

June 15, 2026

**REGULAR MEETING WORKSHOP
BROCKPORT VILLAGE BOARD
49 STATE STREET
Brockport, NY 14420
June 15, 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
DARRIN KENNEY	-	TREASURER
PAUL WHEAT	-	POLICE CHIEF
CHAD FABRY	-	BUILDING INSPECTOR/CODE ENFORCEMENT
MATTHEW LESTER	-	VILLAGE ATTORNEY

VIA ZOOM: Melissa Wagner, Sarah Bonczyk, B. Arbers, Sarah Milliman, George Mahaney-Walter, Google Pixel 9 Pro, 15584782407

GUESTS: Susan Smith, C Hamlin, Theadora Humby, Kevin Jenkins, Scott Hunsinger, Annie Crane, David Newman, Geri Rightmyer, Ann Lee Walker, David Georgeiv, Susan Donk, Jacquie Davis, 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.

PUBLIC HEARING

Motion made by Trustee Roberts, seconded by Trustee Singh to leave the regular meeting and enter into the public hearing. Carried 4-0

Granting of a Cable Television Franchise Held by Spectrum Northeast, LLC and the Village of Brockport - Lauren E. Kelly | Director, State Government Affairs

Comments:

Trustee Roberts asked if there were any major changes to the agreement – NO

Clerk Krizen asked if there was a new development in the village, would the village need a separate agreement – NO the agreement serves the whole village

Motion made by Trustee Humby, seconded by Trustee Singh to leave the public hearing and go back into the regular meeting. Carried 4-0

PUBLIC COMMENTS

None

CONSENSUS ITEMS

Minutes of Previous Meetings

Resolution to approve the minutes of the previous meetings as follows: June 1, 2026.

Motion made by Trustee Singh, seconded by Trustee Roberts. Carried 4-0

Authorize Payment of Village of Brockport Accounts

Bills Abstract 06/09/2026

A (General Fund)	\$298,757.15
F (Water Fund)	\$0.00
G (Sewer Fund)	\$0.00
Total	\$298,757.15

Resolution to approve the Bills Abstract of 06/09/2026. Motion made by Trustee Humby, seconded by Trustee Roberts. Carried 4-0

CLERK REPORT

Village Clerk – Barbara A. Krizen

Tax collection 2026 – Tax collection is going as expected. If anyone needs a copy of their

bill, please contact Village Hall.

Solar Table at Corbett Park – The Monroe County Library System gave notice to the Village that they are not in a position to renew the agreement which expires 12/31/2026. DPW Superintendent Weiss is researching potential costs to keep the table active, cost to repair the current damages to the table, and I have reached out to Monroe County to obtain statistics regarding usage.

FIOL Count – 5 open / 23 closed during 2026

DEPARTMENT REPORTS

Treasurer - Darrien Kenney
None

Building / Planning / Zoning / Code Enforcement – BI/CEO Chad H. Fabry
None

Police – Chief Paul Wheat

Discussion – Recruitment – Chief Wheat anticipates an officer retiring soon and is looking into candidates for a lateral transfer to replace the retiring officer. Chief also discussed staffing numbers.

Discussion – Michael Garcia Conviction for Murder in 2nd degree. Last April, Officer Kelly had stopped the vehicle and identified all the occupants, that vehicle was later used in a shooting in the city that led to a homicide. (Clerk's Note: The meeting video reflects that the term "manslaughter" was stated during the meeting; however, the correct term is "murder.")

Public Works – Superintendent Christian Weiss

Amended Resolution to approve advertising for one (1) full-time labor position.

Discussion: Trustee Singh, DPW Liaison, would like to approve one, not two, full-time positions until such a time Trustee Singh and Superintendent Weiss meet to discuss the second position.

Motion made by Trustee Singh, seconded by Trustee Roberts. Carried 4-0

Resolution to approve hiring William Relich Jr as seasonal mower at \$22.00 per hour.

Motion made by Trustee Singh, seconded by Trustee Roberts. Carried 4-0

Resolution to approve hiring Tyler Wolf as seasonal summer help at \$18.00 per hour.
Motion made by Trustee Roberts, seconded by Trustee Humby. Carried 4-0

Resolution to approve Haley Aldrich for landfill testing at approximately \$37,000.00.
Motion made by Trustee Humby, seconded by Trustee Roberts. Carried 4-0

Resolution to approve funds to be available from reserves to purchase a 6-wheeler from auction, not to exceed \$25,000.00.

