

**Regular meeting (plus annual organizational component) of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, July 18, 2016 at 7:00pm.**

**PRESENT:** Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Annette M. Crane, Trustee Katherine J. Kristansen, Trustee John D. LaPierre, Clerk Leslie Ann Morelli, Treasurer Daniel P. Hendricks, Police Chief Daniel P. Varrenti, DPW Superintendent Harry G. Donahue, Building Inspector/Code Enforcement Officer David J. Miller, Jr., Attorney Daniel J. Mastrella

**ALSO PRESENT:** Police Lieutenant Mark T. Cuzzupoli, SUNY College at Brockport President Heidi Macpherson, Sweden Town Supervisor Robert Carges, Sweden Town Board Members Mary Rich and Lori Skoog, Margaret LaPierre and many of the Brockport Police Department and family members of the Police Officer and Trustees being sworn in. Parks Committee Chair Hanny Heyen, BEOC's Bill Plews and Grania Marcus, John and Lynne Gardner, Ty Marshall, Joan Hamlin, Fred Webster

**CALL TO ORDER / PLEDGE:** Mayor Blackman called the meeting to order and led the Pledge of Allegiance.

**MOMENT OF SILENCE:** to honor those who 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."

**BROCKPORT HISTORICAL MOMENT:** Trustee/Deputy Mayor Andrews shared the following:

Tonight we shall look at Brockport's involvement in that splendid little Spanish-American War. The battleship Maine sank on February 15, 1898, and war broke out on April 23. Only on April 28 did the Brockport Republic notice the developing crisis and, then, it simply predicted that "Unless a miracle intervenes...the United States and Spain will be at war on Saturday (April 30) or at the latest on Sunday" and "With firm confidence in the justice of their cause and in the favor of the Almighty, the American Nation awaits the conflict."

With the passage of 33 years since the Civil War ended, the memories of the horrors of that conflict had faded and been replaced by those of heroism and glory. Brockport, like the rest of the nation, was eager for another opportunity to express its patriotism and bravery in a just cause—which Cuban freedom seemed to be.

Brockport first expressed its support for the war when a company of volunteers from Medina passed through the village by train on May 2 and were greeted by "a very large crowd, headed by the band and local G.A.R.... Cheer after cheer went up from their throats....One old man...yelled...'Them -- -- Spaniards won't dare look such an honest lot of boys in the face!'"

In early June, twelve Brockport boys went to Medina to enlist. Three failed the second medical exam and three others did not take it. The remaining six were sworn in on June 15. One other Brockporter served in the war, but the Republic mentioned him only when he was suffering from malaria. On June 20, seven Brockport boys left for Camp Alger, their training camp in Virginia, arriving the next day... "Nearly 500 people assembled at the depot...to do honor to the boys...The band was present and when the train came in played several selections, cannons were fired and the air rang with shouts for the soldier boys [one of whom] waving the American flag, was seized by the crowd and pulled through the car window and quickly raised upon their shoulders, while three rousing cheers were given."

From May 19, the Republic ran long letters from soldiers on their experiences traveling to and living in training camps. Brockport recruit, Fred E. Gladwin, a Normal School student, wrote four letters to the Republic from Camp Alger. The conditions in camp were miserable. It was hot, humid, and crowded, "a breeding place for disease." Malaria and typhoid fever were epidemic. Two of the seven Brockport soldiers were among the afflicted. Life in the camp was pretty dull, relieved only by excursions to nearby sites. (An article in the current issue of the New York Archives magazine describes Camp Alger more fully.)

The Home Front seems to have been involved in the war in two ways. First, by responding to the appeal launched by the Republic for donations to a "National Relief Fund" to be expended by the Red Cross Society and the Central Cuban Relief Committee. Every donor of at least \$1 would receive "a copy of the beautiful picture, 'The Accolade.'" Second, by sending packages of food and clothing to the boys in training camp, whose receipt Gladwin acknowledges.

Sixteen members of the local post of the Grand Army of the Republic, Civil War veterans, volunteered to serve as a kind of home guard "to assist in the enforcement of the law, the suppression of insurrection, and to repel invasion" in New York State during the war.

The war ended on August 12, before the Brockport boys had completed their training. A "Union Thanksgiving service for peace" was held in the Presbyterian Church on the 14<sup>th</sup>. Six Brockport soldiers arrived home on September 13. One was still on sick call. Their company received a tumultuous welcome in Medina, where it had been formed, and the Brockporters were similarly welcomed when they arrived home. The Republic commented "That our boys did not see active service during the war detracted not at all from the enthusiasm of their welcome." The reality was that the war had ended for Brockport more with a whimper than a roar—no glory, but also no gore.

#### **OATH OF OFFICE:**

Ceremonial swearing in of new elected officials -

Village Trustee William G. Andrews - Sweden Town Supervisor Robert Carges said a few kind words and administered the Oath of Office.

Village Trustee Annette M. Crane - SUNY College at Brockport President Heidi Macpherson said a few kind words and administered the Oath of Office.

Village Trustee John D. LaPierre - Parks Committee Chair Hanny Heyen said a few kind words and administered the Oath of Office.

Ceremonial swearing in of newest Brockport Police Officer –

Officer Zachary Wakefield - Chief Varrenti said a few kind words, invited Officer Wakefield's family members to come up, and administered the Oath of Office.

#### **CERTIFICATES & PROCLAMATIONS:**

- Annual Bienvenida proclamation – William Plews and Grania Marcus to accept - Mayor Blackman read the following proclamation into the record and presented it to William Plews and Grania Marcus.

#### ***VILLAGE OF BROCKPORT PROCLAMATION***

*WHEREAS, agriculture is the number one industry in New York State; and*

*WHEREAS, the approximately 1,000 migrant farm workers who come to the Hamlin, Clarkson, Sweden and Brockport area constitute the backbone of our area's agriculture workforce; and*

*WHEREAS, the farm workers are members of our community for approximately six months of each year, during which time they plant and harvest our crops; and*

*WHEREAS, as residents of the Hamlin, Clarkson, Sweden and Brockport community, migrant farm workers make a substantial contribution to our local business economy.*

*BE IT THEREFORE RESOLVED, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation and do hereby proclaim the week of July 25<sup>th</sup> through July 31<sup>st</sup>, 2016 as a week of recognition of the presence and contributions of our local farms and farm workers, and proclaim this as a Week of Welcome to the migrant farm workers.*

*IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 18<sup>th</sup> day of July, in the year 2016.*

Grania Marcus said she no longer lives in this community, but did for many years and was a founding member in 1988 of BEOC – Brockport Ecumenical Outreach Committee. Bill Plews is now the leader. She thanked the Village Board for the proclamation done annually for many years. It is important that that citizens know the role that farm workers play in our community and make them feel welcome. She said the farm workers in our community still face tremendous challenges. They face threat of deportation. They used to be able to get a NYS drivers license and now can't. This limits their access to services, stores, banks, etc. She encouraged support of the Green light Drivers Licenses Campaign. Efforts continue to change such things as being denied basic labor rights. Groups like Rural and Migrant Ministry are working to get a farm workers bill of rights passed by the state. The Greater Rochester Coalition of Immigration Justice is working to mitigate the harms of deportation on farm workers as it often condemns their children to a difficult life. Farm worker safety is an issue, particularly on dairy farms. Farms with 10 or less workers are not covered by OSHA standards. She encouraged citizens join in the support of campaigns to improve the lives of farm workers.

**PUBLIC HEARING:** none

- Note: Proposed Local Law – adding a Parks chapter to the Brockport Village Code – public hearing of 12/21/15 carries over to a future meeting – date to be determined

**PUBLIC COMMENT:**

- Parks Committee Chair Hanny Heyen read the following into the record:

July is National Parks and Recreation month. This year is special because August 25th is the 100<sup>th</sup> anniversary of our national parks system.

The anniversary is also a great time to look at our Village Parks, assess their needs and set future goals. We are fortunate to have the support of Trustees Annie Crane and John LaPierre (liaisons to the Parks Committee), DPW Superintendent Harry Donahue and Foreman Dave Moore, the Village Board, and Village residents. Our main volunteers are the (9) members of the Parks Committee, who participate in decision-making, programming (Winterfest 2016-no snow) seeking alternative funds (parks signs), working on projects (parks brochure), inspecting our parks twice a year, etc. We also greatly appreciate the community volunteers, who help with many tasks.

Volunteers: What's the dollar value estimate of volunteering?

Current Parks Committee: 9 members/volunteers x 12 hours @ \$26.45= \$2,857 annually

Make a Difference Day: 40 college student volunteers x 2 hours @ \$26.45= \$2,116 annually

Saturday of Service: 40 college student volunteers x 2 hours @ \$26.45= \$2,116 annually

Parks Chair: Number of hours she volunteers per year: PRICELESS!

My presentation tonight focuses on Corbett Park and its preservation. We know that the Village budget is tight, and only the last two years have some funds been put back on the Parks line in the budget. That's the reason, with VB approval tonight; we are applying for a NYS Parks, Recreation, and Historic Preservation Grant (J. O'Connell Assoc.). The grant request reflects the Parks Committee's 5-year plan initiated in December 2014. This grant is much-needed to upgrade of the largest, 9.7 acre Corbett Park.

Except for a three-seat glider swing used by parents (donated by the Stetson Club), and the 840' new chain link fence put up last year by DPW, the rest of the structures and play equipment in Corbett Park were installed in the 1986--that's right, 1986, when I was 46. The park is tired and worn. You might not agree, but I think I've held up better than Corbett Park. So, 30 years ago, Tony D'Agostino (Lions Club), Eagle Scouts, BISCO, and the Village, made the park what it is today. It is the same pavilion, playground area, picnic tables and grills, tennis courts, fitness equipment with a lengthy paved walking path from one piece to another, a swing set (replacement cost today is \$7,400), benches, and the parking lot, etc. According to former DPW Superintendent, Elliott Reynolds, there was a flash flood in 1971 and as a result, some of the Clark St. properties were inundated with water, the flood control retention pond—now loaded with cattails—had to be doubled in size. The water flow extension off this water basin is the old "duck" pond –also cattail smothered— that has to be dredged to efficiently function. Yes, Corbett Park needs attention.

As you know, the Village of Brockport recently voted against dissolution. Yes, our tax rate is high with 65% of the 2.2 square mile area—including the College at Brockport—having tax exempt status. Budgets are constrained, yet our parks, the hubs of our neighborhoods, impact nearby property values and bring people together, and as someone has said, "parks are a measurement of a community's positive identity." That's why receiving a parks grant is the essential financial support we need now to upgrade Corbett Park.

In conclusion, this year's national park theme fits Brockport. We *celebrate* our parks and at the same time we want to *preserve* them. All of us—working together in a positive way—using our energies, talents, funds, and time can make the park improvements that are necessary for the safety of those who use them and for the betterment of the greater Brockport community.

**GUESTS:**

- Delanda DeLucia – street closure request for block party – Morgan Court – 8/5/16 4pm-Midnight – Lucian Price of Morgan Court introduced himself and said he is a last-minute substitution for Delanda DeLucia who submitted the street closure application. He said she moved onto the street 2 years ago and wanted a way for the neighbors to get to know each other, so came up with the idea of a block party on the Morgan Court cul-de-sac.

