILLAGE BOARD FEES

- Rezoning application.....500.00
- Blasting permit.....$200.00

ZONING BOARD OF APPEALS FEES

- Area Variance.....$200.00
- Use Variance.....$300.00
- Interpretation.....$150.00
- Home Occupations.....$25.00
- Travel trailer / dumpster approval.....$25.00
- Other (special permit or authorization required by code).....$150.00

PLANNING BOARD FEES

- Commercial / Industrial Change of use.....$45.00
- Residential Change of use.....$35.00
- Site plan (new construction) (less than 5 acres).....$300.00
  includes stormwater pollution prevention plan review
- Site plan (new construction) (greater than 5 acres) $600.00
  includes stormwater pollution prevention plan review
- Site plan (other).....$250.00
  includes stormwater pollution prevention plan review
- Residential subdivisions (less than 5 acres) .....$200.00 plus $50 per lot
  includes stormwater pollution prevention plan review
- Residential subdivisions (greater than 5 acres).....$600.00 plus $50 per lot
  includes stormwater pollution prevention plan review
- Re-subdivision.....$50.00

- Residential Fences (front yard).....25.00
- Commercial / Industrial Fences (includes dumpster enclosures).....$50.00
- Residential / Commercial / Industrial parking lots.....$50.00
  includes stormwater pollution prevention plan review
- Changes to or alteration of or extension of previous approvals.....$50.00
- Special Meeting at request of applicant
  ...$50.00 in addition to application base fee
- Public Hearing if Board deems necessary
  .....$100.00 in addition to application base fee

ENGINEERING INSPECTIONS & STORMWATER INSPECTIONS

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

MISCELLANEOUS

- Tax Search.....$20.00
- Copies.....$.25 per page
- Returned Check Charge.....$20.00
- Zoning Map (color).....$5.00
- Sign Permit.....$30.00 per sign
- Sidewalk Café Permit.....$200.00
  - $150 of the $200 is returnable at the end of season if no violations.
- Hawking & Peddling Permit 1 to 7 days.....$100.00
  6 months or less.....$250.00
  1 year.....$500.00
- Parade / Procession Permit .....no charge
- Fireworks Permit.....no charge
- Appliance with Freon.....$25.00
- Garbage and Trash Pick-Up cost to Village plus $50.00 for first calendar year (CY) offense, cost plus $100 for second CY offense, cost plus $250 for third CY offense.
- Garbage Cans Pick-Up.....$25.00 per can
- Lawn Mowing.....$150 per hour (1 hour minimum) per man plus equipment - plus $50.00 for first calendar year (CY) offense, plus $100 for second CY offense, plus $250 for third CY offense.
- Weekly Commercial Waste Hauler Permit.....$1,500.00 (annually)
- Other Commercial Waste Hauler Permit.....$500.00 (annually)
- Facilities Use Permit .....$25.00 deposit
- Electrical Inspection Agency Permit.....$150.00 (annually)
- Demolition permit – Residential structures.....$30.00
- Demolition permit - Commercial structures.....$50.00
- Demolition permit – Industrial structures.....$100.00
- Zoning Compliance Verification Letter.....$50.00 *

CANAL FRONT AMMENITIES

- Boats 16' or less.....$4.00
- Boats 17' – 30'.....$6.00

- Boats 31' – 40'.....$12.00
- Boats 40'.....$15.00
- Commercial Boats.....$20.00

POLICE DEPARTMENT FEES

- Copy of Police Report.....no charge
- Fingerprinting (NON-Village resident/merchant).....$15.00
- Record Check.....$5.00

Pay at Village Hall for fingerprinting or Brockport record check then go to Police Department.

- Parking
  - Illegally Parked.....$50.00 ~~$30.00~~
  - Winter Parking Ordinance.....$60.00~~$40.00~~
  - Fire Lane / Hydrant.....$70.00~~$50.00~~
  - Handicapped Parking.....$100.00 ~~$60.00~~*

Fines doubled if not paid or contested within 30 days.
*Applicable NYS surcharges may be applied by the adjudicating agency.

BUILDING / FIRE APPLICATION FEES

RESIDENTIAL NEW HOME CONSTRUCTION – includes Certificate of Occupancy inspection fee:

- 800 – 1,100 square feet.....$400
- 1,101 – 1,300 square feet.....$550
- 1,301 – 1,500 square feet.....$650
- 1,501 – 1,700 square feet.....$700
- 1,701 – 2,000 square feet.....$750
- 2,001 – 3,000 square feet.....$800
- 3,001 – 5,000 square feet.....$850
- Inspection deficiency – 3 or more non life-safety items.....$50.00 each item
- Inspection deficiency – any life-safety items.....$100.00 each item

RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling) - includes Certificate of Occupancy inspection fee:

- Value of construction from $0 - $500.....$65
- Value of construction from $500 - $10,000.....$85
- Value of construction from $10,000 - $50,000.....$105
- Value of construction from $50,000 - $100,000.....$125
- Value of construction from $100,000 - $150,000.....$145
- Value of construction from $150,000 and up.....$175
  plus $10.00 for each $10,000 of construction value
- Inspection deficiency – 3 or more non life-safety items.....$50.00 each item
- Inspection deficiency – any life-safety items.....$100.00 each item

COMMERCIAL NEW CONSTRUCTION – (additions, remodeling) – includes Certificate of Occupancy Inspection fee:

- Value of construction from $0 - $500.....$100
- Value of construction from $500 - $10,000.....$120

- Value of construction from $10,000 - $50,000.....$140
- Value of construction from $50,000 - $100,000.....$160
- Value of construction from $100,000 - $150,000.....$180
- Value of construction from $150,000 and up..... $200
  plus $10 for each $10,000 of construction value
- Inspection deficiency – 3 or more non life-safety items.....$50.00 each item
- Inspection deficiency – any life-safety items.....$100.00 each item

RESIDENTIAL ACCESSORY STRUCTURES – includes Certificate of Compliance inspection fee:

- Decks.....$35
- Above ground pools.....$50
- In ground pools.....$100
- Sheds (144+sf).....$30
- Gas appliances i.e. hot water heater, furnace.....$20
- Gas appliances..... i.e. fireplace, gas log sets, fixed piped home generators.....$20.00
  Temporary Construction Trailer.....$50.00
- Inspection deficiency – 3 or more non life-safety items.....$25.00 each item
- Inspection deficiency – any life-safety items.....$50.00 each item

RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS

- Residential rental registration.....$50 per property
- Single family rental Code 210.....$50
- Two family rental Code 220.....$100
- Three family rental Code 230.....$150
- Townhouses Code 411.....$20.00 per unit
- Apartment building Code 411.....$150.00 per building
- Inn / rooming house Code 418.....$100.00
- Inspection deficiency – 3 or more non life-safety items.....$50.00 each item
- Inspection deficiency – any life-safety items.....$10.00 each item
- Re-inspections for non-compliant results after 30 days will double the C of O fee

OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES

- Educational.....$100.00 (annually)
- Place of Public Assembly 100 persons or greater .....$100.00 (annually)
- Assembly uses 50 – 100 persons.....$50.00 (annually)
- Manufacturing.....$100.00(annually and/or as local conditions require)
- Fairs/festivals.....$200.00 (annually)
- Repair/service garages.....$100.00 (3 year intervals)
- Mercantile over 5000sqft.....$100.00 (3 year intervals)
- Business use over 5000sqft.....$100.00 (3 year intervals)
- Food service establishments.....$35.00 (yearly and/or as local conditions require)
- Other.....$100.00 (yearly and/or as local conditions require)
- Inspection deficiency – 3 or more non life-safety items.....$50.00 each item
- Inspection deficiency – any life-safety items.....$100.00 each item
- Re-inspections for non-compliant results after 30 days will double Operating Permit fee

PLUMBING & SEWER FEES

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

WATER:

Water Rate Schedule

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

QUARTERLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

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

QUARTERLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

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

MONTHLY METERED SERVICE WITHIN THE VILLAGE OF BROCKPORT:

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

MONTHLY METERED SERVICE OUTSIDE THE VILLAGE OF BROCKPORT:

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

UN-METERED WATER:

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

TERMS AND PAYMENT:

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

Frozen meter fee $100 plus equipment and labor

SERVICE CONNECTIONS:

The fees charged upon application for water service tap (including meter) to the Commissioner's are as follows:

SIZE OF SERVICE	Fee Charge
¾" and 1" with 5/8" or ¾" meter and under	$1,000.00
¾" and 1" with 1" meter	$1,880.00
1 ½" meter and above	to be charged a fee equal to the time and materials used to render the service plus 10%

The Commissioners will install the service pipe and appurtenances on public streets from the water

main to and including the curb box and shutoff. Easements acceptable to the Commissioners must be furnished to them for service installation if private property is involved. Water meters will be furnished and connected by the Commissioners and will remain the property of the Commissioners. (Section IV and Section V)

Where a tap already exists, or is being installed under a Main Extension, the fees charged are as follows:

SIZE OF SERVICE	Fee Charge
¾" and under	$250.00
1"	$300.00
1 ½" meter and above	to be charged a fee equal to the time and materials used to render the service plus 10%

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

SERVICE DISCONTINUANCE

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

Any use or attachment to an unprotected, unmetered fire hydrant for other than fire-fighting purposes is subject to an Unauthorized Hydrant Use Fee of $500.00.

The rate for unmetered water sales shall be $6.00 per thousand gallons.

FACILITIES USE POLICY -

Suggested: Clerk Morelli recommends abandoning this policy. It has only been the Village's own Boards, Committees, groups that utilize the Village Hall conference room – not outside groups or citizens for personal purposes. There are several other venues available to the public in our area. Sagawa Park should be considered just like all other Village parks and playgrounds – open to the public – first come first serve. The only regular users of it are the Friday evening Cool Kids in the Park programs in June and July.

→ Trustee _____moved, Trustee _____ seconded, carried _/_ to disband the Village Facilities Use Agreement for Village Hall Conference Room and Sagawa Park.

OR

confirm Village Facilities Use Agreement for Village Hall Conference Room and Sagawa Park last amended 9/13/11.

Village of Brockport
Standard Facilities Use Agreement
Amended 9/13/11

This Agreement describes the terms and conditions under which the undersigned outside party (the "USER") may use facilities owned by the Village of Brockport (the "VILLAGE").

Whereas VILLAGE owns and operates, or lawfully controls the use of, the property ("PROPERTY") described below, and USER desires to use said PROPERTY, VILLAGE agrees to make said PROPERTY and no other available to USER at the date(s) and time(s) and for the purposes referenced below and no other, and in consideration for being permitted to use PROPERTY for the stated purposes, USER agrees to pay the fees and abide by the terms and conditions set out in this agreement.

USER NAME:		**PROPERTY:**	
ADDRESS:		**DATE OF USE:**	
CITY/STATE/ ZIP:		**START TIME:**	
TELEPHONE:		**END TIME:**	
FEES:		**EVENT NAME:**	
DEPOSIT:	**$25.00** (In addition to Fees)	**PURPOSE OF USE:**	

FEES, TERMS AND CONDITIONS

1. USER agrees to pay the sums referenced below as a fee for the use of the PROPERTY:

- Village Hall Conference Room $0.00 per hour
- Sagawa Park $0.00 per hour

This fee is due immediately. Said payment includes use of lights, heat, air conditioning, and water, as may be needed for the purposes set out above and to the extent such exist at the PROPERTY.

2. ADDITIONAL FEES & SECURITY DEPOSIT: In addition to the fee described above, USER will be responsible for paying any and all expenses incurred by USER and/or VILLAGE in support of or as a result of the use. Such expenses may include, but are not limited to, cleaning costs, security costs, parking fees, and setup and takedown costs. The user shall pay to the Village the amount of **$25.00, which** shall be held by the Village Clerk as a security deposit for any damage to the facility or other loss or expense incurred by the Village due to the use of the facility by the user. In the event that there is any damage, loss or expense incurred by the Village due to the use, the user agrees and acknowledges that the Village may use the security deposit for payment of same without prior approval of the user. The amount of the security deposit paid hereunder is not a limit of the user's liability to the Village for damage, loss or expense and any claim for same by the Village shall be paid immediately by the user.

3. OCCUPANCY LIMITS: The USER shall comply with the occupancy limits of the PROPERTY being used as follows:

- Village Hall Conference Room 49 persons
- Sagawa Park Not applicable

4. SPECIAL RULES: The USER shall comply with the additional rules of the PROPERTY being used as follows:

A. Village Hall Conference Room:

1. All garbage must be removed by USER.
2. The key must be picked up from the Village Clerk by 4:30 pm the day of the meeting and returned to the Village Hall drop box after the building is locked that evening.
3. Alcohol sales are prohibited. Alcohol consumption is prohibited unless approved by the Board of Trustees for a specific PURPOSE OF USE.
4. Turn lights off and assure doors are locked.