Discussion: Trustee Singh, DPW Liaison, confirmed this purchase was not budgeted and the funds will come out of reserves. The previous superintendent did plan on the expense.

Motion made by Trustee Humby, seconded by Trustee Singh. Carried 4-0

Resolution to revise previously approved (4/20/2026) DPW Summer Hours Memorial Day to Labor Day as follows:

- Mon – Thursday 6:30 AM – 4:00 PM no changes
- Friday 6:30 AM – 10:30 AM was 7:00 AM - 11:00 AM
- Exception: Weeks with a holiday will be five days a week, Monday-Friday
6:30 AM-3:00 PM was 7:00 AM – 3:30 PM

Motion made by Trustee Roberts, seconded by Trustee Singh. Carried 4-0

Discussion: A discussion took place between Mayor Reed, Trustee Singh and Superintendent Weiss, summer hours are not in the CSEA contract and that the prior administration agreed to test out the summer hours and if the hours worked for the village, the proposal may be added to a future contract.

Update: Smith St Bridge Pedestrian / Bicyclist Improvement Project- Removal of concrete is completed. The 4-inch resurface is ready for rebar and/or mesh along with forming and getting ready for concrete. The top of the wall is removed along with 2 feet below the road's surface. Bridge Schedule is right on time

Village Attorney – Matthew J. Lester, Esq.

Updates: Working on dog cases, had a trial last week, code enforcement cases.

OLD or NEW BUSINESS

Discussion – Village billboard near railroad overpass – the zoning code will be reviewed.

Resolution to approve Brockport Fire Fest '26 Event Application. Motion made by Trustee Humby, seconded by Trustee Roberts. Carried 4-0

Resolution to approve annual raise adjustment and COLA at for non-union employees and elected officials at 3%. Motion made by Trustee Roberts, seconded by Trustee Humby.

Roll call.

Motion carried Count 4-0

Trustee Humby	Yes
Trustee Singh	Yes
Trustee Roberts	Yes
Mayor Reed	Yes

Resolution to approve fishing equipment donation and essay contest . Motion made by Trustee Roberts, seconded by Trustee Humby. Carried 4-0

Resolution to authorize a public hearing to be held on July 20, 2026 to hear all interested parties in consideration to revise water rates. Motion made by Trustee Singh, seconded by Trustee Humby. Carried 4-0

Resolution to authorize a public hearing to be held on July 20, 2026 to hear all interested parties in consideration to revise sewer rates. Motion made by Trustee Singh, seconded by Trustee Roberts. Carried 4-0

EXECUTIVE SESSION (if needed): Trustee Singh made a motion to go into Executive Session. Mayor Reed read the motion: To go into Executive Session for the purpose of a personnel matter and ongoing negotiations. Attorney Lester and Treasurer Kenney were invited.

Motion first by Trustee Roberts, seconded by Trustee Humby to adjourn the regular meeting at 6:27PM and go into Executive Session. Motion carried 4-0.

Motion made by Trustee Roberts, seconded by Trustee Humby to adjourn the Executive Session at 6:35pm and go back into the regular meeting. Motion carried 4-0.

Resolution to ratify the Stetson Club tentative agreement covering the period from June 1, 2026 through May 31, 2029. Motion made by Trustee Roberts, seconded by Trustee Singh.

June 15, 2026

Discussion: Trustee Singh acknowledged his personal gratitude and thanks to Mr. Darrin Kenney. Darrin spent endless hours, and some of the information would have taken the trustees hours to find and Mr. Kenney found the information in minutes. Thank you Mr. Kenney.

Roll call.

Motion carried Count 4-0

Trustee Humby	Yes
Trustee Singh	Yes
Trustee Roberts	Yes
Mayor Reed	Yes

Liaison Reports

Trustee Roberts / Welcome Center – About 25 boats have been welcomed, several campers, and several bicyclers.

