

VILLAGE BOARD - MEETING AGENDA

Monday, May 4, 2026 6:00pm

Location: Village Board and members of the public in person at 49 State St., Village Municipal Building.
This meeting will be hybrid and therefore also available via remote location through Zoom.

Join Zoom Meeting with the login information below or dial 1-(646) 558-8656

Your full name is required to enter the meeting

<https://us02web.zoom.us/j/89601169517?pwd=samQ8plnnJz8Rtwjj5Ct898Fu2uIzC.1>

Meeting ID: 896 0116 9517

Passcode: 156604

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE: to honor those who serve our Country, enforce our laws, & respond to emergencies

SPECIAL PRESENTATION: Andrew Meyerhofer, P.E. of Square Engineering - Water rate study

PUBLIC COMMENT: Policy for Public Comment: 5 min/per person/ state name and address for record / clearly address the Board. Virtual participants can raise their hands and will be called on to speak. 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.

CONSENSUS ITEMS:

Minutes: 04/20/2026 and 04/27/2026

Bills Abstract: 04/17/2026

A (General Fund)	\$73,743.56
F (Water Fund)	\$145.29
G (Sewer Fund)	\$111.23
Total	\$74,000.08

Bills Abstract: 04/28/2026

A (General Fund)	\$95,409.97
F (Water Fund)	\$965.16
G (Sewer Fund)	\$313.13
Total	\$96,688.26

CLERK REPORT:

Village Clerk – Barbara A. Krizen

Agenda items - deadline reminder

Records room update

Digital Newsletter

Village tax bill preparation is underway; tax bills should arrive in mailboxes early June.

OLD or NEW BUSINESS:

Continued Discussion - NY PLAYS grant application
Charter Communications Franchise Agreement renewal – Public Hearing date
Discussion and/or approval of new water/sewer rates and effective date
Resolution to appoint George Lazor as Welcome Center Ambassador 2026
Resolution to appoint Melissa Wagner as Farmers Market Co-Manager 2026
Resolution to approve DPW Holiday Schedule
Resolution to rescind motion made April 6, 2026 regarding Local Law 1 of the year 2026
Resignation: Daniel Verace reported that he will be resigning from his position of DPW Superintendent effective May 31, 2026
Resolution to advertise for DPW Superintendent through the website, local paper, Indeed and other social media outlets.

VILLAGE BOARD REPORTS:

EXECUTIVE SESSION (if needed):

ADJOURNMENT:

UPCOMING EVENTS:

06/06/2026 Navy Club Annual Pork Roast
06/13/2026 Creativity on the Canal
07/13/2026 Cycle the Erie Canal
09/19/2026 SUNY Brockport Homecoming Parade

UPCOMING MEETINGS:

05/18/2026 Village Board Meeting

DRAFT

Water Rates

Monthly Metered Service

Inside Village Boundary

Rate: \$6.79 per 1,000 gallons
Minimum Billing: \$33.95 per month (includes first 5,000 gallons)

Outside Village Boundary

Rate: \$8.84 per 1,000 gallons
Minimum Billing: \$44.20 per month (includes first 5,000 gallons)

Quarterly Metered Service

Inside Village Boundary

Rate: \$6.39 per 1,000 gallons
Minimum Billing: \$31.95 per quarter (includes first 5,000 gallons per bill)

Outside Village Boundary

Rate: \$8.44 per 1,000 gallons
Minimum Billing: \$42.20 per quarter (includes first 5,000 gallons per bill)

Un-Metered Service

Rate: \$8.84 per 1,000 gallons
Minimum Billing: \$44.20 per month (includes first 5,000 gallons per bill)

All Users

Technology Fee: \$1.00 per billing cycle

Sewer Rates

Monthly Metered Service

Inside Village Boundary

Rate: \$8.00 per 1,000 gallons (0 to 20,000 gallons of usage per bill)
\$2.00 per 1,000 gallons (usage above 20,000 gallons per bill)
Minimum Billing: \$80.00 per month (includes first 10,000 gallons per bill)

Outside Village Boundary

Rate: \$10.00 per 1,000 gallons (0 to 20,000 gallons of usage per bill)
\$2.50 per 1,000 gallons (usage above 20,000 gallons per bill)
Minimum Billing: \$100.00 per month (includes first 10,000 gallons per bill)

Quarterly Metered Service

Inside Village Boundary

Rate: \$4.00 per 1,000 gallons
Minimum Billing: \$40.00 per quarter (includes first 10,000 gallons per bill)

Outside Village Boundary

Rate: \$5.00 per 1,000 gallons
Minimum Billing: \$50.00 per quarter (includes first 10,000 gallons per bill)

Un-Metered Service

Rate: \$10.00 per 1,000 gallons (0 to 20,000 gallons of usage per bill)
\$2.50 per 1,000 gallons (usage above 20,000 gallons per bill)
Minimum Billing: \$100.00 per month (includes first 10,000 gallons per bill)

April 20, 2026

**REGULAR MEETING WITH DEPARTMENT HEADS
BROCKPORT VILLAGE BOARD**

49 State Street

Brockport, NY 14420

April 20, 2026 @ 6:00 P.M.