→ Trustee Crane moved, Trustee Andrews seconded to authorize the temporary street closure of Morgan Court on 8/5/16 from 4pm to Midnight for a neighborhood block party.

**Discussion:**

Mayor Blackman said block parties can be great, but there are some things to be aware of such as the open container law regarding alcohol and the noise ordinance.

BI/CEO Miller said if there are tents planned, they should be set up so as not to impede access should emergency equipment need to get through as there is only one way in and out on Morgan Court.

DPW Spt. Donahue said that DPW could drop off barricades and set them to the side at the end of their shift on Friday and pick them up at the beginning of their shift on Monday.

Trustee Kristansen asked about participants and suggested it be by invitation and not open to neighboring streets to keep more control on it.

Clerk Morelli shared that USPS does not allow placing anything in mailboxes without postage on it, so if fliers are planned, they be door to door and not in mailboxes.

L. Price said this is all good information and he would relay it to D. DeLucia.  
On another note, he commended Parks Committee Chair Hanny Heyen for her work as he often sees her in the parks checking on things.

→ carried 5/0 to authorize the temporary street closure of Morgan Court on 8/5/16 from 4pm to Midnight for a neighborhood block party.

The following will be in the approval letter and copied to all Morgan Court property owners:

The Board and Department Heads shared with your representative that the open container law (regarding alcohol) and noise ordinance need to be adhered to. Further, that there will be no tents in the street blocking fire access since there is only one way in or out of the cul-de-sac.

Feel free to reach out to the Department Heads:

- Code Enforcement Officer/Fire Marshal David Miller at 637-5300 X19 [dmiller@brockportny.org](mailto:dmiller@brockportny.org) regarding any codes issues or inspection needs related to the event set up
- DPW Spt. Harry Donahue at 637-1060 [hdonahue@brockportny.org](mailto:hdonahue@brockportny.org) regarding any barricades or "local traffic only" signage needed
- Police Chief Daniel Varrenti at 637-1020 [varrenti@brockportpolice.org](mailto:varrenti@brockportpolice.org) regarding public safety planning

Have a wonderful "Morgan Court Block Party"!

- Town/Gown Neighborhood Relations – street closure request for block party – College Street – 8/27/16 3-6pm – Trustee Andrews shared that applicant Jason Dauenhauer was unable to attend but as they work together on the committee he could answer any questions. This is a project of the Town/Gown Neighborhood Relations Subcommittee. It will be held during the daytime, will be limited noise, no alcohol, and there are two ways in and out of College Street for emergency access. The Village Board and Town Board are welcome to attend.

→ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 to authorize the temporary street closure of College Street on 8/27/16 from 3pm to 6pm for a meet and greet block party as a project of the Town/Gown Neighborhood Relations Subcommittee.

The following will be in the approval letter and copied to all College Street property owners:

The Board and Department Heads shared that the open container law (regarding alcohol) and noise ordinance need to be adhered to. As we understand it, that shouldn't be an issue as there will not be alcohol and it is a daytime event.

Feel free to reach out to the Department Heads:

- Code Enforcement Officer/Fire Marshal David Miller at 637-5300 X19 [dmiller@brockportny.org](mailto:dmiller@brockportny.org) regarding any codes issues or inspection needs related to the event set up
- DPW Spt. Harry Donahue at 637-1060 [hdonahue@brockportny.org](mailto:hdonahue@brockportny.org) regarding any barricades or "local traffic only" signage needed
- Police Chief Daniel Varrenti at 637-1020 [varrenti@brockportpolice.org](mailto:varrenti@brockportpolice.org) regarding public safety planning

Have a wonderful event!

#### **CONSENSUS ITEMS:**

- **APPROVAL OF MINUTES:**

→ Trustee Kristansen moved, Trustee Andrews seconded, carried 5/0 that the minutes of the 06/06/16 meeting be approved as amended.

Mayor Blackman clarified the statement she made about the formation of a Tax Relief Task Force in that the owners of 35% of the property in Brockport carry the tax levy for the entire Village.

→ Trustee Kristansen moved, Trustee Andrews seconded, Mayor Blackman abstained due to absence, carried 4/0/1 that the minutes of the 06/27/16 meeting be approved as written.

→ Trustee Crane moved, Trustee Kristansen seconded, Trustee Andrews abstained due to absence, carried 4/0/1 that the minutes of the 07/06/16 meeting be approved as written or amended.

• **APPROVAL OF BILLS TO BE PAID**

→ Trustee LaPierre moved, Trustee Andrews seconded, carried 5/0 that the bills be allowed and paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	7/15/16	\$39,707.81
FUND (F): <u>Water</u>	7/15/16	\$59,840.60
FUND (G): <u>Sewer</u>	7/15/16	\$280.64
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust &amp; Agency</u>	-	-
		\$99,829.05 total

**CLERK REPORT:** Clerk – Leslie Ann Morelli

- NYALGRO conference report from Deputy Clerk-Treasurer Linden – Clerk Morelli referred to the course offerings and conference report of Deputy Clerk-Treasurer Linden who attended the recent NYALGRO (New York Association of Local Government Records Officers) conference. This was the second year she attended and car-pooled with the Sweden Town Clerk. Clerk Morelli commented that she is happy that Deputy Clerk Linden has taken an active and lead role in records management as it is often a "back-burner" function for municipalities as there is always more pressing work to be done. The help the Village has gotten through LGRMIF (Local Government Records Management Improvement Fund) grants regarding records management has been invaluable.

- Village tax collection update – Clerk Morelli shared that there are 1,767 parcels. There were 1,684 tax bills – 824 bank coded and 860 not bank coded (go directly to the property owner.) As of today, 85% of the tax warrant has been collected. For those that paid the first installment by 7/1, the second installment is due by 8/1. Clerk Morelli shared that bringing tax collection back "in-house" completely and ceasing use of Chase Bank lockbox has created additional work for her, but she has managed to keep up with it. The changes to lockbox, including the fact that the service would no longer be free, made this the best option. She has been tracking how many use the envelopes provided and pay by mail versus in-person and how many pay in full versus in installments. So far 62% have paid by mail and 79% have paid in full.

- Property & liability – 7/12/16 visit by NYMIR risk control rep – Clerk Morelli shared that Willis is the Village's property & liability insurance broker of record and NYMIR is the Village's insurance carrier. She and Treasurer Hendricks and I.T. Consultant Steve Tanner of Pinpoint Group recently met with a NYMIR risk control representative regarding the Village's property & liability insurance and cyber security insurance. After the meeting, DPW Foreman Dave Moore, in Spt. Donahue's absence, toured the representative around the Village buildings and properties. A NYMIR report with any needed action items and recommendations will be forthcoming that she will share with the Village Board and Department Heads.

- Employee benefits – 9/1/16 renewal – Clerk Morelli shared that USEBSG (formerly known as Titan) is the Village's employee benefits broker of record and Excellus, MVP, and Guardian are the health and dental carriers and Benefit Resource is the company that handles the HRA which covers the medical deductible on the Excellus plan. She, Treasurer Hendricks and Mayor Blackman recently met with the USEBSG folks and learned that Excellus is keeping the plan that Village of Brockport employees and retirees under age 65 are on, but they are making changes to it effective 9/1/16, the start of the plan year. The premiums are increasing, but apparently would have increased much more if they didn't make the changes. Mayor Blackman and Treasurer Hendricks and a USEBSG representative met with the leadership of the CSEA Union and the Stetson Club Union on 7/11. Clerk Morelli said in early August she puts out the annual benefits information to employees and retirees regarding the 9/1 plan year. Treasurer Hendricks can take it from here.

Treasurer Hendricks shared that the Excellus health plan premiums are going up 6% September 1<sup>st</sup>, instead of double digits. Instead of discontinuing the plan, Excellus made some changes to it by implementing a 15% co-insurance and a co-pay for preventative prescriptions. This is a silver plan with a \$2,200 single or \$4,400 2-person or family deductible fully funded by the Village through an HRA. In meeting with the leadership of each Union, the bronze plan was considered as an alternate. However,

that has a \$6,000 single or \$12,000 2-person or family deductible. Treasurer Hendricks said that while the bronze plan offers a lower premium, a savings of \$90,938, the additional deductible could cost up to \$276,000. The higher deductible amounts are too risky for the Village.

Trustee Crane asked about the 15% co-insurance. Clerk Morelli said currently once the deductible (paid by the Village) is met, costs are covered at 100%. The changes to the plan would mean that once the deductible (paid by the Village) is met, costs are covered at 85%. The Stetson Club has an out of pocket reimbursement clause in their contract and began contributing 5% to their premiums June 1<sup>st</sup>. The CSEA does not have an out of pocket reimbursement clause in their contract and currently contributes 0% to their premiums. The non-union have no out of pocket reimbursement and have long contributed 20% to their premiums.

- Peddling & soliciting – Clerk Morelli shared that CCE (Citizens Campaign for the Environment) and NYPIRG (New York Public Interest Research Group) have the necessary permits to go door to door through 8/31/16. The Village Board and Department Heads were previously notified and Chief Varrenti shared this with members of the Police Department.

- **DEPARTMENT REPORTS:** (VB meeting the 3<sup>rd</sup> Monday of each month)

- Treasurer – Daniel P. Hendricks
  - Financial reports for period ending 6/30/16 – Treasurer Hendricks referred to the information in the packet. It's only one month in to the new fiscal year.
  - Payroll – Treasurer Hendricks shared that a while back he and Trustee Andrews discussed payroll. As a result of that conversation, he entertained a quote from ADP to compare to what we use – CPP Complete Payroll Processing. While the regular cost is slightly less, the initial cost to switch to them as well as the amount of time that would be needed to convert to a new system and be trained on it do not make it worthwhile to change. It was a valuable exercise, though, as it never hurts to do due diligence and entertain other quotes for various services, if only to confirm that you're good with what you have.
- Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
  - Street by Street Inspections – BI/CEO Miller reported that the northwest quadrant street by street inspections are going well. They are about halfway through. He will have statistics for the 8/15 Village Board meeting.
  - Dumpsters – BI/CEO Miller reported that his department is creating an inventory of dumpsters in the Village and checking on whether they received the necessary approvals. He credited former Trustee Ciciotti who serves on the Housing Task Force for suggesting he contact the waste haulers, bring them into the loop and help remedy any problems.
  - New York State Legislation re Zombie Properties – BI/CEO Miller reported on recent state legislation and communication with Trustee Crane about zombie properties – those that are vacant or abandoned. Today he formulated the "list" of vacant properties. Some may fall under said legislation. They are categorized by Type Green – no unusual hazards, Type Yellow – hazards present, Type Red – confirmed hazards. There are 31 on the list with half having some sort of hazard. Of these 8 qualify for him to report to the Department of Finance to regulate. He will be filing these with photos and copies of violations and correspondence.
  - New York State Building Codes – ICC Uniform Codes – BI/CEO Miller shared that the new building code for New York State goes into effect 10/3/16. One of the items relates to needing blower door tests for any new structure. He budgeted for and is working toward purchasing the necessary equipment to be able to offer this as a service as a third party would charge \$300 to \$500 for such.
- Police – Police Chief Daniel P. Varrenti (Lt. Mark T. Cuzzupoli provided the report, indicating that Chief Varrenti suggested doing so as staff development)
  - Congratulations – Lt. Cuzzupoli congratulated the Village Board on the results of the recent dissolution referendum and election.
  - New Officers – Lt. Cuzzupoli shared that Officer Blodgett started his FTO 7/6 and Officer Vadas has 5 weeks left in the Police Academy.
  - Vehicle and Traffic Enforcement Initiative – Lt. Cuzzupoli shared that Sgt. Mesiti led a Click It or Ticket detail and read the following report from Sgt. Mesiti:
    - As part of participating in the PTS (**Police Traffic Services**) Grant, funded by the Governors Traffic Safety Committee, the Brockport Police must participate in the May "**Click it or Ticket!**" campaign.
    - The "Click it or Ticket" campaign, as it implies, is targeted enforcement of all seat belt laws.