Trustee Humby / Farmers Market – the market opened Sunday

Adjournment

Motion to adjourn at 6:40 P.M. made by Trustee Roberts, seconded by Trustee Singh. Carried 4-0

Barbara A. Krizen
Village Clerk

UPCOMING EVENTS:

07/09/2026	2026 Sidewalk Sale 3-day event
07/13/2026	Cycle the Erie Canal
08/08/2026	Brockport Arts Festival 2-day event
09/19/2026	SUNY Brockport Homecoming Parade
09/26/2026	Brockport Fire Fest '26

UPCOMING MEETINGS:

06/22/2026	Village Board Workshop
07/06/2026	No Meeting – Village Hall Closed
07/20/2026	Regular and Organizational Meeting



VILLAGE OF BROCKPORT

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*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community*

VILLAGE OF BROCKPORT BOARD OF TRUSTEES RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the Village of Brockport has been engaged in negotiations with the Brockport Stetson Club, representing the Village Police Department employees, for the purpose of reaching a successor collective bargaining agreement; and

WHEREAS, the Village's negotiating team and the Brockport Stetson Club have reached a tentative agreement covering the period from June 1, 2026 through May 31, 2029; and

WHEREAS, the Board of Trustees has reviewed the terms and conditions of said tentative agreement and finds them to be fair, reasonable, and in the best interests of the Village and its employees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Brockport hereby ratifies and approves the Collective Bargaining Agreement between the Village of Brockport and the Brockport Stetson Club for the period June 1, 2026 through May 31, 2029; and

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to execute said agreement on behalf of the Village, and to take all necessary actions to implement its provisions.

Adopted this 15th day of June, 2026 by the Board of Trustees of the Village of Brockport.

Roll Call Vote:

- Mayor Benjamin Reed – Yes/No
- Trustee Donald Roberts – Yes/No
- Trustee Rhonda Humby – Yes/No
- Trustee Sandeep Singh – Yes/No
- Trustee Vacant

Attest:

Barbara Krizen, Village Clerk

Dated: June 16, 2026



Mayor Benjamin D. Reed
Deputy Mayor/Trustee Don Roberts, Trustee Sandeep Singh, Trustee Humby

LOCAL LAW NO. 2 OF 2026

A LOCAL LAW AMENDING CHAPTERS 28 AND 35 OF THE CODE OF THE VILLAGE OF BROCKPORT REGARDING WATER AND SEWER RATE STRUCTURES AND BILLING

Section 1. Legislative Intent

The Board of Trustees of the Village of Brockport hereby finds that the operation, maintenance, repair, replacement, and improvement of the Village water and sewer systems require the equitable allocation of both fixed and variable system costs among users of such systems. The Board further finds that modern utility billing practices commonly include minimum charges, volumetric usage charges, customer classifications, and differential rates for inside and outside district users.

The purpose of this local law is to modernize the Village utility rate structure and clarify the authority of the Village Board to establish and revise utility rates, minimum charges, classifications, and billing practices by resolution and fee schedule.

Section 2. Addition of § 28.5A and § 28.5B –Sewers

Chapter 28 of the Code of the Village of Brockport is hereby amended by adding a new **§ 28.5A** and **§ 28.5B** to read as follows:

§ 28.5A Definitions

For purposes of this Article:

CUSTOMER CLASSIFICATION: A category of sewer customer established by the Board of Trustees, including but not limited to residential, commercial, institutional, industrial, high-consumption, inside district, and outside district users.

MINIMUM BILLING: The minimum amount charged for sewer service during a billing period, which may include an allocation of usage as established by the Village Fee Schedule.

INSIDE DISTRICT USER: A property receiving utility service located within the Village of Brockport or within any utility district served by the Village.

OUTSIDE DISTRICT USER: A property receiving utility service located outside the Village of Brockport or outside any utility district served by the Village.

SEWER RENT: Any rate, fee, charge, assessment, minimum billing, volumetric charge, or other amount imposed pursuant to this Chapter for the operation, maintenance, repair, replacement, improvement, administration, or availability of the Village wastewater collection and conveyance system.

§ 28.5B Authority for Sewer Rents and Charges

A. This Article and the sewer rents and related charges authorized herein are enacted pursuant to the authority granted under Article 14-F of the General Municipal Law of the State of New York,

and any amendments thereto, for the purpose of establishing, imposing, collecting, and administering sewer rents and related charges for the operation, maintenance, repair, replacement, improvement, and administration of the Village wastewater collection and conveyance system.