B. Sagawa Park:

1. USER shall vacate the park no later than 9:30 pm.
2. All garbage must be removed by USER.
3. The USER shall not disturb area church services.
4. The USER may not exclude members of the public from simultaneously using the park.
3. Alcohol sales are prohibited. Alcohol consumption is prohibited unless approved by the Board of Trustees for a specific PURPOSE OF USE.

4.1 ALCOHOLIC BEVERAGES: The USER agrees and acknowledges that the sale of alcoholic beverages at the PROPERTY is strictly prohibited. If alcoholic beverage consumption is approved by the Board of Trustees for a particular PURPOSE OF USE, then the USER may provide alcoholic beverages for consumption by the guests of the USER at the event by the USER purchasing the alcoholic beverages, and then the USER may provide the alcoholic beverages to the guests at the event, for free, and without any charge.

5. INGRESS/EGRESS: All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the premises must be kept unobstructed by USER and must not be used by USER for any purpose other than ingress to or egress from the premises.

6. DAMAGES AND REPAIRS: The USER agrees to be responsible for all damages to buildings, grounds, fields and equipment incident to the use of the PROPERTY. USER shall make no temporary or permanent modifications to the PROPERTY without the prior written consent of the VILLAGE.

7. COMPLIANCE: The USER agrees to use and occupy the FACILITY in accordance with all VILLAGE policies, regulations, rules, and practices and with all applicable municipal, state and federal laws, including but not limited to fire codes. USER may not use the VILLAGE's names or marks, or imply VILLAGE endorsement or support, without express permission from an authorized VILLAGE official.

8. PARTICIPANTS AND ATTENDEES: The USER is responsible for providing all necessary and appropriate safety instruction to all participants and attendees at USER'S activity. The USER is responsible for any and all damages to buildings, grounds, fields and equipment caused by participants and attendees. If the use of the PROPERTY is open to any non-members of USER, then no person shall be denied the equal privileges and enjoyment of having free and open access to the USER'S event on the basis of race, color, creed, religion, national origin or sexual orientation. Access may not be limited on the basis of age or sex except insofar as the goals or purposes of the activity require such limitation and are lawful.

9. ABANDONED PROPERTY: Any property left on the PROPERTY shall, after a period of ten days from the last day of the scheduled use, be deemed abandoned and shall become property of the VILLAGE to be disposed of or utilized at VILLAGE'S sole discretion.

10. PERSONAL: This agreement is personal and the USER shall not assign this agreement nor allow any other person, group or entity to use the PROPERTY during the scheduled time(s) without the prior written consent of VILLAGE.

11. FORCE MAJEURE: If the PROPERTY is rendered unsuitable for the conduct of the USER'S activity by reason of force majeure, the VILLAGE and the USER are released from their obligations under this contract. Force majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of the VILLAGE.

12. INDEMNIFICATION

A. The VILLAGE shall have no responsibility for the safety and/or security of any property belonging to USER or to those persons participating in the use of the PROPERTY by USER. USER expressly releases and discharges the VILLAGE for any and all liabilities for any loss, injury, or damages to any such property.

B. The VILLAGE shall have no responsibility for the safety and/or security of any person participating in the use of the PROPERTY by USER except as may arise from the negligence of the VILLAGE. USER expressly agrees to indemnify and hold harmless VILLAGE, its officers, employees, students and agents, from all cost, loss and expense arising out of any liability or claim of liability for injury or damage to persons resulting directly or indirectly from their participation in USER'S use of the PROPERTY, regardless of whether such use was authorized or not, and regardless of whether the liability or claim of liability arises out of the act or omission or USER.

C. In the sole discretion of the VILLAGE, at all times during the use of the PROPERTY, USER may be required to have a policy of comprehensive liability insurance, including public liability, bodily injury, and property damage, written by a company licensed to do business in the state of New York, covering the use contemplated by this agreement with combined single limits of no less than $1,000,000 per occurrence and $3,000,000 aggregate. The USER shall name the VILLAGE, including its trustees, officers, agents and employees as Additional Insureds for the said purpose and use of this agreement. USER agrees that the insurance will be primary coverage and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity insofar as said person or entity may have claims against VILLAGE. The USER shall also maintain Worker's Compensation insurance to meet the requirements of the Workers Compensation laws of New York where applicable. Certificates of Insurance evidencing such insurance coverage shall be provided to the VILLAGE.

D. If USER is a department, division, or other unit of VILLAGE, paragraph 12 and all requirements included within it are null and do not become part of the agreement between the parties. If USER is a state or federal government agency, indemnification is not required where prohibited by law. <u>If USER is an individual, the comprehensive liability insurance certificate required by paragraph 12(C) shall not be required unless the VILLAGE finds, in its sole discretion, that the intended use may negatively impact the Village or its property.</u>

13. CANCELLATION AND TERMINATION: The VILLAGE reserves the right to cancel or terminate the use and retain the use fees and security deposit paid to the VILLAGE if for any reason, within the independent and sole discretion of the VILLAGE, there is or will be, any violation of this agreement, of any rule regarding the use of the PROPERTY, any obligation of the user hereunder, or for any other reason based on health and safety concerns of the Village or its officials.

14. WHOLE AGREEMENT: This writing contains the whole and complete agreement between the VILLAGE and USER.

15. SEVERABILITY: The terms of this Agreement are severable such that if one or more provisions are declared illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

The undersigned certifies that (s) he is authorized to sign this Agreement on behalf of the USER and the VILLAGE, respectively, and that the USER and the VILLAGE acknowledge and accept the terms and conditions herein and attached hereto.

Dated: _____20___ Dated: _____20__

USER: VILLAGE:

BY: _____ BY: _____

Position: _____ Position: _____

For office use only:

_____ Approved _____ Denied
_____ Availability Confirmed with_____
_____ Notification Given to_____
_____ Security Deposit Collected ($25)
_____ Fees Collected
_____ Received Insurance Certificate with Village as Additional Insured (Not required for individual use of facility)

PURCHASING / PROCUREMENT POLICY –

→ Trustee _____ moved, Trustee _____ seconded, carried _/_ to amend the Village Purchasing/ Procurement Policy last amended 7/19/10.

Village of Brockport
Purchasing / Procurement Policy
Amended ~~7/19/10~~

Section 104-b of the General Municipal Law (GML) requires every municipality to adopt internal policies governing all procurement of goods and services not subject to the bidding requirements of GML Section 103 or any other law. In accordance with that requirement, the following guidelines are established for use by the Village of Brockport.