Recent compliance surveys done by the Governors Traffic Safety Committee found the compliance rate of motorists has slipped from just over 90% to the mid 80% range. The lowest rate of compliance were motorists between the ages of 18 and 25.

- The "Click it or Ticket" campaign ran from Monday, May 23<sup>rd</sup> to Sunday, June 5<sup>th</sup>. In that 2 week period, the Brockport Police Department conducted 4 separate details totaling 26 hours. In these details, a spotter in plain clothes was posted in strategic locations in the Village and called out violations to waiting patrol cars. This strategy proved very effective producing 93 tickets, 57 of which were for seatbelt violations and 36 were for cell phone violations.

- As you can imagine there were some members of the public that were not happy with our enforcement efforts, but officers working the detail reported seeing individuals they had issued tickets to the day before drive by them with their seatbelts on and wave with a smile as they demonstrated their compliance.

Lt. Cuzzupoli said this was achieved through a \$10,000 grant through Senator Ort in which the municipality spends the monies and submits to the State for reimbursement. Any overtime incurred on this is covered through the grant.

- Stetson Club – Lt. Cuzzupoli said the Stetson Club has been busy helping in the community. He said Sgt. Wheat led a detail on 6/18 for an ice cream social for Challenger Baseball where disabled children play a couple of innings. He said Sgt. Mesiti led a detail on 6/28 for a lunch for Camp Abilities. Lt. Cuzzupoli read the following report from Sgt. Mesiti:

On Tuesday, June 28<sup>th</sup> the BPD Stetson Club bought, prepared, and served 175 staff and campers at the annual "Camp Abilities" event that takes place at SUNY Brockport each summer. Camp Abilities is a one-week educational sports camp for children and teens who are blind, visually impaired, and deafblind. The camp is set up to provide a one-on-one instructional situation for each person who attends.

Camp Abilities does not charge campers and all of the staff volunteer their time. In order to keep this program free to campers the organizers of the camp have asked local civic groups to sponsor a meal for the campers and staff. For the past 5 years the Stetson Club has sponsored lunch on the first Tuesday of the camp.

Lunch Menu: "Submarine" style sandwiches (Turkey or Ham), Provolone or American Cheese, Lettuce, Tomato, Mayo or Mustard plus a bag of chips and water melon. Each sandwich was made with a 1/8<sup>th</sup> pound portion of either Turkey or Ham to provide campers with a hearty sandwich.

Attendees: Sgt Mesiti, Sgt Wheat, Officer Vandervort, Officer Hagen, Officer Sime, Officer Catlin, Officer Cave, & Officer Wakefield.

- Old Fashioned 4<sup>th</sup> of July – Lt. Cuzzupoli shared that he worked with Don Voorheis on the children's parade that was part of the July 4<sup>th</sup> event at the Morgan Manning House. He read the following follow up from Don Voorheis:

Hi Mark – thank you so much for your help yesterday – everything was wonderful. I appreciate your help every year. Thank you and your department again. It was perfect. About 150 kids in the parade plus about 200 parents. Great exposure and parents were thrilled to see the officers.

Trustee Kristansen commented that she saw Officers VanDervort and Catlin passing out badge stickers to the kids. They were a big hit!

- NYS Cycle the Erie Canal – Lt. Cuzzupoli referred to the recent day in which approximately 500 bicyclists came through from 11am to 1pm, many who shared compliments for having an officer stationed there to help them cross over Main Street safely.

- Law Enforcement Appreciation – Lt. Cuzzupoli reported that Chief Varrenti as President of the Monroe County Police Chiefs Association worked with a business leader who provided law enforcement agencies a number of tickets to distribute to residents in their communities to yesterday's Red Wings game. A good time was had by all with some healthy competition among communities.

- Public Works – Superintendent Harry G. Donahue
  - West Avenue Water main replacement – DPW Spt. Donahue reported that the project is moving along with Monroe County Health Department inspection to take place and then hook ups. They will be done in the next two to three weeks.

- Painting of Village Hall – DPW Spt. Donahue thanked the Board for approving

the quote of Stafford Painters at a recent meeting. Stafford Painters are scheduled to begin in August, but may start sooner if their schedule allows.

- Village Attorney – Daniel J. Mastrella, Esq.
  - Status of MOA with Brockport Fire District & Seymour Library – solar participation agreement – Attorney Mastrella said he spoke last Thursday with Dennis Annechino, attorney for the Seymour Library who advised that they are in the process of revising the agreement and that we should have it for tonight’s meeting. They were amenable to the Village’s proposed change as to the distribution of credits based on historic percentages and had gotten some feedback from the Treasurer of the Brockport Fire District. As of today, the final document was not ready.
  - Status of Village Code recommendations completed by Code Review Committee:
    - Inclusion of chapter on Parks – Attorney Mastrella said the penalty provisions need to be added. He will do so for the next meeting.
    - Inclusion of chapter on EV Charging Stations – Attorney Mastrella said this needs only a couple of words changed regarding enforcement. He will do so for the next meeting.
    - Proposed amendments to Chapter 43 Signs & Billboards – Attorney Mastrella said this is more complicated and is a difficult area of law. He advised moving forward on the others as he needs sufficient time to work on this.
    - Proposed amendments to Chapter 58-23B Historic Preservation – Attorney Mastrella said this could be clarified better. Trustee Andrews said the language was taken from a model from NYS Certified Local Governments. Attorney Mastrella said it works as written.
  - Status of BVAC request to waive \$1,614.25 in Village taxes on property recently purchased (BVAC is applying through Assessor for exemptions as a non-profit) – Attorney Mastrella said he and BVAC Attorney Kevin Johnson have searched for any authority for a Village Board to “waive” village property taxes in this situation. They have yet to find any. Attorney Mastrella advises the Village Board take no action at this time.

(Clerk’s note - follow up – a couple of days later Attorneys Mastrella and Johnson each reviewed NY Constitution Article 8 Section 1 and the McKinney’s annotations, specifically #35 “Tax liability reduced or waived” and #152 “Ambulance services, private organizations or undertakings”. Apparently a slew of charities are granted retro tax exemption each year in the state budget. An attorney who is an authority on representing charities said it is fairly simple to get done and confirmed that there are no alternative avenues for obtaining a retroactive exemption. Once BVAC has the special legislation, they will take it to the Assessor to request granting the retro exemption.)

- Frontier Communications – possible cable franchise agreement – Attorney Mastrella referred to the material from Frontier included in the packet. Frontier wishes to become a cable servicer and want to enter into a franchise agreement. He said he forwarded the material to the same representative at Computel that he did when the Village was the Time Warner Cable franchise agreement. Clerk Morelli had indicated this being a possible additional revenue source as the TWC agreement brings in a good deal of money. Attorney Mastrella said that may not be the case as Frontier could simply take some customers from TWC thereby lowering the monies TWC pays the Village. It could serve as a wash. Mayor Blackman said either way, it still provides competition which could affect rates.

- **PERSONNEL ITEMS:**

- Hiring to fill Police Officer vacancy –

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 5/0 upon recommendation of Chief Varrenti and search committee to hire Christopher Clawson as a Police Officer pending recommendation and approval by Monroe County Civil Service and successful passing of background check.

Chief Varrenti asked Clerk Morelli to hold off drafting a hire notice for Mayor Blackman to sign until he completes the process and locks in a start date.

All vacancies in the Police Department are now filled.

- Police Explorers – accept drops/adds to roster – Clerk Morelli requested and today received a current list of Police Explorers. There are no changes since the last drops/adds in January 2016. The roster remains the same.

SPARTAC – is temporarily inactive. No changes.

- **OLD or NEW BUSINESS:**

- Monroe County share of semi-annual mortgage tax – Mayor Blackman referred to the document in the packet, the Village having recently received \$26,447.72 for its share of semi-

annual mortgage tax.

- Authorize grant application & SEQR – Corbett Park improvement project –

→ Trustee LaPierre moved, Trustee Crane seconded, carried 5/0 to adopt the following resolution regarding:

***Village of Brockport Park Improvement Project – Corbett Park***

WHEREAS: the Village of Brockport and the citizens it serves recognize the value to the community of improving municipal parkland for public use, including Corbett Park; and

WHEREAS; the goal of the Village is to see the limited and valuable green space of Brockport preserved, maintained, and enhanced for current and future generations;

NOW, THEREFORE, be it RESOLVED that the Village of Brockport fully approves and endorses the Village of Brockport Park Improvement Project – Corbett Park and affirms public and community support for it;

Further, it is RESOLVED that Margaret B. Blackman, Mayor, with the Village's grantwriters, J. O'Connell & Associates, are hereby authorized and directed to file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the Village of Brockport. The Village of Brockport will be responsible for all grant administration, oversight and reporting required through this application. The Village of Brockport affirms that start-up capital and the required match will be provided should an award be made.

Note: the match is not to exceed 25% and the majority can be in-kind.

Note for the record:

J. O'Connell & Associates contact is Jessica Cristiano  
 Village Parks Committee contact is Chair Hannelore Heyen  
 Village Office contact is Deputy Clerk-Treasurer Erica Linden

Clerk Morelli shared that the SEQR component was added today as the grant writer needs it to go with the above resolution which is time-sensitive. Therefore, it was not specified on the agenda nor was it in the packet.

→ Trustee LaPierre moved, Trustee Crane seconded, carried 5/0 to adopt the following resolution regarding:

RESOLVED, that in accordance with the New York State Environmental Quality Review (SEQR) procedures, the Village Board of the Village of Brockport has reviewed the significance of and potential environmental impacts of repaving of approximately 22,000 sf of parking lot and the asphalt overlay of the tennis courts at Corbett Park.

RESOLVED, that the Village Board hereby concurs with Chatfield Engineers, P.C. that the Project is considered a Type II Action in accordance with 6NYCRR Part 617.5(c)(1)(2)&(4); a maintenance or repair involving no substantial changes, replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site and repaving of existing highways.