B. Sewer rents and related charges authorized by this Article may include minimum charges, service charges, readiness-to-serve charges, volumetric usage charges, customer classifications, tiered rates, and differential rates for inside and outside district users, as established by the Board of Trustees by resolution.

Section 3. Repeal and Replacement of § 28.7 – Sewer Rent Computation and Billing

Section 28.7 of the Code of the Village of Brockport is hereby repealed and replaced with the following:

§ 28.7 Sewer Rent Computation and Billing

A. Sewer rents and charges shall be established and imposed for the use, operation, maintenance, repair, replacement and improvement of the Village wastewater collection and conveyance system.

B. Sewer rents may consist of one or more of the following components, including but not limited to:

- i. A minimum charge or base service charge;
- ii. A volumetric usage charge based upon metered or estimated water consumption;
- iii. Tiered consumption charges;
- iv. Charges based upon customer class or property type;
- v. Charges based upon frequency of billing;
- vi. Charges applicable to inside or outside district users; and
- vii. Charges or classifications based upon demand characteristics, usage patterns, meter size, property type, or other reasonable utility-related factors.
- viii. Such other charges, classifications, rate structures, or billing methodologies as the Board of Trustees may determine are reasonably necessary for the operation, maintenance, repair, replacement, improvement, or administration of the Village wastewater collection and conveyance system.

C. The Board of Trustees may establish and revise sewer rents, charges, classifications, billing categories, minimum billings, and volumetric rates by resolution and through the Village Fee Schedule as may be deemed necessary for the proper operation, maintenance, repair, replacement, and improvement of the sewer system.

D. Sewer rents may be billed monthly, quarterly, annually, or upon such other billing cycle as may be established by the Board of Trustees.

E. Sewer rents and charges may include minimum billings which include an initial allocation of usage, together with additional volumetric charges for usage exceeding such allocation.

F. All sewer rents and charges shall constitute charges imposed pursuant to Article 14-F of the General Municipal Law of the State of New York.

Section 4. Repeal and Replacement of Chapter 35 – Water Use

Chapter 35 of the Code of the Village of Brockport is hereby repealed and replaced in its entirety by adding a new § 35.1, § 35.2 and § 35.3 to read as follows:

Chapter 35 - Water Use

§ 35.1 Definitions

For purposes of this Chapter, the following terms shall have the meanings indicated:

CUSTOMER CLASSIFICATION: A category of water customer established by the Board of Trustees, including but not limited to residential, commercial, institutional, industrial, high-consumption, inside district, and outside district users.

INSIDE DISTRICT USER: A property receiving water service located within the Village of Brockport or within a water district served by the Village.

MINIMUM BILLING: The minimum amount charged for water service during a billing period, which may include an allocation of usage as established by the Village Fee Schedule.

OUTSIDE DISTRICT USER: A property receiving water service located outside the Village of Brockport or outside a water district served by the Village.

WATER RENT: Any rate, fee, charge, assessment, minimum billing, volumetric charge, technology fee, or other amount imposed pursuant to this Chapter for the operation, maintenance, repair, replacement, improvement, administration, or availability of the Village water system.

§ 35.2 Authority

The Village Board is authorized to establish, administer, and impose water rents, rates, fees, and charges for the operation, maintenance, repair, replacement, and improvement of the Village water system, including, but not limited to the following:

- i. Minimum service charges;
- ii. Volumetric usage charges based upon water consumption;
- iii. Meter-based charges;

- iv. Charges based upon customer classification, including but not limited to residential, commercial, institutional, industrial, high-consumption, inside district, and outside district users;
- v. Availability or readiness-to-serve charges;
- vi. Differential rates for monthly and quarterly billing accounts; and
- vii. Other charges, classifications, rate structures, or billing methodologies as the Board of Trustees may determine are reasonably necessary for the operation, maintenance, repair, replacement, improvement, or administration of the Village water system.

§ 35.3 Water Billing and Rates

The Village Board may establish and impose water rents, rates, fees, and charges including, but not limited to:

- i. Minimum service charges;
- ii. Meter-based charges;
- iii. Volumetric usage charges;
- iv. Charges based upon customer classifications;
- v. Availability or readiness-to-serve charges;
- vi. Differential rates for inside and outside district users;
- vii. Tiered usage structures;
- viii. Monthly, quarterly, annual, or other billing classifications; and
- ix. Such other charges, classifications, rate structures, or billing methodologies as the Board of Trustees may determine are reasonably necessary for the operation, maintenance, repair, replacement, improvement, or administration of the Village water system.