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every village officer, board member, department head or other personnel with the requisite purchasing authority (the Purchaser) shall adhere to this policy. An employee wishing to make a purchase on behalf of the Village must have the purchase authorized by the appropriate department head.

Guideline 2. All purchases of:

(a) Goods, services, equipment or public works contracts shall be executed through a purchase order, which will be preceded by a Request for Purchase Order.

(b) Purchases which will exceed the threshold amount set forth in GML Section 103 ($20,000 for goods and equipment purchases and $35,000 for Public Works Contracts) shall be formally bid pursuant to this law and shall be executed only after appropriate Village Board approval has been obtained.

Guideline 3. All purchases of goods, services, equipment or public works contracts:

(a) Less than $10,000 but greater than $500 require a written request for proposal (RFP), written/fax quotes from three (3) vendors.

(b) Purchases equal to or in excess of $2,000 will also require approval of the Village Board.

(c) Purchases of less than $2,000 are at the discretion of the Department Head.

(d) Any written RFP shall be from a reputable vendor, and must describe the desired goods, quantity and particulars of delivery. The Purchaser shall use the Quotation Log to compile a list of all vendors from whom written/fax quotes have been requested; and the written/fax quotes offered, and all information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the RFP. The Quotation Log must be signed by the employee and the Department Head.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification as to why it is in the best interest of the Village and its taxpayers to make an award to other than the low bidder. If a vendor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. However, if the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made. In no event shall the inability to obtain the required proposals or quotations be a bar to the procurement.

Guideline 6. In the event that there is only one supplier for a particular good or service, care must be taken to document that the item or service is unique in its benefits as compared to other items or service available in the market place. The Purchaser must be sure that no other item or service provides a substantially equivalent or similar benefit. These facts must be documented on the Quotation Log and filed with the purchase request.

Guideline 7. In the event a good or service can be obtained under a city, county or state contract bid, the Purchaser must document the **current year** contract number, whether it is a city, county, or state bid, the price per unit and the total cost of the purchase.

Guideline 8. Except when directed by the Village Board, no solicitations of written proposals or quotations shall be required under the following circumstances:

(a) Emergencies;
(b) Goods purchased from agencies for the blind or severely handicapped;
(c) Goods purchased form correctional facilities;
(d) Goods purchased from another governmental agency;
(e) Goods purchased at auction - shall be done at or below any established limit agreed upon by the Village Board.

~~**Guideline 9.** Additional exceptions apply to the use of purchase orders by the Fire Department and the Ambulance Corps as follows:~~

~~(a) The Fire Department and Ambulance Corps are required to use purchase orders for the purchase of new items in excess of $50.00.~~

(b) ~~Fire Department and Ambulance Corps purchases of repair or replacement parts or services or of supplies can be made without the use of a purchase order~~.

(c) ~~Fire Department purchase orders must be signed by the Village Mayor~~.

~~(d) Ambulance Corps purchase orders can be signed by the Village Treasurer.~~

Guideline 10. This policy shall be reviewed annually or as deemed necessary by the Village Board.

VILLAGE VEHICLE USAGE POLICY –

→ Trustee _____ moved, Trustee _____ seconded, carried _/_ to amend Village Vehicle Usage Policy last amended 2/14/12.

Village of Brockport
Vehicle Usage Policy
Amended ~~02/14/12~~

Policy Statement – The village board may assign a village vehicle to a village official or employee ~~or volunteer~~ (whether on a case-by-case or continual basis). The village owns and maintains such vehicles, including related equipment, explicitly to conduct official village business. Personal use and the use of vehicles, including related equipment, for the private gain of any official or employee, ~~or volunteer~~, including related equipment, except for commuting and de minimus personal use, is prohibited.

General Standards – Compliance with this policy requires observance of the following standards.

- The village board shall authorize (whether on a case-by-case or continual basis) the purpose(s) for which a village vehicle may be used.
- A formal written request for any use outside the scope of normal daily use must be made 2 weeks prior to its use.
- A department head to which the village board has assigned a vehicle, including any related equipment, shall maintain the general administrative jurisdiction of said vehicle, including directing its

use by a subordinate.

- A department head shall maintain under his control and jurisdiction all keys to a vehicle assigned to his department when such vehicle is not in use.
- A village official or employee ~~or volunteer~~ shall not use a village vehicle for an unauthorized purpose.
- A village official or employee ~~or volunteer~~ cited for a parking violation, moving violation, or any other driving infraction or offense while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such citation.
- A village official or employee ~~or volunteer~~ operating a village vehicle shall be personally liable for fines resultant from conviction of a parking violation, moving violation, or any other driving infraction or offense committed while using a village vehicle.
- A village official or employee ~~or volunteer~~ involved in a motor vehicle accident while using a municipal vehicle shall notify his supervisor as soon as practicable and within 24 hours of such accident; the applicable department head shall notify the mayor and file an accident report in the village clerk's office as soon as practicable and within 48 hours of such accident.
- A village official or employee ~~or volunteer~~ shall not transport in a village vehicle persons who are not village officials or employees ~~or volunteers~~ (exception: department supervisors issued take home vehicles may transport family members while maintaining 24/7 availability to their respective department in a non-emergency mode), or material or persons unrelated to the conduct of village business. For the purpose of this policy, persons affected by emergency situations to which village emergency responders have responded are related to the conduct of village business.
- A village official or employee ~~or volunteer~~ to whom a village vehicle is assigned shall not allow their spouse or another to drive said vehicle.
- A village official or employee~~, or volunteer~~ to whom a village vehicle, excluding a police vehicle, is assigned shall lock the same when not in use.
- A village official or employee ~~or volunteer~~ shall notify the appropriate department head of any malfunction of a village vehicle while it is assigned to him.
- No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on village vehicles at any time, except those of a limited community service nature that have been authorized by the village board.
- Village vehicles, except unmarked police vehicles, shall be clearly marked with identification as approved by the village board.
- Smoking and the use of smokeless tobacco in village vehicles are prohibited.