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

- Accept & authorize Mayor to sign HR Works, Inc. proposal re update of employee handbook (budgeted) – Clerk Morelli shared that when she became Village Clerk in June 1999, 17 years ago, there was no employee handbook. She worked with a company called Amtek Management and the Village Board and Department Heads were involved and one was adopted in 2002, noting throughout that members of collective bargaining units (Unions) should refer to their contracts. A committee was formed to review it and it was updated in 2008. Various tweaks have been made to it in the years since and employees notified at those times, but were never incorporated into the handbook as Amtek Management no longer services municipalities. Recently, Clerk Morelli reached out to HR Works, recommended by our employee benefits brokers at USEBSG, and obtained a proposal to update the employee handbook. She included it in the budget requests that Treasurer Hendricks shared last winter for the 6/1/16 to 5/31/17 fiscal year. She said she hadn't planned on bringing the item forward for contract approval until the fall, but she got a call from the HR Works representative offering a 5% discount if we committed by July 19<sup>th</sup>. While 5% isn't a lot, any discount is welcome.

Besides updating the employee handbook, HR Works Virtual HR Helpline would be available to the Village through 7/31/17.

→ Trustee Kristansen moved, Trustee Andrews seconded, carried 5/0 to approve and authorize the Mayor to sign the agreement with HR Works for \$2,660 to update the employee handbook and \$1,200 to utilize the Virtual HR Helpline through 7/31/17.

- Establish Tax Relief Task Force – Mayor Blackman shared that Trustees LaPierre and Crane will be Co-Chairs of the Tax Relief Task Force previously mentioned. The 6/27 work session centered on coming up with the makeup of and mission of the task force.

→ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 to establish a Tax Relief Task Force as follows:

#### **Tax Relief Task Force**

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

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

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

#### *Membership*

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

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

#### *Meetings*

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

#### *Duration of Task Force and Reporting*

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

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

The vacancies will be added to the Boards/Committees vacancy notice and a news release will be put out.

- o Approval of \$1,000 stipend each for village gardening (Pam Ketchum) & hanging basket watering (Mark Ketchum) & \$500 for purchase of plants & fertilizers for village gardens – Discussion and action on this item was tabled for the time being.

8:30pm

**VILLAGE BOARD REPORTS:**

- o Mayor Margaret B. Blackman

- Report – Mayor Blackman read the following into the record:

June 10<sup>th</sup>

Met with SUNY College at Brockport Social Work Department Chair Jason Dauenhauer and Ellen O'Connor— Director of Community Services for Fairport Baptist Homes. Discussed some of their innovative ideas for senior options for independence to help older adults maintain independence by connecting them to support and services within their community. Jason has been working on similar issues from the college end—providing space in college classes and facilitating the auditing process for senior citizens. They have since met with two people very involved with senior activities, Hanny Heyen and Lori Skoog.

Met with SUNY College at Brockport President Heidi Macpherson to discuss Town/Gown Committee going forward in the fall and its makeup. Alerted her to program at Cortland, The Live in Cortland program re college helping new faculty to purchase and occupy homes within designated neighborhoods adjacent to the campus—provides up to 5 faculty \$4,000 each for down payment or closing costs. Has since been discussed at College Council and subcommittee has been working on it with VP for Administration, Beau Willis.

Conversations with grant writers and DPW Spt. Harry Donahue, Parks Committee Chair Hanny Heyen, and Deputy Clerk-Treasurer Erica Linden re Parks and Recreation grant to improve Corbett Park. Would include: resurfacing parking lot and tennis courts, tearing up and replacing the asphalt trail with stone dust, dredging the pond, and some new equipment for the park.

Health insurance meetings with our employee benefits brokers — the Excellus plan is not being discontinued but will have some changes as of 9/1/16; this also required meeting with leadership of each of the Unions which Treasurer Dan Hendricks, USEBSG rep and I did last week.

June 16<sup>th</sup> - Mayors dinner. Discussion with Mayor Nancy Steedman of Churchville about sharing costs for required training for Part Time BI/CEO Tim McElligott who we share.

June 20<sup>th</sup> - monthly meeting with Sweden Town Supervisor Rob Carges. Discussed Assessor search committee. Importance of hiring someone who will listen, is a good communicator, and is fair. The two municipal job holders that are most unpopular with the public are the code enforcement officer and the assessor. Stressed the desire that a Village Board member serve on the search committee. The Village does not want to take assessment back as this was a function consolidated years ago.

July 4<sup>th</sup> – Morgan Manning House - led, with Deputy Mayor Bill Andrews and Mark Ketchum the children's parade. The rest of the village board along with President Macpherson, and Sweden town board members Lori Skoog and Mary Rich formed the kazoo band that brought up the rear of the parade.

Letter of intent to apply for Restore NY grant. Notice from Restore NY that the project appears eligible. Will be meeting with Tim Murphy, Real Property Director for Monroe County to discuss how to go forward with the application at the July 25<sup>th</sup> work session. County attorney for that division that, if we secure a developer or developers they will foreclose on the property and request that the legislature forgive the \$2 million+ in back taxes.

July 15<sup>th</sup> - Interview with Peter Kratz of 104.9 radio, a Christian music station out of California. They have to have local programming to keep their license and to show that they are serving the local community. "A Closer Look": Questions ranged from: why did you want to become mayor, to what challenges does Brockport face, what are the positives about your community, what events do you have throughout the year, how important is tourism, to what's the best kept secret about Brockport.

July 18<sup>th</sup> - Meeting with Senator Ort re SUNY Impact Aid Assistance Act – the letter to him will be included in the minutes. Attended by Village Board, Police Chief Varrenti, BI/CEO Miller, Brockport Fire District Commissioner Vaughan, and SUNY College at Brockport VP Beau Willis. Very productive meeting. Senator Ort is already a sponsor of the legislation, but believes that if this proposed legislation continues the way it is going with two SUNY municipalities being part of a pilot program and awarded funding, Brockport should be first in line next year for funding and he agreed that Brockport should be the next municipality accepted into the pilot program and he will make this one of his top five

legislative priorities in the 2017-18 budget. Asked for us to submit data on services we provide and measures of how much of that goes towards the college and comparison of our tax rate with the other SUNY municipalities.

Plan to have a meeting with Assemblyman Steve Hawley as well.

o Trustee/Deputy Mayor William G. Andrews

- Report – Trustee Andrews read the following into the record:

I attended the opening ceremony for the New York State Special Olympics, which is a great event that we are fortunate to host. I attended two meetings of the Board of the Western Monroe Historical Society as a member. Our main item of business has been to recruit volunteers to organize our special events. Though we have no trouble getting volunteers to work on those events, volunteers willing to take the responsibility of organizing them are not forthcoming. Also, I conducted three tours of the Morgan-Manning House. In my capacity as Village Historian emeritus, on June 15, I attended a talk by Richard Reism at the Clarendon Historical Society on Myron Holley, who was a partner of James Seymour, co-founder of the village. On June 16, Erica Linden and I met with Erin Tobin from the Preservation League of New York concerning our application for a Preserve New York grant as part of the match for our pending CLG grant. As our budget proposal has been revised, we no longer need the Preserve New York grant. We have been told informally that we are receiving our 17th CLG grant fully funded. Also, on June 16, I attended a meeting of a sub-committee of the Town/Gown Committee at which we planned for a block party on August 27 and discussed off-campus students bill of rights and checklist. On June 18, I attended the fund-raising wine tasting at the Morgan-Manning House hosted by Jack Mahan. I attended the meeting of the Board of the Emily Knapp Museum on June 23 at which final arrangements were made for the restoration of one of the museum's stuffed golden eagles. I worked as a Greeter at the Welcome Center on June 24. I attended the meetings of the Town Boards of Clarkson and Sweden on June 28. I helped lead the children's parade and sold food tickets at the 4th of July celebration at the Morgan-Manning House. On July 15, with the help of a DPW crew, I moved a large number of museum items from the Hill School to the Emily Knapp Museum. On July 17, I attended the open house at the Center (formerly Senior Center) that had been organized by Lori Skoog. It was a great community event. Finally, this afternoon, I attended the meeting with Senator Ort.

o Trustee Annette M. Crane

- Report – Trustee Crane read the following into the record:

6/13 Attended NY special Olympics Opening Ceremonies. Wonderful and very moving.

6/13 Housing Task Force meeting - discussed survey of Fair Street residents about parking issues

Planning Board meeting - 6 businesses with applications, great growth for our Village

Parks Committee meeting

6/18 Attended Wine Tasting Fundraiser at Morgan Manning House. Very successful as a fundraiser, and a lot of fun.

6/19 First day of Farmer's Market. Good start with numerous shoppers and a good number of vendors. Included a Build a Birdhouse activity for children run by Mark Kristansen.

6/25 Checked on the McQuaid HS Row for Hope rowers camping out in Harvester Park on their row of the length of the Canal. They were doing very well after their first day.

6/27 Housing Task Force meeting - Discussed the issue of dumpsters. Representatives from Waste Management were present.

6/28 Attended Sweden Town Board meeting.

7/4 With other Board members from both the Village and the Town, played kazoo at the end of the Children's Parade at the Morgan Manning House.

7/7 Attended Zoning Board of Appeals meeting.

7/11 Attended Parks Committee meeting.

7/15 Toured Corbett and Utica Parks with Parks Committee Chair Hanny Heyen.

7/17 Attended social event at The Center, along with the rest of the Board and members of the Town Board. Event was to highlight the improvements at The Center.

Have been reading through documents dealing with the property at 200 State Street to prepare for the Restore NY grant application. At this point focusing on understanding the environmental issues.

o Trustee Katherine J. Kristansen

▪ Trustee Kristansen shared having attended BISCO meetings regarding the upcoming Arts Festival, meeting with Deputy Clerk-Treasurer Erica Linden regarding best sources of grant funding to develop a Village Comprehensive Plan and on the Climate Smart Communities Task Force, having attended Seymour Library After Hours planning meeting – the 2016 event will celebrate the 20<sup>th</sup> anniversary of the Seymour Library at their current location – having attended the Code Review Committee meeting, having attended Brockport Merchants Association meetings and the Sidewalk Sale/Festival, having attended the Planning Board meeting, and having attended the Seymour Library Board meeting – they are working on by laws and intermunicipal agreement, new air conditioning – congratulations go to Library Director Carl Gouveia for being elected Vice President of Brockport Kiwanis. She also mentioned having attended the special meeting earlier today that the Village Board held with Senator Ort, having attended the Special Olympics opening ceremony, the Morgan Manning House 7/4 event, and the Center 7/17 event. She congratulated Trustees Andrews, Crane, and LaPierre for their election and wishes Officer Wakefield a long and safe career. Trustee Kristansen shared that she retired 6/30 after a long and successful teaching career.

o Trustee John D. LaPierre

▪ Trustee LaPierre shared that he attended many of the same meetings and events the other Village Board members already mentioned. He also attended the recent Crossing Guard breakfast and got a tour of the new DPW equipment and had an opportunity to compare new versus old.

9pm – brief recess – enjoy light refreshments.

**ANNUAL ORGANIZATIONAL PART OF MEETING – APPOINTMENTS & ADOPTIONS:**

9:10pm - meeting resumed.