This meeting was hybrid and therefore also available via remote location through Zoom.

VILLAGE BOARD MEMBERS' PRESENT:

BENJAMIN REED - MAYOR
DON ROBERTS - TRUSTEE/ DEPUTY MAYOR
RHONDA HUMBY - TRUSTEE
SANDEEP SINGH - TRUSTEE - EXCUSED

OTHERS PRESENT:

BARBARA KRIZEN - VILLAGE CLERK
CHAD FABRY - BUILDING INSPECTOR/ CODE ENFORCEMENT
PAUL WHEAT - CHIEF OF POLICE
CAROL MCNEES - DPW COORDINATOR
DARRIN KENNEY - TREASURER
MATTHEW J. LESTER - VILLAGE ATTORNEY
DAN VERACE - SUPERINTENDENT - EXCUSED

VIA ZOOM: Hamlin, Katherine Kristansen, Bob LeSuer, Melissa Wagner, Karen Owen, Jeremy Rheinwald, judyw, Annie Crane, Margay Blackman, Sarah Milliman, David Newman, Elizabeth Harden, George Mahaney-Walter, Chet Fery

GUESTS: Susan Smith, C Hamlin, Rhonda Humby, Marleen Cain, Robert Currier, Kevin Jenkins, John Keiser, Ben DiMatteo, Nick Russo, Susan Donk, Sarah Bonczyk, Scott Hunsinger and others who did not sign in.

Mayor called the meeting to order at 6:00 P.M. with the Pledge of Allegiance and a Moment of Silence.

April 20, 2026

OATH OF OFFICE: Swearing in of new Board Member Rhonda Humby

MAYOR'S STATEMENT: Code of Ethics – Chapter 4 . The chapter is being rewritten, not deleted.

PROCLAMATION: Arbor Day – April 24, 2026

WHEREAS, natural areas, trees, and landscapes provide not only community beautification but also economic and environmental benefits; and

WHEREAS, trees provide many benefits to the community, including air purification, windbreaks, noise reduction, shade and energy savings; and

WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and

WHEREAS, our efforts to improve the environment benefit present and future generations; and

WHEREAS, Arbor Day in the Village of Brockport is held each April;

BE IT THEREFORE RESOLVED, I, Benjamin D. Reed, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation on April 20, 2026, and do hereby proclaim Friday, April 24, 2026 as Arbor Day in the Village of Brockport and encourage all our citizens to participate in appropriate activities and to take advantage of the benefits of the parks and other natural areas in our community.

IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 20th day of April, in the year 2026.

Public Comments

John Keiser – Ethics

Ben DiMatteo – Brock The Vote

CONSENSUS ITEMS

Minutes of Previous Meetings

April 20, 2026

Resolution to approve the minutes of the previous meetings as follows: April 6, 2026.
Motion made by Trustee Roberts seconded by Trustee Humby. Carried 3-0

Authorize Payment of Village of Brockport Accounts

Bills Abstract 04/14/2026

A (General Fund)	\$58,395.78
F (Water Fund)	\$73,763.18
G (Sewer Fund)	\$4,134.99
Total	\$136,293.95

Resolution to approve the Bills Abstract of 04/14/2026. Motion made by Trustee Roberts, seconded by Trustee Humby. Carried 3-0

DEPARTMENT REPORTS:

Village Clerk- Barbara Krizen

Tax collection 2025 – Received \$110,701.26 from Monroe County
2026 On the Canals Programming – not awarded
2026 FOILS – 3 open, 19 closed

Treasurer – Darrin Kenney

None this evening

Building/Code Enforcement Office/Planning/Zoning- Chad Fabry

None this evening

Village Police Department- Chief Wheat

Recruit Officer Malsegna – completed field training on April 6th

Superintendent Department of Public Works- Carol McNeas

Hydrant Flushing - May 5-7, 2026

April 20, 2026

Resolution to approve Leonard Natiello, seasonal mower 29.5 hours per week, at \$22 per hour. Motion made by Trustee Humby seconded by Trustee Roberts. Carried 3-0

Resolution to approve Riley Allen as summer help 40 hours per week, at \$18 per hour. Motion made by Trustee Humby seconded by Trustee Roberts. Carried 3-0

Resolution to approve Carter Aurelio as summer help 40 hours per week, at \$18 per hour. Motion made by Trustee Roberts seconded by Trustee Humby. Carried 3-0