~~**Standards for Use of Fire Apparatus at Funerals, in Parades or Public Display**~~

~~The following standards apply in addition to the foregoing "General Standards."~~

- ~~No more than two pieces of fire department apparatus may be used simultaneously at funerals without prior approval from the village board.~~
- ~~At the discretion of the fire chief, up to two pieces of fire department apparatus may be used for a period of up to 8 hours for a former Brockport Fire Department member's funeral within Monroe County.~~
- ~~At the discretion of the fire chief, one piece of fire department apparatus may be used for a period of up to 8 hours for a funeral within Monroe County's resultant from an emergency responder's line of duty death (LODD).~~
- ~~Contingent upon prior approval from the Village Board, one piece of fire department apparatus may be used for a funeral in any state adjoining the State of New York.~~
- ~~Contingent upon prior approval from the Village Board, 5 pieces of fire department apparatus may be used for a period of up to 8 hours in a parade or public display within Monroe, Orleans, Genesee and Livingston counties.~~
- ~~Contingent upon prior approval from the Village Board, fire department apparatus may be used in a parade or public display within the State of New York, excluding Monroe, Orleans, Genesee and Livingston counties, or within any state adjoining the State of New York.~~

Standards for Use of Police Vehicles – The standards described by Brockport Police Department General Order 325 apply to the use of police vehicles in addition to the foregoing "General Standards."

Taxable Fringe Benefit – Employees authorized to use a village vehicle on a 24-hour-per-day, seven-day-per-week basis may be subject to imputed income tax regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. The village will use IRS Publication 15-B "Employers Tax Guide to Fringe Benefits," Section 3, Fringe Benefit Valuation Rules, Commuting Rule in determining any tax liability and automatically update changes to the rate as made by the IRS. The rule establishes a $1.50 per one-way commute value as the non-cash taxable fringe value. This value will be includable in the employee's gross income and is subject to all federal withholding taxes. Employees who are assigned marked police ~~and fire vehicles~~, unmarked police vehicles or specialized vehicles carrying tools and meeting certain other eligibility criteria established by the IRS will not be subject to the commuting valuation rule.

VILLAGE MEDIA RESPONSE AND SUBMISSION POLICY –

→ Trustee _____ moved, Trustee _____ seconded, carried _/_ to amend Village Media Response and Submission Policy last amended 5/17/10.

Village of Brockport Media Response and Submission Policy

Adopted by Village Board ~~5/17/10~~

Policy Statement - The village board acts to ensure coordinated, coherent, professional, accurate, and reliable communication between the Village of Brockport and all media outlets. This policy is intended to sustain and reinforce a positive public image of the village by effectively disseminating timely, relevant, and interesting information.

General Standards – For the purpose of this policy, "statement" means spoken communication; "submission" means printed or electronic communication. Compliance with this policy requires observance of the following standards.

§ 1. Members of the village board are the official spokespersons of the village~~. Except as noted in § 7. below,~~ Other village officials and employees ~~and volunteers~~ shall not make official statements, whether unsolicited or in response to a media inquiry, except when authorized by the mayor or the village board, or to affirm or clarify facts that are part of the public record.

§ 2. ~~Except as noted in § 7. below,~~ Only official spokespersons shall respond to media inquiries.

§ 3. Official statements to the media, whether unsolicited or in response to an inquiry, shall accurately reflect the village's position as described by official documents such as, but not limited to formal plans, adopted policies, and approved meeting minutes.

§ 4. A village official or employee ~~or volunteer~~ who wishes to make a personal statement regarding any village-related topic must clearly inform the media that he is making such statement as an

individual, that his/her statement does not necessarily represent the position of the village, and that they are not authorized to speak for, or on behalf of the village at the time of the statement.

§ 5. Any unsolicited submission to the media, such as a press release, must be approved by the village board or the mayor prior to its issuance. It shall include in its heading the date of such approval.

§ 6. Any direct quotation of a village official or employee ~~or volunteer~~ in a statement or submission to the media must be verified by official record or acknowledged as accurate by the party quoted prior to issuance of such statement or submission.

~~§ 7. Communications regarding fire department incidents issued by the fire chief or his designee, communications regarding police department incidents issued by the police chief or his designee, editorials, legal notices, and advertisements are not subject to § 1. 6. of this policy~~.

VILLAGE BOARD MEETING PROCEDURES POLICY –

→ Trustee _____ moved, Trustee _____ seconded, carried _/_ to amend the Village Board meeting procedures last amended _____ to reflect changes related to meeting nights.

Suggested*

VILLAGE OF BROCKPORT
VILLAGE BOARD
MEETING PROCEDURES
Amended ~~9/13/11~~

INTENT: Every public body has an inherent right to regulate its own procedures. Legislative bodies need rules so that the will of the majority is expressed and the rights of the minority are protected.

Section 1. MEETINGS: The Board of Trustees for the Village of Brockport, New York shall hold regular meetings on the second and fourth Tuesdays of each month per the adopted schedule. Such meetings shall commence at 7:00pm and be conducted in the conference room of the Village Hall at 49 State Street, Brockport, New York. Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.

*The Village Attorney and Treasurer shall attend the second regular meeting of the month (the fourth Tuesday). Department Heads do not need to attend, but must e-mail in Word a brief written report to the Clerk by the agenda submission deadline. If a Department Head is needed at a meeting, the Major will invite them.

Section 2. SPECIAL MEETINGS: The Board of Trustees for the Village of Brockport, New York shall hold work sessions on the first Tuesday of each month per the adopted schedule.

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by a quorum of said Board as defined in section 3 Quorum upon notice to the entire board. Notice shall be given by telephone, in person, or in writing.

Section 3. QUORUM: A quorum shall be required to conduct business. A quorum of the (5) five member Board of Trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

Section 4. EXECUTIVE SESSIONS: Executive sessions shall be held in accordance with the New York State Public Officers Law Section 105. All executive sessions shall be commenced in a public meeting.

Section 5. AGENDAS: The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. Items for the agenda shall be given to the Clerk by noon the Wednesday preceding the Tuesday meeting. However, items may be placed on the agenda at any time, including during the meeting. The agenda shall be prepared by end of day Monday prior to the Tuesday meeting. (When possible, it will be prepared by end of day Friday prior to the Tuesday meeting.) If necessary, a supplemental agenda shall be distributed at the beginning of the meeting.

Section 6. VOTING: Pursuant to Village Law, each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State Law.
An abstention, silence or absence shall be considered a negative vote for the purpose of determining the final vote on a matter. A vote upon any question shall be taken verbally, and the names of the members present and their votes shall be entered in the minutes.

Once the Board has voted on a matter, the matter is closed and no member of the Board including the presiding officer may speak or comment on the matter.

When the presiding officer is out of order, he/she may be called out of order by any member of the Board.