**ANNUAL FENCE PERMIT – GE – 98 Lyman Street –**

⇒ Trustee Kristansen moved, Trustee Andrews seconded, carried 5/0 to approve G.E.'s request for renewal of the permit for the fence around the groundwater treatment system located at 98 Lyman Street (project number 0100.10074 #2).

The approval letter will include:

The Board of Trustees granted a permit in June 2000 to allow construction of a 7-foot tall chain link fence with privacy slats and 3 strands of barbed wire at the top for a total height of 8 feet. This was not a variance, which would stay with the property, but a permit that was to be renewable annually.

Per your request, and after consultation with the Code Enforcement Officer and Village Attorney, the Village Board will no longer require annual renewal. Therefore, you will not need to make this written request each June for Village Board action each July. The Village expects the fence be appropriately maintained. Please contact us if there should come a time you will remove the fence. In turn, if there should come a time where revocation of the permit is deemed necessary, we will contact you.

**ADVANCE APPROVAL OF CERTAIN CLAIMS –**

⇒ Trustee Andrews moved, Trustee Crane seconded, carried 5/0 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 Kristansen moved, Trustee Andrews seconded, carried 5/0 that the Board authorizes reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties or travel at the current IRS rate per mile as indicated in the Employee Handbook.

**ADOPT STANDARD WORK TIME FOR RETIREMENT PURPOSES – ELECTED OFFICIALS -**

⇒ Trustee Crane moved, Trustee Andrews seconded, carried 5/0 that the Board adopt the following resolution:

BE IT RESOLVED, that the Village of Brockport / Location code 40143 hereby establishes the following as standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs. Max. 8 hrs.	Name	Current Term Begin & End Dates	Record of Activities Result
<u>Elected Officials</u> Village Justice	6	Kent R. Blair	07/01/14-06/30/18	3.75

#### ADOPT VILLAGE STOP SIGNS & TRAFFIC SIGNAL LIGHT -

⇒ Trustee Kristansen moved, Mayor Blackman seconded, carried 5/0 adopting the following stop signs and traffic signals for the Village of Brockport:

##### Stop Signs:

- 1) Adams Street at Chappell Street (eastbound)
- 2) Adams Street at Utica Street (westbound)
- 3) Allen Street at Centennial Avenue (southbound)
- 4) Anita's Lane at Anita's Lane (eastbound)
- 5) Anita's Lane at East Avenue (northbound)
- 6) Barry Street at Fayette Street (westbound)
- 7) Barry Street at Keable Court (eastbound and westbound)
- 8) Beach Street at Erie Street (northbound)
- 9) Beach Street at Holley Street (southbound)
- 10) Berry Street at Fayette Street (eastbound)
- 11) Beverly Drive at Idlewood Drive (eastbound)
- 12) Briar Rose Lane at West Avenue (northbound)
- 13) Brockview Drive at Frazier Street (southbound)
- 14) Brockway Place at Chappell Street (westbound)
- 15) Brockway Place at Main Street (eastbound)
- 16) Brook Terrace at #24 Brook Terrace (northbound)
- 17) Brook Terrace at Brookdale Road (southbound)
- 18) Brook Terrace at South Avenue (northbound)
- 19) Brookdale Road at Main Street (westbound)
- 20) Burroughs Terrace at Fair Street (southbound)
- 21) Cailyn Way at Briar Rose Lane (eastbound)
- 22) Candlewick Drive at Havenwood Drive (westbound)
- 23) Carolin Drive at Clark Street (northbound and southbound)
- 24) Carolin Drive at West Avenue (northbound)
- 25) Centennial Avenue at Allen Street (westbound)
- 26) Centennial Avenue at Main Street (eastbound)
- 27) Central School Drive and Centennial Avenue (northbound)
- 28) Chappell Street at Adams Street (northbound)
- 29) Chappell Street at Centennial Avenue (southbound)
- 30) Cherry Drive at Clark Street (northbound)
- 31) Cherry Drive at Evergreen Road (southbound)
- 32) Clark Street at Carolin Drive (eastbound and westbound)
- 33) Clark Street at Evergreen Road (eastbound)
- 34) Clark Street at Kimberlin Drive (westbound)
- 35) Clark Street at Main Street (eastbound)
- 36) Clark Street at Smith Street (eastbound and westbound)
- 37) Clinton Street at Main Street (eastbound)
- 38) Cloverwood Drive at Candlewick Drive (northbound)
- 39) Coleman Creek Road at Central School Drive (northbound)
- 40) Coleman Creek Road at Main Street (eastbound)
- 41) College Street at Main Street (eastbound)
- 42) College Street at Utica Street (westbound)
- 43) Commencement Drive at Holley Street (northbound)
- 44) Cyrus Way at McCormick Lane (northbound)
- 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 (westbound)

- 49) Evergreen Road at Clark Street (northbound)
- 50) Fair Street at Quaker Maid Street (eastbound)
- 51) Fayette Street at East Avenue (northbound)
- 52) Frazier Street at Fayette Street (westbound)
- 53) Frazier Street at Glendale Road (eastbound and westbound)
- 54) Frazier Street at Keable Court (eastbound and westbound)
- 55) Gardner Alley at Clinton Street (northbound)
- 56) Gardner Alley at King Street (southbound)
- 57) Glendale Road at Barry Street (southbound)
- 58) Glendale Road at East Avenue (northbound)
- 59) Glendale Road at Frazier Street (northbound and southbound)
- 60) Gordon Street at Spring Street (southbound)
- 61) Gordon Street at State Street (northbound)
- 62) Graves Street at Clark Street (southbound)
- 63) Graves Street at West Avenue (northbound)
- 64) Havenwood Drive at East Avenue (northbound)
- 65) High Street at Park Avenue (westbound)
- 66) Hillcrest Parkway at Main Street (westbound)
- 67) Holley Street at Main Street (eastbound)
- 68) Holley Street at Perry Street (eastbound and westbound)
- 69) Holley Street at Utica Street (eastbound and westbound)
- 70) Idlewood Drive at Clark Street (southbound)
- 71) Idlewood Drive at West Avenue (northbound)
- 72) Keable Court at Barry Street (southbound)
- 73) Keable Court at Frazier Street (northbound)
- 74) Kimberlin Drive at Clark Street (southbound)
- 75) Kimberlin Drive at West Avenue (northbound)
- 76) King Street at Utica Street (westbound)
- 77) Liberty Street at Fayette Street (eastbound)
- 78) Liberty Street at Main Street (westbound)
- 79) Lincoln Street at King Street (northbound)
- 80) Locust Street at Barry Street (northbound)
- 81) Lyman Street at Fayette Street (westbound)
- 82) Lyman Street at Locust Street (eastbound)
- 83) Market Street at Main Street (westbound)
- 84) Market Street at Park Avenue (eastbound)
- 85) Maxon Street at Kenyon Street (westbound)
- 86) Maxon Street at Utica Street (eastbound)
- 87) McCormick Lane at East Avenue (northbound)
- 88) Meadowview Drive at Clark Street (northbound)
- 89) Meadowview Drive at Evergreen Road (southbound)
- 90) Mercer Street at Chappell Street (eastbound)
- 91) Monroe Avenue at Holley Street (westbound)
- 92) Monroe Avenue at Main Street (eastbound)
- 93) Monroe Avenue at Utica Street (eastbound and westbound)
- 94) Morgan Court at Evergreen Road (eastbound)
- 95) Oxford Street at Spring Street (southbound)
- 96) Oxford Street at State Street (northbound)
- 97) Park Avenue at South Street (east and west of triangle)
- 98) Park Avenue at State Street (northbound and southbound)
- 99) Quaker Maid Street at South Avenue (southbound)
- 100) Quarry Street at Locust Street (westbound)
- 101) Queen Street at Clinton Street (northbound)
- 102) Queen Street at Erie Street (northbound and southbound)
- 103) Queen Street at Holley Street (southbound)
- 104) Smith Street at Clark Street (northbound and southbound)
- 105) Smith Street at West Avenue (northbound)
- 106) South Avenue at Brook Terrace (eastbound)
- 107) South Avenue at Main Street (westbound)
- 108) South Avenue at Owens Road (eastbound)
- 109) South Avenue at Quaker Maid Street (westbound)
- 110) South Street at Main Street (westbound)
- 111) South Street at Park Avenue (eastbound)
- 112) State Street at Park Avenue (eastbound and westbound)
- 113) Union Street at Park Avenue (eastbound)
- 114) Utica Street at Adams Street (southbound)
- 115) Utica Street at Clinton Street (northbound)
- 116) Utica Street at College Street (northbound and southbound)
- 117) Utica Street at Erie Street (northbound and southbound)

- 118)Utica Street at Holley Street (northbound and southbound)
- 119)Utica Street at Monroe Avenue (northbound and southbound)
- 120)Victory Drive at Barry Street (southbound)
- 121)Victory Drive at Frazier Street (northbound)
- 122)Water Street at Market Street (southbound)
- 123)Westwood Drive at Glendale Road (westbound)
- 124)Willowbrooke Drive at West Avenue (northbound)

Traffic Signal Light:

- 1) Adams Street & Kenyon/Allen Streets
- 

Thanks for service – term concluded -

⇒ Trustee Kristansen moved, Trustee Andrews seconded, carried 5/0 to thank for service the following whose terms have concluded: Jackie Morris (Historic Preservation Board & Tree Board), Art Appleby (Planning Board & Code Review Committee), Pete Selig (Planning Board), Ed Lehman (Tree Board & Ethics Board), Mark Rice (E.L.K. Museum Board)

---

APPOINTMENTS AND RE-APPOINTMENTS -

Mayor Blackman announced Trustee Andrews will continue as Deputy Mayor.

---

⇒ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the following appointment be made:

**Official Newspaper**..... Suburban News

---

⇒ Trustee Andrews moved, Trustee LaPierre seconded, carried 5/0 that the following designation of banks or trust companies be made for the deposit of all Village monies:

**Official Depositories**..... Chase

---

⇒ Mayor Blackman moved, Trustee Andrews seconded, carried 5/0 that the following appointment be made:

**External Auditor**.....1-year term renewal to 6/30/17..... Insero & Co. CPA's, LLP

---

⇒ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 that the following appointment be made:

**Village Attorney**.....1-year term renewal to 6/30/17.....Daniel J. Mastrella, Esq.

---

⇒ Mayor Blackman moved, Trustee LaPierre seconded, carried 5/0 that the following appointment be made:

**Special Counsel (re dog cases)** ...1-year term renewal to 6/30/17.....James D. Bell, Esq.

---

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 that the following appointment be made:

**Village Engineer**.....1-year term renewal to 6/30/17.....Chatfield Engineers, PC

---

NO action needed this year.