Resolution to approve Dan Verace to attend 2026 Highway School at Ithaca College June 1-3, 2026. Motion made by Trustee Roberts seconded by Trustee Humby. Carried 3-0

Resolution to approve DPW Summer Hours Memorial Day to Labor Day

- 6:30 AM – 4:00 PM Mon – Thursday
- 7:00 AM – 11:00 AM Friday
- Exception: Weeks with holiday will be the normal Monday – Friday 7:00 – 3:30 PM

Motion made by Trustee Humby seconded by Trustee Roberts. Carried 3-0

Village Attorney- Matthew Lester

Keeping busy with Court matters and other matters

OLD or NEW BUSINESS:

Acknowledge resignation letter of Joanne Bocach effective 8:45 PM 04/06/2026

Acknowledge resignation letter of Wendy Dunham effective 8:45 PM 04/06/2026

Resolution to approve Navy Club Annual Pork Roast Fundraiser for June 6, 2026. Motion made by Trustee Roberts seconded by Trustee Humby. Carried 3-0

Board of Trustees 2026-27 Budget Adopt RESOLUTION - After consideration of public comments at the public hearing and Board of Trustee feedback, no further revisions to the budget have been made. By law, the Board of Trustees are required to Adopt the Tentative Budget as their own after the Public Hearing and prior to May 1st.

Therefore, the below resolution is offered to wit:

“**WHEREAS** the Tentative General Fund, Water and Sewer Budgets for the fiscal year 2026-2027 have been duly presented to the Board of Trustees by the Treasurer/Budget Officer and a duly advertised public hearing has been held thereon,

THEREFORE, BE IT RESOLVED, pursuant to section 5-508(4) of Village Law, that the said tentative General Fund Budget in the amount of \$7,371,765, Water Budget in the amount of \$1,557,376 and Sewer Budget in the amount of \$506,584 as changed, altered and revised, be and hereby adopted as the Budget of the Village of BROCKPORT for the fiscal year 2026-2027.

THEREFORE, BE IT FURTHER RESOLVED, that the funds generated by the Levy of Taxes be \$3,939,633 and the Tax Rates for the fiscal year 2026-2027 budget be set at \$9.49 per thousand, Town of Sweden and \$11.45 per thousand, Town of Clarkson.” Motion made by Trustee Roberts seconded by Trustee Humby. Roll Call vote

Trustee Humby	Yes
Trustee Roberts	Yes
Mayor Reed	Yes

Motion carried 3-0

Resolution to approve 2026-2027 Warrant for Collection of Taxes in the amount of \$3,939,633. Motion made by Trustee Humby seconded by Trustee Roberts. Roll Call vote:

Trustee Humby	Yes
Trustee Roberts	Yes
Mayor Reed	Yes

Motion carried 3-0

Resolution to re-appoint the 2025 Welcome Center Ambassadors for the 2026 season. Motion made by Trustee Roberts seconded by Trustee Humby. Carried 3-0

Resolution to appoint Sarah Bonczyk as a Welcome Center Ambassador. Motion made by Trustee Roberts seconded by Trustee Humby. Carried 3-0

Resolution to appoint Lucas VanDervort member of the Tree Board, to fill a vacant term ending 06/30/2026. Motion made by Trustee Humby seconded by Trustee Roberts. Carried 3-0

Barbara A. Krizen
Village Clerk

UPCOMING EVENTS:

- 04/24/2026 Arbor Day
- 06/13/2026 Creativity on the Canal
- 07/13/2026 Cycle the Erie Canal
- 09/19/2026 SUNY Brockport Homecoming Parade

UPCOMING MEETINGS:

- 04/27/2026 Village Board Workshop

Adjournment

Motion to adjourn at 6:29 P.M. made by Trustee Humby seconded by Trustee Roberts.
Carried 3-0

DRAFT

April 20, 2026

Ethics statement April 20, 2026

My name is John Keiser and I reside at 21 Hillcrest Parkway

At the board meeting two weeks ago, the mayor proposed eliminating the Village's Code of Ethics and referring any ethical issues to Monroe County's Board of Ethics. This is unwise; village ethics should remain within the village's domain.

This is not a criticism of the county. The county does a great job owning ESL ballpark, running the airport, operating the zoo, and many other things. But it's also a very large bureaucracy with about 4,600 employees. How well would such a bureaucracy address the handful of ethical concerns that have been reported in Brockport? Think of it another way, Brockport's village population is about 1% of Monroe County's population. How seriously do you think the county would take Brockport's ethical concerns when the village is such a small component of the broader county?

If it's a matter of saving money. The amount the village spends is negligible. This year the Ethics Committee asked for \$3500 to pay for legal counsel due to an uptick in ethics complaints. This year is anomaly. The Ethics committee, whose voting members are all volunteers, hasn't cost the village anything in over ten years.