Section 7. MINUTES: Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolution and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon, provided, however, that such summary need not include any matter which is not required to be made public by the New York State Freedom of Information Law. (See attachment)

MINUTES SHALL INCLUDE THE FOLLOWING:

- Name of the Board
- Date, place and time of the meeting
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other Village officials and employees present.
- Names of attendees.
- Record of communications presented to the Board.
- Record of reports made by Board or other personnel.
- Time of adjournment.
- Signature of Clerk or person who took the minutes if not the Clerk.
- *Minutes are not required to be a verbatim account of the meeting.
- *The State's Open Meetings Law requires minutes to include an accurate and complete record or summary of all:
    - Motions
    - Proposals
    - Resolutions

- Any other matter formally voted upon by the board as well as the actual vote of each member of the public body.

Minutes shall contain only a summary of the discussion leading to action taken but shall not include verbatim comments. Officials desiring that a verbatim statement be included must provide such statement electronically to the Village Clerk the day following the meeting.

Minutes shall be typed and available to the Village Board within 2 weeks as per law. Minutes shall be approved at the next Board meeting. Amendments to the minutes shall require Board approval.

Section 8. ORDER OF BUSINESS:

Call to order / Pledge to the Flag
Moment of Silence
Guests
Public comment
Public hearings
Public information meetings
Certificates & proclamations
Approval of minutes
Approval of bills to be paid
Clerk & Treasurer Reports
Department Reports
Personnel Items
Old business
New business
Village Board reports
Executive Session (if needed)
Public Comment *
Adjournment

Section 9. GENERAL RULES OF PROCEDURE: The Mayor shall preside at the meeting. In the Mayor's absence, the Deputy Mayor shall preside. If the Major has not appointed a Deputy Major, she will rotate Trustees to run the meeting. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

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

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

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

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

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

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

Speakers must be visible.
Speakers must give their name, address and organization, if any.
Speakers must be recognized by the presiding officer.
Speakers must limit their remarks to ~~(5)~~ (2) two minutes on a given topic or extended if recognized by the presiding officer.
Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
All remarks shall be addressed to the Board as a body and not to any member thereof.
Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.

Section 11. AUDITING: The approval of the Board to pay the bills upon audit must be done by motion. Bills shall be prepared by end of day Monday prior to the Tuesday meeting. (When possible, they will be prepared by end of day Friday prior to the Tuesday meeting.)

Section 12. ADJOURNMENT: The meeting shall be adjourned by motion.

Section 13. AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority vote of the Board.

ATTACHMENT TO Section 7.
OPEN MEETINGS LAW "SUNSHINE LAW"
Effective in New York State in 1977. Amendments that clarify and reaffirm the public's right to hear the deliberations of public bodies became effective on October 1, 1979.

A public body cannot close its doors to the public to discuss the subject of its choice, for the law specifies and limits the subject matter that may appropriately be discussed in executive session. The eight subjects that may be discussed behind closed doors include:

(a) matters that will imperil the public safety if disclosed;
(b) any matter which may disclose the identity of a law enforcement agency or informer;
(c) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
(d) discussions regarding proposed, pending or current litigation.
(e) collective negotiations pursuant to Article 14 of the Civil Service Law, (the Taylor Law);
(f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
(g) the preparation, grading or administration of examinations, and
(h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

These are the only subjects that may be discussed behind closed doors; all other deliberations must be conducted during open meetings.

A public body can never vote to appropriate public monies during a closed session. Although a

public body MAY vote during a properly convened executive session, any vote to appropriate public monies must be taken in public.

NOTE: If a vote is taken during a properly convened executive session, minutes of the executive session must be taken and included in the meeting minutes.

IDENTITY THEFT PREVENTION POLICY –

→ Trustee _____ moved, Trustee _____ seconded, carried _/_ to confirm Village Identity Theft Prevention Policy (i.e. water bills) last amended 11/16/09.

Village of Brockport
Identity Theft Prevention Program
Effective December 1, 2009

I. PROGRAM ADOPTION

The Village of Brockport ("Village") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with oversight and approval of the Village Board of Trustees. After consideration of the size and complexity of the Village's operations and account systems, and the nature and scope of the Village's activities, the Village Board of Trustees determined that this Program was appropriate for the Village, and therefore approved this Program on November 16, 2009.

II. DEFINITIONS AND PROGRAM

A. Red Flags Rule Definitions Used in this Program

"Identity Theft" is a "fraud committed or attempted using the identifying information of another person without authority."

A "Red Flag" is a "pattern, practice, or specific activity that indicates the possible existence of Identity Theft."

A "Covered Account" includes all utility accounts that are administered by the Village.

"Program Administrator" is the individual designated with primary responsibility for oversight of the program. (See Section VI below).

"Identifying information" is "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, computer's Internet Protocol address, or routing code.

B. Fulfilling Requirements of the Red Flags Rule

Under the Red Flags Rule, the Village is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the

Program;

2. Detect Red Flags that have been incorporated into the Program;

3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and

4. Ensure the Program is updated periodically to reflect changes in risks to customers or to the safety and soundness of the customer from Identity Theft.

III. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the Village considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. The Village identifies the following Red Flags in each of the listed categories:

A. Notifications and Warnings from Credit Reporting Agencies

Red Flags

1. Report of fraud accompanying a credit report;
2. Notice or report from a credit agency of a credit freeze on an applicant;
3. Notice or report from a credit agency of an active duty alert for an applicant;
4. Receipt of a notice of address discrepancy in response to a credit report request; and
5. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity.

B. Suspicious Documents

Red Flags

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing customer information; and
4. Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

Red Flags

1. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
2. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on an enrollment application);
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another customer;
6. An address or phone number presented that is the same as that of another person;
7. A person fails to provide complete personal identifying information on an application when reminded to do so; and
8. A person's identifying information is not consistent with the information that is on file for the customer.

D. Suspicious Covered Account Activity or Unusual Use of Account

Red Flags

1. Change of address for an account followed by a request to change the customer's name;
2. Payments stop on an otherwise consistently up-to-date account;
3. Account used in a way that is not consistent with prior use;
4. Mail sent to the customer is repeatedly returned as undeliverable;
5. Notice to the Village that a customer is not receiving mail sent by the Village;
6. Notice to the Village that an account has unauthorized activity;
7. Breach in the Village's computer system security; and
8. Unauthorized access to or use of customer account information.

E. Alerts from Others

Red Flag

1. Notice to the Village from a customer, Identity Theft victim, law enforcement or other person that the Village has opened or is maintaining a fraudulent account for a person engaged in Identity Theft. 5

IV. DETECTING RED FLAGS

A. Customer Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a customer, Village personnel will take the following steps to obtain and verify the identity of the person opening the account:

Detect:
1. Require certain identifying information such as name, date of birth, home address or other identification; and
2. Verify the customer's identity at time of enrollment (review of driver's license or other government-issued photo identification).