- Village Clerk**.....2-year term renewal to 6/30/17...was done 7/20/15 .....Leslie Ann Morelli
  - Village Treasurer**.....2-year term renewal to 6/30/17...was done 7/20/15....Daniel P. Hendricks
  - Deputy Village Clerk**.....2-year term renewal to 6/30/17...was done 7/20/15....Deborah C. Herzog
  - Deputy Village Clerk-Treasurer**...2-year term renewal to 6/30/17..was done 7/20/15..Erica L. Linden
-

⇒ Mayor Blackman moved, Trustee Andrews seconded, carried 5/0 that the following appointment be made:

**Village Historian**.....1-year term to 6/30/17.....Sarah Cedeno

---

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 that the following appointments be made:

**Emergency Coordinator (re EOP)**...1-year term renewal to 6/30/17.....Laurence C. Vaughan  
**Public Information Officer (re EOP)**...1-year term renewal to 6/30/17.....Robert Duff

---

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 that the following reappointments be made:

**Zoning Board of Appeals**.....term to 6/30/21 reappoint.....Robert Duff  
**Historic Preservation Board**.....term to 6/30/19 reappoint.....Kevin McCarthy  
**Ethics Board**.....term to 6/30/20 reappoint.....Erica Linden (as employee rep)  
**Code Review Committee**.....term to 6/30/21 reappoint.....Robert Duff  
**Parks Committee**.....term to 6/30/20 reappoint.....Linda Ketchum  
**Parks Committee**.....term to 6/30/20 reappoint.....Luciano Spalla  
**E.L.K. Museum Board**.....term to 6/30/19 reappoint.....Karen Owen  
**E.L.K. Museum Board**.....term to 6/30/19 reappoint.....Sarah Hefner

---

⇒ Mayor Blackman moved, Trustee Andrews seconded, carried 5/0 that the following new appointments be made:

**E.L.K. Museum Board**.....term to 6/30/18 appoint.....Christine McCabe  
**E.L.K. Museum Board**.....term to 6/30/19 appoint.....Alicia Kerfoot

---

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 to authorize advertising the following vacancies with position interest forms due to the Clerk by Noon 8/3/16:

- Tree Board – term to 6/30/18
- Tree Board – term to 6/30/19
- Tree Board – term to 6/30/19
- Tree Board – term to 6/30/20
- Code Review Committee – term to 6/30/19 (as Planning Board rep)
- Code Review Committee – term to 6/30/19
- Code Review Committee – term to 6/30/20
- Ethics Board – term to 6/30/20
- Tax Relief Task Force

Notice will be as follows:

**VILLAGE OF BROCKPORT  
 BOARD / COMMITTEE  
 VOLUNTEER OPPORTUNITIES**

**There are vacancies on the following:**

- Tree Board – 4 vacancies  
 Meets 3<sup>rd</sup> Tuesday 7pm September-May
- Ethics Board – 1 vacancy  
 Meets only as needed (very rare)
- Code Review Committee – 3 vacancies (1 must be a Planning Board member)  
 Meets 4<sup>th</sup> Monday 6pm
- Tax Relief Task Force – 7 vacancies  
 Meeting schedule to be determined by membership – at least monthly  
 The Tax Relief Task Force will recommend to the Village Board actionable ideas that will result in lowering the tax rate village property owners pay to sustain the village. The task force itself has no authority to implement change; its function is strictly advisory to the Village Board. The task force will be made up of 9 people - 2 will be Village Board members and 7 will be from Brockport businesses, Brockport homeowners - all Village residents. The document that provides detail as to the task force was adopted at the

7/18/16 Village Board meeting and is available from the Village website.

Dated: 7/20/16

Application deadline: Noon, 8/3/16

**Applicant must be a Village resident.**

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

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

**UPSTATE NEW YORK MUNICIPAL WORKERS' COMPENSATION PROGRAM REPRESENTATIVES:**

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 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:

- Treasurer as Director (Daniel P. Hendricks)  
[dhendricks@brockportny.org](mailto:dhendricks@brockportny.org) 585-637-5300 X15
- DPW Spt as Alternate Director (Harry G. Donahue)  
[hdonahue@brockportny.org](mailto:hdonahue@brockportny.org) 585-637-1060
- Village Clerk as Facilitator (Leslie Ann Morelli)  
[lmorelli@brockportny.org](mailto:lmorelli@brockportny.org) 585-637-5300 X12

**ADOPT MEETING SCHEDULE & BUDGET PREPARATION SCHEDULE-**

⇒ Mayor Blackman moved, Trustee Kristansen seconded, carried 5/0 that the following schedules be adopted:

**Village of Brockport Meetings**

Adopted by Village Board 7/18/16

**Village Board Meetings**

Meetings begin at 7pm and are held at Village Hall  
 1<sup>st</sup> & 3<sup>rd</sup> **Monday** of each month as follows:

<u>...2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2017 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 1	July 27	January 2 - NONE	-
August 15	August 10	January 16 - NONE	-
September 5 - NONE	-	February 6	February 1
September 19	September 14	February 20 - NONE	-
October 3	September 28	March 6	March 1
October 17	October 12	March 20	March 15
November 7	November 2	April 3 (w/ budget hearing)	March 29
November 21	November 16	April 17	April 12
December 5	November 30	May 1	April 26
December 19	December 14	May 15	May 10
		June 5	May 31
		June 19 - NONE	-
		July 3 - NONE	-
		July 17 (w/ organizational)	July 12
		August 7	August 2
		August 21	August 16

Plus the following work sessions the 4<sup>th</sup> **Monday** as follows:

<u>...2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2017 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
July 25	July 20	January 23	January 18
August 22	August 17	February 27	February 22
September 26	September 21	March 27	March 22
October 24	October 19	April 24	April 19
November 28	Tues. November 22	May 22	May 19
December 26 - NONE	-	June 26	June 21

July 24  
August 28July 19  
August 23**Planning Board Meetings**Meetings begin at 7pm and are held at Village Hall  
**2<sup>nd</sup> Monday** of each month (only upon application)

<u>...2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2017 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
August 8	July 25	January 9	Tues. December 27
September 12	August 29	February 13	January 30
October 10 – NONE	-	March 13	February 27
November 14	October 31	April 10	March 27
December 12	November 28	May 8	April 24
		June 12	Tues. May 30
		July 10	June 26
		August 14	July 31

**Zoning Board of Appeals Meetings**Meetings begin at 7pm and are held at Village Hall  
**1<sup>st</sup> Thursday** of each month (only upon application)

<u>...2016 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>	<u>2017 MEETING</u>	<u>NOON SUBMITTAL DEADLINE</u>
September 1	August 9	January 5	December 13
October 6	September 13	February 2	January 10
November 3	October 11	March 2	February 7
December 1	November 8	April 6	March 14
		May 4	April 11
		June 1	May 9
		July 6	June 13
		August 3	July 11

**Other Boards and Committees:** various meeting schedules – see Village website  
Historic Preservation Board, Tree Board, Emily L. Knapp Museum Board, Code Review Committee,  
any Task Forces, Walk Bike Brockport Action Group, Ethics Board – meets at Village Hall  
Parks Committee, Seymour Library Board – meets at Seymour Library  
Welcome Center Management Committee – meets at Welcome Center

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

Monday, November 7, 2016	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estim
Monday, December 12, 2016	Department Heads & Village Justices to submit expense estimates to Treasurer
Monday, January 23, 2017- 7pm	Village Board work session - with Treasurer & Department H to discuss department budget requests
Monday, February 27, 2017 – 7pm	Village Board work session - with Treasurer to discuss & ma revisions to budget requests (if necessary)
Monday, March 6, 2017 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 16, 2017	Treasurer to file tentative budget with Clerk (must by March
Monday, March 20, 2017 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 22, 2017 for March 26, 2017 edition	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget
Monday, March 27, 2017 – 7pm	Village Board work session – with Treasurer to discuss & ma revisions to tentative budget (if necessary)

Monday, April 3, 2017 – 7pm	Treasurer to present proposed budget - public hearing
Monday, April 17, 2017 – 7pm	Village Board meeting – adopt budget (must by May 1 <sup>st</sup> )

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

⇒ Mayor Blackman moved, Trustee Crane seconded, carried 5/0 that the following be adopted:

**VILLAGE OF BROCKPORT  
VILLAGE BOARD LIAISONS  
TO DEPARTMENTS / AREAS / BOARDS / COMMITTEES / OUTSIDE ENTITIES  
Adopted by Village Board 7/18/16**

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

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

**FEE SCHEDULE -**

⇒ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the following be adopted, Mayor Blackman noting that our water rates have not increased since January 2010 even though MCWA (Monroe County Water Authority) rates have gone up 25 cents in that time, therefore, if MCWA raises rates in January, our water rates will increase accordingly:

**VILLAGE OF BROCKPORT  
FEE SCHEDULE**  
Confirmed by Village Board 07/18/16

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.....\$150.00
- Travel trailer / dumpster approval.....\$25.00
- Other (special permit or authorization required by code).....\$175.00
- Zoning Map (color).....\$5.00

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
- Sidewalk Café Permit.....\$200.00  
o \$150 of the \$200 is returnable at the end of season if no violations.
- Peddling & Soliciting 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)

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  
Pay at Village Hall for fingerprinting then go to Police Department.
- Parking
  - Illegally Parked.....\$30.00
  - Winter Parking Ordinance.....\$40.00
  - Fire Lane / Hydrant.....\$50.00
  - Handicapped Parking.....\$60.00\*

Fines double if unpaid after 10 days.

Fines quadruple if unpaid after 30 days.

\*Applicable NYS surcharges may be applied by the adjudicating agency.

BUILDING INSPECTION / CODE ENFORCEMENT FEES

RESIDENTIAL NEW HOME CONSTRUCTION:

- 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
- Building permit renewal after expiration: 75% of original permit fee

RESIDENTIAL NEW CONSTRUCTION – (additions, remodeling):

- 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
- Building permit renewal after expiration: 75% of original permit fee
- Residential Solar Electric System.....\$85

COMMERCIAL NEW CONSTRUCTION – (additions, remodeling):

- 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
- Building permit renewal after expiration: 75% of original permit fee
- Commercial Solar Electric System.....\$100

SIGNS

- Commercial Sign Permit .....\$30.00 per sign

- Residential Sign Permit (for approved customary home occupations).....\$30.00 per sign

**RESIDENTIAL ACCESSORY STRUCTURES – includes Certificate of Compliance inspection:**

- 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
- Building permit renewal after expiration: 75% of original permit fee

**DEMOLITION**

- Demolition permit – Residential structures.....\$50.00
- Demolition permit - Commercial structures.....\$100.00
- Demolition permit – Industrial structures.....\$200.00

**RENTAL PROPERTY CERTIFICATE OF OCCUPANCY / OPERATIONAL PERMITS**

- Residential rental registration.....\$125.00 per building per year
- Single family rental Code 210.....\$150.00
- Two family rental Code 220.....\$250.00
- Three family rental Code 230.....\$350.00
- Apartment Buildings/Townhouses Code 411.....\$350.00 or \$25.00 per unit whichever is greater
- Inn / rooming house Code 418.....\$350.00
- \*\*\*\*Property owners will be charged \$50 for each re-inspection following the 1<sup>st</sup> non-compliant re-inspection\*\*\*\*