What bothers me more about transferring the ethics responsibility to the county is that it will probably make it more difficult for any village resident to file a complaint. Earlier today, I spoke with an investigator from Monroe County's Office of Public Integrity. That office handles cases only within the county government. Complaints pertaining to towns and villages go to the Monroe County Board of Ethics. On its website, there are no instructions on how to file a complaint, and it appears the last time they met was October 2025.

Under our current local system, if someone has a complaint in Brockport, they file it with Village Hall, and it gets forwarded to the committee. The committee invites the individual for an interview, which we've conducted at Village Hall. We also ask if there are other people who can provide insight on the reported concern, and we interview those people in the Village Hall as well. We then write up a report of findings and our recommendations.

I suspect the county does something similar with in-person interviews. However, I would imagine those interviews take place in Rochester. Relocating the ethics function to the Monroe County Office Building makes it more difficult for anyone to report an ethical concern. An individual would have to drive half an hour to Rochester, pay for parking, and drive back to Brockport. It's considerably worse if they must take public transportation.

April 20, 2026

When reporting ethical misconduct becomes more difficult, you're actually discouraging people from raising ethical concerns. When you discourage people from raising ethical concerns, you're essentially inviting unethical behaviors. This does not make for good government.

In the 1830s, Alexis DeTocqueville, arguably the keenest observer of American society, wrote that local governments are the cornerstone of democracy. It was true then as it is now. I do not see any benefit from moving our ethics function from the village to the larger more bureaucratic county government. In fact, I predict we'll discover more problems if we create a greater distance between our employees and officials from ethical oversight.

Please, keep the ethics functions within the village.

DRAFT

April 27, 2026

**WORKSHOP
BROCKPORT VILLAGE BOARD
49 State Street
Brockport, NY 14420
April 27, 2026 @ 6:00 P.M.**

This meeting was hybrid and therefore also available via remote location through Zoom.

VILLAGE BOARD MEMBERS' PRESENT:

BENJAMIN REED	-	MAYOR
DON ROBERTS	-	TRUSTEE/ DEPUTY MAYOR
SANDEEP SINGH	-	TRUSTEE
RHONDA HUMBY	-	TRUSTEE

OTHERS PRESENT:

BARBARA KRIZEN	-	VILLAGE CLERK
MATTHEW J. LESTER	-	VILLAGE ATTORNEY

VIA ZOOM: Hamlin

GUESTS: Susan Smith, C. Hamlin, Marleen Cain, Kevin Jenkins, John Keiser, Sarah Bonczyk, Ben DiMatteo and others who did not sign in.

Mayor called the meeting to order at 6:00 P.M.

WORKSHOP TOPICS:

WORKSHOP TOPIC(S)

Deadline for agenda items and electronic presentations – The deadline for the public and committees to request items and electronic presentations to be placed on the agenda is Wednesday at noon preceding the Monday meeting.

April 27, 2026

Resolution to approve 2026 Brockport Community Rowing Fees. Motion made by Trustee Roberts, seconded by Trustee Singh. Carried 4-0

Resolution to approve 2026 Brockport Community Rowing Programming. Motion made by Trustee Roberts, seconded by Trustee Humby. Carried 4-0

Resolution to approve 2026 Farmers Market Rules and Regulations. Motion made by Trustee Singh, seconded by Trustee Humby. Carried 4-0

Resolution to approve 2026 Farmers Market Vendor Application. Motion made by Trustee Humby, seconded by Trustee Singh. Carried 4-0

EXECUTIVE SESSION: For Village Board discussion involving the employment history of a particular person(s) leading to the appointment, employment, promotion, or demotion, discipline, suspension, dismissal, or removal of a particular person(s).

Trustee Humby moved, Trustee Roberts seconded, to adjourn the regular meeting at 6:05pm and go into Executive Session.

Trustee Singh moved, Trustee Roberts seconded, to adjourn the Executive Session at 6:49pm and go back into the regular meeting.

Adjournment

Motion to adjourn at 6:50 P.M. made by Trustee Humby, seconded by Trustee Roberts. Carried 4-0

Barbara A. Krizen
Village Clerk

UPCOMING EVENTS:

- 06/06/2026 Navy Club Annual Pork Roast
- 06/13/2026 Creativity on the Canal
- 07/13/2026 Cycle the Erie Canal
- 09/19/2026 SUNY Brockport Homecoming Parade

UPCOMING MEETINGS:

- 05/04/2026 Village Board Meeting
- 05/18/2026 Village Board Meeting

Brockport Community Rowing, Inc.
Fees 2026

Membership Fee	\$100/year Rowing Member \$40/year Friends of BCR
Rowing Membership	10% discount on rowing program fees except LTR
Learn to Row (LTR) Program (8 classes)*	Residents \$20/class Nonresidents \$25/class
Other Rowing Programs e.g., Intermediate, Experienced, Race Team	\$25/class
Yoga with Boats	\$15/class
Fees to pay for:	
<ul style="list-style-type: none"> • Coaches, coxswains, instructors • Insurance • Equipment purchases and maintenance (including safety equipment and storage) 	

*Please visit our website for information about possible sponsorship opportunities if you are unable to afford the fees.