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, Village personnel will take the following steps to monitor transactions on an account:

Detect:
1. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses by mail or email and provide the customer a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event Village personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent and Mitigate
1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the customer or applicant (for which a credit report was run);
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;
5. Provide the customer with a new customer identification number;

6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a Suspicious Activities Report ("SAR"); or
9. Determine that no response is warranted under the particular circumstances.

Protect Customer Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the Village will take the following steps with respect to its internal operating procedures to protect customer identifying information:

1. Ensure that its website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing customer account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to Covered Account information are password protected;
4. Avoid use of social security numbers
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kinds of customer information that are necessary for Village purposes.

VI. PROGRAM ADMINISTRATION

A. Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee ("Committee") for the Village. The Committee is headed by a Program Administrator who may be the Mayor of the Village or his or her appointee. Two or more other individuals appointed by the Mayor of the Village or the Program Administrator comprise the remainder of the committee membership. The Program Administrator will be responsible for ensuring appropriate training of Village staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports

Village staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. Village staff shall be trained, as necessary, to effectively implement the Program. Village employees are expected to notify the Program Administrator once they become aware of an incident of Identity Theft or of the Village's failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, Village staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of Covered Accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

C. Service Provider Arrangements

In the event the Village engages a service provider to perform an activity in connection with one or more Covered Accounts, the Village will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place; and
2. Require, by contract, that service providers review the Village's Program and report any Red Flags to the Program Administrator or the Village employee with primary oversight of the service provider relationship.

D. Non-disclosure of Specific Practices

For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation and prevention practices may need to be limited to the
Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered "confidential" and should not be shared with other Village employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

E. Program Updates

The Committee will periodically review and update this Program to reflect changes in risks to customers and the soundness of the Village from Identity Theft. In doing so, the Committee will consider the Village's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the Village's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

SELECTION PROCESS OF MEMBERS TO BOARDS & COMMITTEES –

→ Trustee _____ moved, Trustee _____ seconded, carried _/_ to confirm Selection Process of Members to Boards and Committees adopted 3/3/08.

Selection Process of Members to Boards and Committees
~~A Resolution~~
~~Village of Brockport, New York~~
~~Submitted by~~
~~Trustee Hanny Heyen~~
~~Reviewed 1/29/08 by David Mayer, Partner~~
~~Harris, Chesworth, O'Brien, Johnstone, Welch & Leone, LLP~~
~~Adopted by Village Board March 3, 2008~~

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

BOARDS AND COMMITTEES

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

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

DEFINITIONS

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

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

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

"Board of Trustees" (BOT) means the Village of Brockport's Mayor and Village Board members who are elected.

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

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

"Mayor" means the Chief Executive Officer of the Village of Brockport who shall put forward the name(s) of citizen volunteers to fill vacancies and unexpired terms on boards/committees. The Board of Trustees shall approve or disapprove these potential candidates at a regular scheduled open meeting.

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

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

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

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

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

APPLICATION PROCESS

1. The Village Clerk shall advertise the vacancies on the By Statute, Standing, Task Force, and Open Roster (if applicable) Boards or Committees in the newspaper designated by the Village as the official newspaper and on the Village of Brockport website.
2. An applicant position interest form and a board/committee description sheet shall be available in the Village Hall office and on the Village of Brockport website, http://www.brockportny.org.

3. Information shall be available regarding the specific committee/board that has a vacancy (Chair's name/contact number), web information, etc.
4. A citizen who expresses an interest in serving on a board/committee shall be made aware of the meeting schedule and essentials before applying.
5. Applicants shall be encouraged to attend a board/committee meeting as a way to familiarize themselves with member responsibilities and if their interests and skills are well suited to serve.
6. Applications shall be completed and submitted to the Village Clerk no later than the advertised filing date.
7. Upon receipt of an application, the Village Clerk shall retain the original and distribute a copy of each application to the ~~Village Manager and~~ the Board of Trustees.
8. All applications shall remain on file for a period of six months from the date received. Applicants who are still available may be considered should vacancies for a particular board/committee occur during that time.

SELECTION PROCESS

1. The Mayor shall put forth the name of citizen volunteer(s) to fill vacancies and unexpired terms on boards/committees prior the vote on the candidate(s) membership to said board/ committee at a Village Board meeting. Exception: membership selection for the Ethics Committee is made by the Board of Trustees.
2. The Mayor can ask for input from Village Board members and/or committee/board chairs prior his decision to put a name forth, especially if the candidate is unknown. If still unknown or if there is more than one candidate, the Village Clerk shall set up an appointment for the applicant(s) with the chair of said board/committee ~~and the Village Manager~~ for an informational meeting to discuss membership responsibilities and requirements. Their comments/recommendations shall be forwarded to the Mayor.
3. If a candidate's name is submitted by the Mayor to the Village Board for approval, the number of years of the unexpired term or vacancy shall be served by the new member. If there is more than one vacancy, the Mayor submits the candidates' names to be approved by the Village Board. Once approved, the chair of said board/committee ~~in consultation with the Village Manager~~ shall determine the entry year for each new board/committee member based on his/her merits (the more expertise, the longer the term, etc.). Those boards/committees that do not have set terms need not comply.
4. Following the approval for membership to a board or committee by the Board of Trustees, the Mayor shall notify the candidate(s) in writing of the decision. The correspondence shall include dates of term, oath of office information, a current membership list of said board/committee, and a copy of the Village's code of ethics.
5. If a candidate is not approved for membership to a board/committee by the Board of Trustees, the Mayor shall send a letter of regret. That candidate's position interest form shall be kept on file for 6 months. The application/selection process would begin anew.
6. When setting up a Task Force (see Definitions), The Board of Trustees shall establish the general parameters of said Task Force. The mission, responsibilities, format, description of project, and the number participants/stakeholders, etc. shall be discussed and determined by

the BOT prior to advertising for volunteers to serve on said Task Force. There is no specific term for members. The Mayor shall submit names for the BOT's approval.

REQUIREMENTS FOR MEMBERSHIP

1. In the case the appointee has not filled out an interest form, he/she should do so to be on file with the Village Clerk.

2. Appointees on all boards/committees shall reside within the Village of Brockport unless otherwise noted (see Definitions, Page 1). Non-residents shall serve as advisors without voting rights.