**OPERATIONAL FIRE-SAFETY PERMITS & INSPECTION FEES**

- Educational.....\$100.00 (annually)
- Place of Public Assembly 100 persons or greater .....\$100.00 (annually)
- Assembly uses 50 – 99 persons.....\$50.00 (annually)
- Manufacturing.....\$100.00(annually)
- Fairs/festivals.....\$200.00 (annually)
- Repair/service garages.....\$100.00 (3 year intervals)
- Mercantile.....\$100.00 (3 year intervals)
- Business uses (including food service establishments under 49 occupants).....\$100.00 (3 year intervals)
- Other.....\$100.00 (yearly and/or as local conditions require)
- \*\*\*\*Property owners will be charged \$50 for each inspection following the 1<sup>st</sup> non-compliant re-inspection\*\*\*\*

**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:
  - o In District Sewer Users.....\$1.16/1,000 gallons water used
  - o Out of District Sewer Users .....\$1.66/1,000 gallons water used

**WATER:  
Water Rate Schedule**

7/18/16 note - that our water rates have not increased since January 2010 even though MCWA (Monroe County Water Authority) rates have gone up 25 cents in that time, therefore, if MCWA raises rates in January, our water rates will increase accordingly:

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.  
 -----

**REVIEW VARIOUS POLICES & CONFIRM OR AMEND -**

⇒ Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the following various policies:

- Village Board Meeting Procedures Policy – be confirmed
- Village Media Response & Submission Policy – be confirmed
- Selection Process of Members to Boards & Committees – be amended adding 2 new task forces
- Fund Balance Policy – be confirmed
- Financial Management/Investment Policy – be confirmed
- Purchasing/Procurement Policy – be confirmed
- Village Vehicle Use Policy – be confirmed
- Village Identity Theft Prevention Program – be confirmed
- FOIL policy – be confirmed
- Emergency Operating Plan – be amended as to address of BVAC

-----

**Village of Brockport**  
**Village Board**  
**Meeting Procedures Policy**  
Confirmed by Village Board 7/18/16

**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 first and third Mondays 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 Clerk or a Deputy Clerk shall attend every regular meeting. The Village Attorney, Treasurer, and Department Heads shall attend the second regular meeting of the month (the third Monday).

**Section 2. SPECIAL MEETINGS:** The Board of Trustees for the Village of Brockport, New York shall hold work sessions on the fourth Monday 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 any member of said Board upon notice to the entire board and Village Clerk. 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 Monday 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 Friday prior to the Monday 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)  
 Adjournment

**Section 9. GENERAL RULES OF PROCEDURE:** Meetings shall be conducted in accordance with the principles of Roberts Rules of Order. 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. 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 three-fifths 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) 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 Noon Monday the day of meeting. (When possible, they will be prepared by end of day Friday prior to the Monday 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.

**Village of Brockport  
Media Response and Submission Policy  
Confirmed by Village Board 07/18/16**

**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. Other village officials and employees 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. 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 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 direct quotation of a village official or employee 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.
- § 6. Communications regarding police department incidents issued by the police chief or his designee, editorials, legal notices, and advertisements are not subject to § 1.-5. of this policy.

---

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

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

**BOARDS AND COMMITTEES**

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

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

**DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

#### **APPLICATION PROCESS**

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

#### **SELECTION PROCESS**

1. **The Mayor shall put forth the name of citizen volunteer(s) to fill vacancies and unexpired terms on boards/committees prior the vote on the candidate(s) membership to said board/ committee at a Village Board meeting. Exception: membership selection for the Ethics Committee is made by the Board of Trustees.**
2. **The Mayor can ask for input from Village Board members and/or committee/board chairs prior his decision to put a name forth, especially if the candidate is unknown. If still unknown or if there is more than one candidate, the Village Clerk shall set up an appointment for the applicant(s) with the chair of said board/committee for an informational meeting to discuss membership responsibilities and requirements. Their comments/recommendations shall be forwarded to the Mayor.**
3. **If a candidate's name is submitted by the Mayor to the Village Board for approval, the number of years of the unexpired term or vacancy shall be served by the new member. If there is more than one vacancy, the Mayor submits the candidates' names to be approved by the Village Board. Once approved, the chair of said board/committee**

shall determine the entry year for each new board/committee member based on his/her merits (the more expertise, the longer the term, etc.). Those boards/committees that do not have set terms need not comply.

4. Following the approval for membership to a board or committee by the Board of Trustees, the Mayor shall notify the candidate(s) in writing of the decision. The correspondence shall include dates of term, oath of office information, a current membership list of said board/committee, and a copy of the Village's code of ethics.
5. If a candidate is not approved for membership to a board/committee by the Board of Trustees, the Mayor shall send a letter of regret. That candidate's position interest form shall be kept on file for 6 months. The application/selection process would begin anew.
6. When setting up a Task Force (see Definitions), The Board of Trustees shall establish the general parameters of said Task Force. The mission, responsibilities, format, description of project, and the number participants/stakeholders, etc. shall be discussed and determined by the BOT prior to advertising for volunteers to serve on said Task Force. There is no specific term for members. The Mayor shall submit names for the BOT's approval.

#### REQUIREMENTS FOR MEMBERSHIP

1. In the case the appointee has not filled out an interest form, he/she should do so to be on file with the Village Clerk.
2. Appointees on all boards/committees shall reside within the Village of Brockport unless otherwise noted (see Definitions, Page 1). Non-residents shall serve as advisors without voting rights.
3. Board/committee members shall agree to comply with all Village laws, regulations, voting rights, including ethics requirements and any conflicts of interest statutes.
4. Each member is expected to contribute to the board or committee he/she serves on the basis of individual expertise and good judgment.
5. The appointee shall be familiar with the responsibilities, meeting schedule, essentials of said position on specific Board/Committee, and meet with chair prior attending formal meeting for pertinent information, including this resolution and the Village's ethics code.
6. A member's request for a leave of absence must be discussed with the chair for approval or denial of said board/committee prior to departure (length of leave, reason, etc.).
7. If a member is absent without cause for three consecutive regular or special meetings without communication and/or prior authorization, the chairperson of a board/committee shall inquire as to the member's intent to serve. If a member chooses no longer to serve, he/she shall send a letter to inform the Village Clerk, who will forward it to the Village Board for action. If unexcused absences continue without communication to said board/committee chair, the board/committee chair may notify the Mayor as to the member's lack of attendance. If further action is warranted, the Mayor may recommend to the Board of Trustees to terminate membership. A written notice from the Mayor will constitute authorization for this purpose. The Mayor shall appoint another member to the vacancy. **Note:** Individual boards or committees may determine the procedure of keeping an attendance record.
8. The Village Clerk shall send a communication annually (April) to board and committee members whose terms are to expire at the end of the fiscal year and inquires if the member wishes to be considered for re-appointment by the Board of Trustees. If not, the Board of Trustees shall accept a letter of resignation.
9. Resignations of board/committee members shall be distributed by Village Clerk to the Mayor and the Village Board for acceptance.

#### TERMS OF OFFICE

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

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

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

### OATH OF OFFICE

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

### EFFECT

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

### VILLAGE OF BROCKPORT BOARDS AND COMMITTEES

#### Types

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

<u>Name</u>	<u>Terms</u>	<u>Members</u>
<u>Boards by Statute (State &amp; Village law)</u>		
Planning Board	5-year	5
Zoning Board of Appeals	5-year	5
<u>Standing Boards/Committees</u>		
Code Review Committee	5-year	7 + BZ officer
Emily Knapp Museum & Library of Local History Board	3-year	4-8 +1 Faculty member
Board of Ethics	4-year	4 + Village Attorney
Historic Preservation Board	3-year	9
Parks Committee	4-year	9
Seymour Library Board	5-year (limit 2 terms)	3
Tree Board	4-year	9 & advisor (s)
<u>Task Force Committee (s)</u>		
Housing Task Force		6 + BI/CEO, 1 Planning Board member, 1 Trustee
Climate Smart Task Force		TBD
Tax Relief Task Force		9 members, appointed by the Mayor: 2 Village Board members serving as co-chairs; 2 village business owners, 2 village homeowners, 1 Sweden Town Board representative, 2 others. The two Village Board members will co-chair the committee. A recording secretary will be elected by the committee from among its membership.
<u>Open Roster Boards/Committees</u>		
Walk! Bike! Brockport Action Group	None	Unlimited
Welcome Center/Canalfront Management Cmte	None	6
Welcome Center Canalfront Greeters	None	Unlimited

**General Fund Balance Policy**  
**Adopted 07/21/14**  
Confirmed by Village Board 7/18/16

In an effort to protect Village citizens and/or taxpayers against potentially reducing service levels because of temporary revenue shortfalls, or to fund the need for unexpected one-time expenditures and uncontrollable emergencies and disasters, the Village of Brockport hereby adopts this General Fund Balance Policy.

The Village Board will strive to maintain an unrestricted fund balance within a range equal to 20-30% of the most current year budgeted appropriations. In preparing each year's new budget, the Village Board will calculate the amount of fund balance available for budgeting, and decide how much fund balance to use in support of the budget.

At any time, should the amount of unrestricted fund balance exceed the 20-30% range set herein, the Village Board may appropriate some or all of the "excess" fund balance for desired one-time expenditures, contributions to existing reserve funds, or the creation of new, additional reserves.

Should the amount of unrestricted fund balance be below the 20-30% range set herein, the Village Board shall develop and adopt a fiscal plan to restore the "shortfall" of fund balance to no less than the 20% minimum of the range. Such plan should resolve the shortfall in no more than 3 years.

This General Fund Balance Policy will be reviewed and modified as necessary on no less than an annual basis (as part of the Village Board's annual organizational meeting).

**Village of Brockport**  
**Comprehensive Financial Management Policy**  
**(General Municipal Law Section 39)**  
**(Annual Organizational Meeting Policy Readoption)**  
**Investment Policy**  
**Adopted 7/21/14**

Confirmed By Village Board 7/18/16

**1. Investment Policy Purpose:**

The Board of Trustees desires to provide the finest services possible to its residents, compatible with the least cost to the taxpayers. To achieve this goal all sources of revenue, other than taxes, must be enhanced. Interest earnings offer large potential alternative revenue.

The Board of Trustees desires that excess Village monies, not needed for immediate payment of bills, be temporarily invested to earn a safe return as provided for within the Village Law, General Municipal Law, Local Finance Law and Banking Law. The priorities for investing Village monies shall be (in order of priority):

**1.1 Safety** – Funds must not be lost by the Village.

**1.2 Liquidity** – Appropriate amounts must be available for each payroll, debt service, and abstract date. No investment should mature later than the date the invested funds are anticipated to be needed and in no case, more than two years from date of purchase.

**1.3 Yield** – The highest market interest rate available (other conditions being equal) is to be solicited.

**2. Prudence:**

All participants in the investment process shall act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village's ability to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs: not for speculation, but for investment, considering the safety of the principal as well as the possible income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**3. Diversification:**

The policy of the Board of Trustees is to reduce risk by diversifying deposits and investments by: (1) bank or trust company, (2) investment instrument, and (3) date of investment maturity.