Canal Season May 15 to October 14, 2026		Brockport Community Rowing 2026 Programming	
		Build Racks at boathouse/move ergs and equipment to organize boathouse	April-May
		Build Racks at boathouse/move ergs and equipment to organize boathouse	April-May
		Move new boats into boathouse	Early May
		Coaches/Coxswains meeting	Monthly
May 16	7:30 am-1 pm	Raise the Water Fund Row with Brunch After at Boathouse (Dish to Pass)	Fundraiser
May 17	7:30 am-1 pm	Rain date/second date if needed	
May 30	8 am-4 pm	Learn to Row Day	Various dates
		Kelley learning to drive launch as part of Coach Certification	
Spring Season May 18 to June 27, 2026 (6 weeks)			
	4:30-8:30 pm	Mixed Mondays (Intermediate and Experienced)	May 18, 25, June 1, 8, 15, 22
	4:30-8:30 pm	Mixed Wednesdays (Intermediate and Experienced)	May 20, 27, June 3, 10, 17, 24
		McQuaid Row for Hope possible use of dock and boathouse overnight	Week of June 7
4:30-8:30 pm Tues/Thurs, 8 am-12:30 pm Sat		Learn to Row One (8 classes, Tuesdays, Thursdays and Saturdays)	June 2, 4, 6, 9, 11, 13, 16, 18
Summer One Season July 6 to August 1, 2026 (4 weeks)			
	4:30-8:30 pm	Intermediate & Experienced Mondays (lineups* determined by coach)	July 6, 13, 20, 27
	4:30-8:30 pm	Intermediate & Experienced Wednesdays (lineups determined by coach)	July 8, 15, 22, 29
4:30-8:30 pm Tues/Thurs, 8 am-12:30 pm Sat		Learn to Row Two (8 classes, Tuesdays, Thursdays, and Saturdays)	July 7, 9, 11, 14, 16, 18, 21, 23
	5:30-10 am	Saturday Experienced Row	July 11, 18, 25, August 1
Summer Two Season August 3 to August 29, 2026 (4 weeks)			
	4:30-8:30 pm	Intermediate and Experienced Mondays (lineups determined by coach)	August 3, 10, 17, 24
	4:30-8:30 pm	Intermediate and Experienced Wednesdays (lineups determined by coach)	August 5, 12, 19, 26
4:30-8:30 pm Tues/Thurs, 8 am-12:30 pm Sat		Learn to Row Three (8 classes, Tuesdays, Thursdays, and Saturdays)	August 4, 6, 8, 11, 13, 15, 18, 20
	5:30-10 am	Saturday Experienced Row	August 8, 15, 22, 29
	9 am-12 pm	Yoga with Boats (4 sessions) (Saturdays)	August 22, 29, September 12, 19
Fall Season August 31 to October 3, 2026 (5 weeks)			
	4:30-8:30 pm	Intermediate Mondays (4 weeks)	August 31, September 14, 21, 28
	4:30-8:30 pm	Experienced Tuesdays (5 weeks)	September 1, 8, 15, 22, 29
	4:30-8:30 pm	Intermediate Wednesdays (5 weeks)	September 2, 9, 16, 23, 30
	4:30-8:30 pm	Experienced Thursdays (5 weeks)	September 3, 10, 17, 24, October 1
	5:30-10 am	Saturday Race Practice (4 weeks)	September 12, 19, 26, October 3
October 4	7:30 am-1 pm	Drain the Ditch Fund Row with Brunch After at Boathouse (Dish to Pass)	Fundraiser

BCR members going out in shells on their own time within the time frame of sunrise to sunset and during the canal navigation season.
Equipment maintenance, repairs, and erging as needed at various dates and times

Applications accepted on a rolling basis at Manager's discretion and until full

**Village of Brockport Farmers Market
2026 Season Application and Contract**

Approved by the Village Board 04/27/2026

Thanks for your interest in being a vendor at the Village of Brockport Farmers Market.
Mandatory pre-season meeting for vendors. Details to be provided.

Please provide information requested in this document and submit it to:

Email: cammanacres@gmail.com or Attn: Farmers Market Manager
Attention: Shane Camman Village of Brockport
127 Main Street
Brockport, NY 14420

Farm name _____

Contact name _____

Address _____

Cell Phone (____) _____ — _____ **Required**

Email _____ **Required**

Farm address _____

Sales tax ID _____

Market Space Rental

2026 Season Rate: \$250.00 each space

2026 Daily Rate: \$ 40.00 each space

Each market space is approximately 10' square (approximately 100 square feet). This non-transferable fee is due at the time this contract is signed. Non-payment may result in forfeiture of market privileges.