3. Board/committee members shall agree to comply with all Village laws, regulations, voting rights, including ethics requirements and any conflicts of interest statutes.

4. Each member is expected to contribute to the board or committee he/she serves on the basis of individual expertise and good judgment.

5. The appointee shall be familiar with the responsibilities, meeting schedule, essentials of said position on specific Board/Committee, and meet with chair prior attending formal meeting for pertinent information, including this resolution and the Village's ethics code.

6. A member's request for a leave of absence must be discussed with the chair for approval or denial of said board/committee prior to departure (length of leave, reason, etc.).

7. If a member is absent without cause for three consecutive regular or special meetings without communication and/or prior authorization, the chairperson of a board/committee shall inquire as to the member's intent to serve. If a member chooses no longer to serve, he/she shall send a letter to inform the ~~Mayor~~ Village Clerk, who will forward it to the Village Board for action. If unexcused absences continue without communication to said board/committee chair, the board/committee chair may notify the Mayor as to the member's lack of attendance. If further action is warranted, the Mayor may recommend to the Board of Trustees to terminate membership. A written notice from the Mayor will constitute authorization for this purpose. The Mayor shall appoint another member to the vacancy. Note: Individual boards or committees may determine the procedure of keeping an attendance record.

8. The Village Clerk shall send a communication annually (April) to board and committee members whose terms are to expire at the end of the fiscal year and inquires if the member wishes to be considered for re-appointment by the Board of Trustees. If not, the Board of Trustees shall accept a letter of resignation.

9. Resignations of board/committee members shall be distributed by Village Clerk to the Mayor and the Village Board for acceptance.

TERMS OF OFFICE

1. Under Village Law 3-304, Separate boards of commissioners, any board established shall be composed of not less than three (3) members...and no term shall exceed five (5) years.

2. The length of terms of office shall be determined by NYS statute and the Village Board of Trustees, and be applicable to the Boards by Statute, and Standing Boards/Committees.

The terms (e.g. 5-year term has been established) shall be staggered, and the initial terms of said members shall be as follows:

- One member for a one-year term
- One member for a two-year term
- One member for a three-year term
- One member for a four-year term
- One member for a five-year term

3. Vacancies shall be filled by the Mayor for the remainder of the unexpired term of the vacant board/committee position.

OATH OF OFFICE

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

EFFECT

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

This Resolution will come into force and take effect on: ~~March 3, 2008~~

VILLAGE OF BROCKPORT BOARDS AND COMMITTEES ~~(2007)~~

Types

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

Boards by Statute (State & Village law)

Name	Terms	Members
Planning Board	5-year	5
Zoning Board of Appeals	5-year	5

Standing Boards/Committees

~~Canal Revitalization Committee~~	~~5-year~~	~~5~~
Code Review Committee	5-year	7 + BZ officer
Emily Knapp Museum & Library of Local History Committee	None set	~~6~~ unlimited
Board of Ethics	4-year	4 + Village Attorney

Historic Preservation Board	3-year	9
Parks Committee	4-year	~~7~~ 9
Seymour Library Board	5-year (limit 2 terms)	3
Tree Board	4-year	7 & advisor (s)
Task Force Committee (s)		
~~Main Street Rehabilitation Committee~~	~~None~~	~~13~~
*Housing Committee	None	5 + Trustee & BZ officer
Open Roster Boards/Committees		
~~Mardi Gras Parade Committee~~	~~None~~	~~Unlimited~~
Walk! Bike! Brockport Action Group	None	Unlimited
~~Village Advisory Committee~~	~~None~~	~~Unlimited~~
Welcome Center/Canalfront Management Cmte	None	6
Welcome Center Canalfront Greeters	None	Unlimited

MISCELLANEOUS:
Mayor referred to this list of "housekeeping" type items that Clerk Morelli provided.

Some annual friendly requests/reminders for Village Board (in no particular order):

- Stick to the meeting schedule just adopted & limit special meetings to those absolutely necessary (things that really can't wait until next scheduled meeting)
- Stick to Village Hall conference room for VB meetings – except for annual budget hearing and any meeting with a public hearing that is likely to draw over-capacity attendance
- When alternate location is needed for a VB meeting, Clerk takes direction only from Mayor on checking availability and reserving either the Middle School Auditorium or LGI (LGI being 1st preference due to better sound)
- Check Village Hall mailbox, Village e-mail, Village voice mail regularly
- Reply or RSVP in a timely fashion when requested
    - If an e-mail return receipt is requested, please do so
- Take training opportunities when able & read local government related publications received
- Participate in Village / community events when able
- Solicit "OK" of Mayor to be "excused" from scheduled Village Board meetings or work sessions

- Notify Mayor & Clerk of dates when out of town & unavailable for Village business
- Liaison assignments – report back to Mayor as needed & at Village Board meetings
- Liaisons, merchants, citizens do not Direct Department Heads or Employees or authorize expenditure of public funds
- After office hours – public keep to conference room & main restroom
- After office hours – keep door that leads to Museum stairwell & bathroom locked
- Use of Village Hall conference room – remember to check availability & reserve with Clerk – be sure to lock front door & interior door before leaving
- No sharing of intra-office communications with others
- No sharing of executive session discussion / information with others
- Clerk attends both regular Village Board meetings of month – not work sessions
- Work sessions or "emergency" meetings – if action is taken, a Board member must fill in simple minutes blanks re motions/actions & leave in Clerk's mailbox
- Agenda item & supporting documentation submittal deadline to Clerk – by Noon on Wednesdays

Miscellaneous:

- Employee Handbook – Established in 2000. Last updated in 2008. A few changes since then have been adopted and are on the record in meeting minutes. Pertinent ones have been shared with Employees. However, they need to be incorporated into the actual Handbook which should probably undergo a committee review in 2012/2013. VB should form a committee this fall to accomplish by end of fiscal year.
- Emergency Operating Plan (EOP) – Last updated in 2002. Department Heads have provided suggested changes. Initial review by VB will be scheduled on the 8/7/12 VB work session agenda.

CLOSE ORGANIZATIONAL PART OF MEETING:

→ At _____pm, Trustee _____ moved, Trustee _____ seconded, carried _/_ that the Board of Trustees close the annual organizational part of the meeting and re-enter the regular meeting.

ADJOURNMENT:

→ At _____pm, Trustee _____ moved, Trustee _____ seconded, carried _/_ that the meeting be adjourned.

_____

Leslie Ann Morelli, Village Clerk