**4. Delegation of Authority**

The Board of Trustees hereby specifically delegates the authority to sign the written security and/or custodial agreements with the designated banks and to make the day-to-day investment decisions within the guidelines and limitations of this policy resolution to the incumbent position in the title of:

**4.1** Treasurer, and/or

**4.2** Mayor.

The above officers and administrators are hereby authorized to utilize the advisory services of municipal consulting firms in planning the timing, amount, maturity, bidding, placement, and reporting on any investments made hereunder.

**5. Authorized Institutions:**

The Board of Trustees authorizes the use, of the following institutions, located and authorized to do business in New York State, for placing investments and specifically prohibits using private brokerage or investment firms. Diversification of depositories increases the safety and total FDIC coverage of Village monies. Consequently, to the extent practical, more than one financial institution may be utilized. The Village must enter into a written Security Agreement with each institution. (General Municipal Law Section 10 & 11, Local Finance Law Section 165.00 (b), Banking Law Section 107 – a).

5.1	JP Morgan Chase	Maximum deposit – unlimited
5.2	First Niagara Bank	Maximum deposit - \$2,500,000
5.3	M & T Bank	Maximum deposit - \$2,500,000

#### **6. Authorized Investment Instruments:**

The Board of Trustees authorizes the following types of investment instruments for investing Village monies with institutions authorized to do business in New York State:

- 6.1 Savings Accounts
- 6.2 Money Market Accounts
- 6.3 Certificates of Deposit
- 6.4 Repurchase Agreements
- 6.5 U. S. Treasury Bonds, Bills, Notes.

#### **7. FDIC Insurance and Overage Collateralization:**

The primary objectives of this policy are to enhance the safety and availability of any Village monies invested. These objectives are partially met by FDIC insurance covering the first \$250,000 of Village deposits.

Any amounts exceeding the FDIC insurance limits, as presently set or subsequently revised are to be insured to the Village by requiring an allocation and pledge of appropriate collateral by the financial institution where the investment is placed. All investments must be bid specifying "with collateral". Written custodial and/or security agreements must be entered into with each financial institution (General Municipal Law, Section 10 and 11, Banking Law Section 107-a) which require the custodial bank or trust company to keep the securities they purchased as collateral for the Village separate and apart from the institution's own assets. Banking Law requires the financial institution to comply in completing the written agreements.

#### **8. Security Agreement:**

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. The security agreement shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Village to exercise its rights against the pledged securities, in the event the securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer or with an "assignment in blank" to the Village or its custodial bank.

#### **9. Custodial Agreement:**

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

#### **10. Collateral:**

Village deposits and investments may be secured either by obligations or securities or, in whole or in part, by a surety bond or irrevocable letter of credit.

Surety bonds must be issued by an insurance company authorized to do business in this State, the claims paying ability of which is rated in the highest rating category by at least two nationally recognized rating organizations. The surety bond must equal to 100% of the aggregate amount of deposits and the agreed upon interest.

Eligible letters of credit will be those issued by a bank or trust company (other than the bank or trust company with which the investment is placed) with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest that either:

**10.1** has commercial paper or other unsecured short term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company has commercial paper and other unsecured short term debt obligations) rated in one of the nationally recognized rating organizations; or

**10.2** is in compliance with applicable minimum federal risk based capital requirements.

#### **11. Eligible Securities for Collateral Purposes:**

The current market value of collateral utilized must equal or exceed the value of the collateral deposits. The currently permitted collateral may be subsequently supplemented by new instruments when approved by the Office of the State Comptroller. Permissible collateral includes (General Municipal

Law Section 11, 31CFR, 203.15):

**11.1** United States obligations.

**11.2** Obligations of United States agencies, subdivisions, or departments, where payment of principal and interest is guaranteed or insured by the United States.

**11.3** Obligations of New York State.

**11.4** Obligations of New York municipal corporations, school districts, or district corporations of the State of New York.

**11.5** Obligations issued or guaranteed by United States agencies or government sponsored corporations.

**11.6** Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided: and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village within two years of the date of purchase.

**12. Transfer of Funds:**

The Board of Trustees specifically authorizes the designated officials the authority to use electronic transfer of funds, among the approved banking institutions, to assist in obtaining "federal funds" enhanced interest rates. Each such transfer shall be specifically identified in the original journal entry as a "wire transfer" and subsequently supported by the bank statement or confirmation notice to provide an audit trail.

**13. Safekeeping:**

The Board of Trustees specifically authorizes the designated officials the authority to turn over the physical custody of Certificates of Deposit and other evidence of investments for "safekeeping" possession to the bank, as provided in General Municipal Law Section 11(3), to facilitate access to funds at maturity and to eliminate having bearer certificate in the Village offices.

**14. Co-Mingling of Funds:**

The co-mingling of various funds into a single common investment is specifically authorized provided that the separate identity of each fund is maintained and the proportionate share of interest is allocated to each upon maturity of the investment. (General Municipal Law Section 10 and 11.)

**15. Written Reports:**

All investments shall be documented in written reports to the Mayor, for subsequent presentation to the Board of Trustees outlining the details of each investment including: the amount, dated and maturity dates, interest rate and the unsuccessful quotes received thereon. When investments are placed these reports should be presented no less than monthly (General Municipal Law Section 10).

**Village of Brockport  
Purchasing / Procurement Policy  
Amended 8/18/14  
Confirmed by Village Board 7/18/16**

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 \$2,500 require a written request for proposal (RFP), written/fax quotes from three (3) vendors.

- (b) Purchases equal to or in excess of \$2,500 will also require approval of the Village Board.
- (c) Purchases of less than \$2,500 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 from 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.** This policy shall be reviewed annually or as deemed necessary by the Village Board.

**Village of Brockport  
Vehicle Usage Policy  
Confirmed by Village Board 7/18/16**

**Policy Statement** – The village board may assign a village vehicle to a village official or employee (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, 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 shall not use a village vehicle for an unauthorized purpose.

- A village official or employee 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 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 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 shall not transport in a village vehicle persons who are not village officials or employees (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 to whom a village vehicle is assigned shall not allow their spouse or another to drive said vehicle.
- A village official or employee to whom a village vehicle, excluding a police vehicle, is assigned shall lock the same when not in use.
- A village official or employee 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 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, 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 of Brockport  
Identity Theft Prevention Program  
Effective December 1, 2009  
Confirmed by Village Board 7/18/16**

## 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.

**Freedom of Information Law (FOIL)**  
**Rules and Regulations**  
**POLICY adopted by Village Board 7/21/08 & amended 2/23/15**  
Confirmed by Village Board 07/18/16

**PUBLIC ACCESS TO RECORDS OF**  
**Village of Brockport**

\*Note: Village Court records are handled by the Court Clerks who utilize the Record Retention and Disposition Schedules of the New York State Unified Court System Division of Professional Court Services Office of Records Management.

The Village Clerk is not the Records Access Office for Village Court records.

1. Purpose and scope
2. Designation of records access officer
3. Location
4. Hours for public inspection
5. Requests for public access to records
6. Subject matter list
7. Denial of access to records
8. Fees
9. Public notice
10. Severability

#### **Section 1 Purpose and scope.**

(a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

(b) These regulations provide information concerning the procedures by which records may be obtained.

(c) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

(d) Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

#### **Section 2 Designation of records access officer.**

(a) The Village of Brockport is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Brockport Village Clerk  
 Brockport Village Hall  
 49 State Street  
 Brockport, NY 14420

(b) The records access officer is responsible for insuring appropriate agency response to public requests for access to records. The designation of a records access officer shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officer shall insure that agency personnel:

- (1) Utilize the Record Retention and Disposition Schedule MU-1 for use by Cities, Towns, Villages, Fire Districts – available at [www.archives.nysed.gov](http://www.archives.nysed.gov). This shall serve as a subject matter list.
- (2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (4) Upon locating the records, take one of the following actions:
  - (i) Make records available for inspection; or,
  - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.
- (5) Upon request for copies of records:
  - (i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
  - (ii) Permit the requester to copy those records.
- (6) Upon request, certify that a record is a true copy; and
- (7) Upon failure to locate records, certify that:
  - (i) The Village of Brockport is not the custodian for such records, or
  - (ii) The records of which the Village of Brockport is a custodian cannot be found after diligent search.

### **Section 3 Location.**

Records shall be available for public inspection and copying at:

Brockport Village Hall  
49 State Street  
Brockport NY, 14420

### **Section 4 Hours for public inspection**

Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are: 8:30 a.m. to 4:30 p.m., Monday through Friday, except holidays

### **Section 5 Requests for public access to records:**

(a) A written request may be required, but oral requests may be accepted when records are readily available.

(b) The records access officer shall copy the following on all written requests at time of receipt: Village Board, Village Attorney, Department Heads, and Treasurer.

(c) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.

(d) A response shall be given within five business days of receipt of a request by:

- (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible that would enable that person to request records reasonably described;
- (2) granting or denying access to records in whole or in part;
- (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
- (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(e) The records access officer shall copy the following on all written responses at time of issue: Village Board, Village Attorney, Department Heads, and Treasurer.

(f) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(g) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:

- (1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
- (2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
- (3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
- (4) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
- (5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
- (6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
- (7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

#### **Section 6 Subject matter list.**

(a) The records access officer shall insure that agency personnel utilize the Record Retention and Disposition Schedule MU-1 for use by Cities, Towns, Villages, Fire Districts – available at [www.archives.nysed.gov](http://www.archives.nysed.gov). This shall serve as a subject matter list.

#### **Section 7 Denial of access to records.**

(a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.

(b) If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

(c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Brockport Village Attorney  
C/o Brockport Village Hall  
49 State Street  
Brockport, NY 14420  
(585) 637-5300

(d) Any person denied access to records may appeal within thirty days of a denial.

(e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the person denied access.

(f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:  
Committee on Open Government  
Department of State

41 State Street  
Albany, NY 12231

(h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

**Section 8 Fees.**

(a) There shall be no fee charged for:

- (1) inspection of records;
- (2) search for records; or
- (3) any certification pursuant to this part.

(b) Copies may be provided without charging a fee.

(c) Fees for copies may be charged, provided that:

- (1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
- (2) the fee for copies of records not covered by paragraphs (1) and (2) of this subdivision shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

**Section 9 Public Notice.**

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

**Section 10 Severability.**

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

PUBLIC NOTICE  
YOU HAVE A RIGHT TO SEE  
PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The VILLAGE OF BROCKPORT has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

Brockport Village Hall  
49 State Street  
Brockport, NY 14420

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available

2. Records Access Officer

Brockport Village Clerk  
Brockport Village Hall  
49 State Street  
Brockport, NY 14420  
(585) 637-5300

If you are denied access to a record, you may appeal to the following person(s) or body:

Brockport Village Attorney  
C/o Brockport Village Hall  
49 State Street  
Brockport, NY 14420  
(585) 637-5300

PLEASE mark "FOIL APPEAL" on the envelope.

---

**Village of Brockport  
Emergency Operations Plan  
adopted by Village Board 5/14/13  
Confirmed by Village Board 07/18/16**

40 pages + appendices not included in these minutes – filed separately

---

**ADJOURNMENT:**

→ At 9:30pm, Trustee Kristansen moved, Trustee Crane seconded, carried 5/0 that the meeting be adjourned.



Leslie Ann Morelli, Village Clerk