How many market spaces are you requesting to rent? ____

Do you intend to attend the market for the full season? Yes No

If you answered "No" to the question above, please indicate below the dates (months and days) on which you will start and finish attending:

Start ____ / ____ Finish ____ / ____

Applications accepted on a rolling basis at Manager's discretion and until full

The Village of Brockport encourages you to participate in the Farmers Market Nutrition Program (FMNP) so that you will be eligible to accept FMNP coupons for produce. Please indicate if you will participate in FMNP: Yes No

Crop Plan

List crops grown that you plan to sell at the Village of Brockport Farmers Market, and the acreage of each:

Crop	Acreage	Crop	Acreage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List below any additional products you plan to sell, as allowed by the Village of Brockport Farmers Market Rules & Regulations:

Item for Sale	Farm/Business that Produced Item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

*** Please include a copy of a certificate of liability insurance. ***

Applications accepted on a rolling basis at Manager's discretion and until full

Affirmation and Agreement

I hereby affirm that I understand this Village of Brockport Farmers Market 2026 Season Application and Contract, and that I agree to be bound by and comply with the terms and conditions set forth herein.

I verify that the information I have provided in this Village of Brockport Farmers Market 2026 Season Application and Contract is complete, true, and accurate to the best of my knowledge.

I hereby affirm that I read and understand the Village of Brockport Farmers Market Rules & Regulations, and that I agree to be bound by and comply with the terms and conditions set forth therein.

I have attached herewith copies of all licenses and/or permits necessary to the type of products I plan to sell.

I agree to save, hold harmless, and indemnify the Village of Brockport, its representatives, officers, employees, volunteers, agents, assigns and designees from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which hereafter may accrue to me as a result of my participation as a vendor at the Village of Brockport Farmers Market.

In the event that any claim, liability or loss against the Village of Brockport caused by my sales at the Village of Brockport Farmers Market is not paid in full by liability insurance in force and effect, I hereby indemnify, save, and hold harmless the Village of Brockport, its representatives, officers, employees, volunteers, agents, assigns and designees from any and all liability or loss, including settlement expenses, litigation costs, and attorney's fees, arising out of product sales at the Village of Brockport Farmers Market. In the event of any claim, liability, or loss, I shall pay the indemnification amount to the Village of Brockport upon written demand from the same.

Vendor's name (please print)

Vendor's signature

____/____/____
Date

Village of Brockport Farmers Market
Rules & Regulations
Approved by the Village Board on 04/27/2026

Market Mission

To promote the sale of fresh fruits, vegetables, plants, and other locally produced goods.

To provide a direct marketing outlet for local agricultural produce and products.

To stimulate activity in Brockport's downtown business district.

To foster social gathering and community involvement.

To educate the greater community on growing seasons and the benefits of eating and consuming locally.

Market Governance

The Village of Brockport Farmers Market (hereinafter, "the market") is sponsored by the Village of Brockport (hereinafter, "the village"), and governed by the Village of Brockport Board of Trustees (hereinafter, "the board of trustees").

The Village will:

- Promote the market
- Hire or appoint a market manager (hereinafter, "the manager")
- Establish rules and regulations, and adopt and amend them as needed
- Establish requirements for vendor participation in the market
- Maintain a general liability insurance policy for the market
- Establish and collect annual membership dues and/or market space fees – applications and fees collected by Village Clerk's office, application copies provided to market manager
- Maintain financial records
- Develop an operational budget
- Establish annually or as necessary the market's place and times of operation
- Establish a schedule of entertainment during market days, secure related commitments
- Administer, collect, review surveys or solicit other forms of feedback from vendors and customers

The manager shall be responsible for the orderly and efficient operation of the market and for implementing the rules and regulations. The manager shall represent the village during market days and in community activities. The manager position may be shared, with two individuals appointed as equal co-managers.

The Manager will assist the Village in:

- Establishing market policies
- Soliciting vendor participation
- Soliciting musicians and/or other entertainment
- Maintaining financial records
- Establishing the operational schedule
- Promoting the market

The Manager will also:

- Communicate acceptance decision to all applicants and provide operational information to all vendors prior to their first day of participation

- Support the vendors during the market
- Communicate concerns or needs of the market and/or vendors to the village in a timely manner
- Set up and tear down signage advertising the market before and directly after the market hours
- Set up and tear down tent and electrical supply for the musicians/entertainment as needed

The manager is expected to remain at the market for the full period of operation on market day. The manager serves at the pleasure of the board of trustees.

Place and Times of Operation

The market shall operate:

- On Market Street in the Village of Brockport
- On Sundays - From 9am-1pm
- Every Sunday from the second Sunday in June through the third Sunday in October *subject to change

Vendors at the Market

Bona-fide growers, craft persons, and producers of homemade products or other sellers approved by the manager are eligible to become vendors at the market. The manager may grant permission to a vendor to supplement their product line with additional New York state products, as long as such product is otherwise missing from the market. Such permission shall be valid for one season.

Prepared food vendors will be accepted at the manager and village's discretion.

The Farmers Market is intended to support agricultural producers, food vendors, and related community organizations. Participation is limited to vendors offering goods or services consistent with this purpose. Political organizations, campaign activities, and partisan advocacy are not permitted as part of the market.

Vendors are not permitted to bring pets or other non-service animals to the Farmers Market. This prohibition applies to all vendor booths, vehicles, and surrounding Market areas. This policy does not apply to service animals as defined by the Americans with Disabilities Act. Service animals must remain under the control of their handler at all times and comply with all applicable health and safety regulations. Vendors who bring unauthorized animals to the Market may be subject to removal from the Market and/or revocation of vendor privileges.

Specific Product List

- Fruits and vegetables shall be offered for sale only by their grower; they shall have been grown, harvested and cared for post-harvest so as to insure maximum freshness.
- Cider and fruit juices shall be offered for sale only by the growers of those fruits from which they are made.
- Eggs shall be offered for sale only by the owner of the flock from which they came.
- Honey and honey products shall be offered for sale only by the owner of the hives from which they were derived.
- Maple syrup and maple syrup products shall be offered for sale only by the owner of the sugar bush from which they were derived.
- Cheese and other dairy products shall be offered for sale only by the owner of the herd that produced the milk from which they were processed. All dairy products shall be kept cool.
- Meat and poultry shall be offered for sale only by those that have raised the animals butchered to render it; it shall be kept refrigerated or frozen; it shall have passed United States Department of Agriculture or state inspection.
- Bedding plants, nursery products, and cut flowers shall be offered for sale only by their growers.

- Baked goods offered for sale shall have been handmade from scratch by the seller, using a recipe free of commercial mixes, crusts or fillings. Baked goods must have a protective covering or be wrapped and labeled according to NYS Ag & Market regulations.
- Wine may be offered for sale. Any vendor conducting a tasting shall display in his their market space during all times of operation a sign that states: “State law requires that consumers be at least 21 years of age, proof required.”
- All items offered for sale shall be priced clearly and displayed in a manner that does not confuse or mislead the customer.

Items not specifically listed herein must be pre-approved by the Village Manager or designee.

Guidelines for Selling at the Market

- Each vendor shall display at his market space during all times of operation a sign clearly indicating their name and the location of their farm/place of business.
- Recognizing that diverse market options is important to the overall health of the market, vendors may sell locally grown produce or products made from locally grown ingredients so long as any product *not* grown on their farm is clearly marked with a sign attributing the business it was sourced from.
- Each vendor shall be responsible for all equipment and supplies for the setup of a booth. Displays shall be constructed in such a way that they do not block customer walkways or pose any other hazard to customers.
- Vendors that provide samples and/or products that generate waste material, such as cups, rinds, or corn cobs, shall provide containers for waste disposal.
- Vendors shall keep their market space neat and clear of obstacles, litter and debris.
- Vendors shall clean and remove all refuse from their market spaces at the close of business each Sunday.
- All refuse shall be carried out by the vendor and not put in village trash cans
- All produce displayed for sale shall be at least 12” off the ground, with the exception of heavy or large items such as pumpkins.
- Smoking, alcoholic beverages and firearms are forbidden at the market with the exception of wine tasting and selling.
- No hawking
- Amplified music by vendors is allowed by pre-approval by the market manager only.
- All items offered for sale shall be of good quality and condition as determined by the manager, who may at his discretion require that inferior items be removed from displays.
- Vendors are expected to remain at the market for the full period of operation on market day.
- Vendors are expected to be onsite for set-up one hour prior to market opening.
- Vendors are expected dress and behave in a manner that reflects well on themselves, their business and the village; building positive community relationships is good for everyone.
- Vendors are expected to download the free “My Brockport Village” app to receive communication regarding the market from the village and managers as necessary.

Products Sold at the Market

Vendors agree to adhere to all applicable regulations while selling at the market.

- Any vendor selling taxable items shall display in their market space during all times of operation a valid New York state certification of authority
- Any vendors selling nursery and greenhouse crops shall display in their market space during all times of operation a valid New York state nursery license.
- Vendors selling processed foods, prepared foods, and other perishable items shall do so in compliance with the requirements of the New York State Department of Health.

- Vendors selling by weight shall have scales approved by the Monroe County Department of Weights and Measures.
- Vendors selling by volume shall use standard size containers, e.g., pint, quart, etc.
- Any vendor selling wine shall display in his market space during all times of operation a valid New York state winery license.
- Produce shall not be advertised as organic unless it has been certified by a recognized, independent, third party certifying agency. Vendors shall display during all times of operation their organic certification certificates.
- All prepackaged items, such as baked goods, must be labeled in accordance with New York state labeling requirements.

Vendors participating in the Farmers Market Nutrition Program (FMNP) shall be certified by New York State Department of Agriculture and Markets and provide crop reports to the manager.

All vendors participating in accepting Women, Infants, Children (WIC) program or Senior Nutrition coupons shall file a crop plan at the beginning of each season. The plan must show all products being grown or produced, quantities produced, and acreage under production of each item.

Vendors consent to inspection of their farms and/or businesses by the manager to verify claims of production. Any such inspection shall be made with the owner or their-representative present, unless permission otherwise is given by the owner. The owner shall provide any help necessary to document products and conditions recorded at the inspection. The manager shall deliver to a vendor whose farm or business has been so inspected the results of such inspection and shall make the initial determination of any violations of this contract and their remedies.

Insurance

- As sponsor of the market, the village shall provide insurance coverage for the market place to cover such injuries as slips/falls and damages to property at the market.
- Vendors selling only fruits and/or vegetables shall have in force general liability insurance.
- All other vendors selling food products shall have in force general liability insurance of at least \$1 million. Documentation of such policy, which names the market, shall be provided to manager prior to the market season.
- The market is a member of the New York Farmers Market Federation and members of the market can qualify for liability insurance under their program. It is recommended that all vendors carry liability insurance.
- All vendors shall execute a general indemnification of the Village, its instrumentalities, departments, officers, trustees, employees, and agents, against any losses resulting from the vendor's sales and/or activities at the market.

Fees

- An annual market space fee of \$250 shall be due at contract signing or according to terms set forth by the manager. A \$40 daily fee shall be charged to those who do not have a reserved space.
- Vendors shall notify the manager in advance if they will be absent. The manager may allocate an absent vendor's market space to another vendor.
- The board of trustees shall determine market space fees.
- Fees collected shall pay for operating expenses and/or advertising and promotional costs.
- Subletting of market space by vendors is forbidden.

Market Space Assignment

The manager shall assign all market spaces. A vendor shall be limited to one stall and shall contain his display within the designated area. Seasonal vendors may work off their trucks in a designated market space not to exceed said limits. The manager shall assign to each vendor a market space for the duration of the season. At their discretion, the manager may alter vendors' market spaces. Vendors may arrive two hours prior to the market opening as to allow for timely set up without interfering with pedestrian traffic. Any vendor arriving after the opening of market shall not be permitted to enter or setup for that particular market day. Rents are not refundable, either in part or in whole.

Grievance Procedure

Vendors agree to be bound by the terms, conditions, rules and regulations set forth herein. The manager may recommend to the board of trustees the termination of the contract of a vendor found to be in violation of such terms, conditions, rules and regulations. Vendors may appeal in writing to the board of trustees. The board of trustees shall respond in writing to any vendor that so appeals and make a final determination of the disposition of any such appeal.

VILLAGE OF BROCKPORT HOLIDAY SCHEDULE

June 1, 2026 – May 31, 2027

<u>HOLIDAY</u>	<u>OBSERVED ON</u>	
Juneteenth	Friday	June 19, 2026
Independence Day	Friday	July 3, 2026
Labor Day	Monday	September 7, 2026
Indigenous Peoples' Day	Monday	October 12, 2026
Veterans Day	Wednesday	November 11, 2026
Thanksgiving Day	Thursday	November 26, 2026
Day after Thanksgiving	Friday	November 27, 2026
Christmas Day	Friday	December 25, 2026
New Year's Day	Friday	January 1, 2027
Martin Luther King Day	Monday	January 18, 2027
Presidents Day	Monday	February 15, 2027
Good Friday	Friday	March 26, 2027
Memorial Day	Monday	May 31, 2027

+ 3 FLOATING HOLIDAYS per employee groups:

Non-Union:

- 1) Monday, July 6, 2026
- 2) Thursday, December 24, 2026
- 3) Friday, May 28, 2027

Plus: Close at 12:30pm

- Wednesday, November 25, 2026
- Friday, September 4, 2026
- Thursday, December 31, 2026

CSEA Union (DPW) & Non-Union DPW Management:

- 1) Thursday July 2, 2026
- 2) Tuesday September 8, 2026
- 3) Friday May 28, 2027

Stetson Club Union (Police):

- 1) Sunday, July 5, 2026
- 2) Thursday, December 24, 2026
- 3) Thursday, December 31, 2026

Employees: refer to Employee Handbook or Union contract regarding pay eligibility.