Section 5. Ratification

All prior water charges, sewer rents, classifications, minimum billings, and related charges heretofore established by the Village Board and included within the Village Fee Schedule are hereby ratified, validated, and confirmed.

Section 6. Severability

If any clause, sentence, paragraph, subdivision, or part of this local law shall be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect the remainder thereof.

Section 7. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

DRAFT

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)

New York Association of Government Records Officers
NYALGRO CONFERENCE 2026
June 7-9, 2026

The 39th Annual Conference was attended by more than 170 municipal representatives, including County, Town, Village, City, School, Fire, and Court officials and members of NYALGRO.

The conference provided valuable educational opportunities through a variety of informative sessions. Each presenter shared resources, contact information, and, when available, presentation materials to assist attendees with note-taking and future reference. Following the conference, attendees will receive a comprehensive reference guide containing materials from each session.

In addition to the training sessions, the conference provided opportunities to network with other municipal officials, connect with vendors, exchange ideas, and build professional relationships with colleagues from across the region.

Sunday

Welcome Reception with the NYALGRO Board of Trustees and Trivia Night – Our team won!

Monday

Information Governance

Speaker: Megan M. Sokolow, MLIS, CRM, CIP
Records Management Officer of Livingston County

Key Takeaways: Reviewed the importance of preserving document history by avoiding saving over documents that require updates. Discussed the practice of renaming revised documents to ensure previous records are maintained. Reviewed the importance of the LGS-1 schedule and complying with the retention schedules. Briefly discussed records and FOILS.

Legal Aspects of Records Management – Advanced

Speaker: Wade Beltramo

General Counsel NYCOM

Key Takeaways: Sample scenarios were discussed, the importance of an Oath of Office and to follow the Oath of Office. Reviewed the roles of RMO (Records Management Officer) and RAO (Records Access Manager) and how smaller municipalities often have one person handling both duties. Records management is the responsibility of every elected official and employee. The presenter emphasized the importance of having written policies and suggested developing policies when none currently exist. Reviewed criminal law implications of tampering with records.

Policies and Procedures

Speaker: Maria McCashion, RAO

NYS Archives

Key Takeaways: Outlined the steps to create a policy. Discussed limiting the number of keys issued to employees for the vault/records room and designating authorized personnel who should have access. Reviewed that Court records and Village records may be stored in the same room; however, Court records must remain separate, secure, and locked in accordance with recordkeeping requirements.

Website Foundations & Frameworks

Speaker: Jennifer Liber Raines

Records/Preservation Clerk, Town of Orchard Park

Key Takeaways: Reviewed that the Village website is not a record itself, but rather a communication channel used to provide information to the public. Discussed recommendations for ADA compliance, including properly labeling images, using accessible font sizes, and selecting appropriate color backgrounds for readability. Reviewed website administration, functionality, and the minimum requirements for a municipal website. The speaker discussed spam and scam concerns and shared examples used by some municipalities, including the use of a “Contact Us” form rather than publicly listing individual employee email addresses. Reviewed the purpose of a municipal website and how it serves as a primary information resource and community connection point for residents.

Tuesday

When Genealogists Come Calling

Speaker: D. Joshua Taylor, MA, MLS, FUGA

President of the New York Genealogical & Biographical Society

Key Takeaways: This session provided insight into why genealogists contact municipalities and offered guidance on how to effectively respond to their requests. The speaker highlighted the passion, dedication, and persistence of genealogists as they work to uncover and preserve family histories. The session emphasized the significant role municipalities play in preserving historical records and connecting the public with valuable community history. Recommendations were provided for municipalities to identify and share available historical resources on their websites, helping researchers better understand what information is accessible and how to request assistance.

Records Retention Between Justice Court and Municipal Clerk

Speaker: Dawn Marie Klingner

Town Clerk, Tax Collector and Court Clerk of Town of Amenia

Key Takeaways: The session offered village/town clerks with a basic understanding and familiarization of court records. Definitions of court record types were discussed, retention of the various court records, and who is responsible for those records. In addition, a discussion took place of FOILS vs public access to court records.

Round Table Questions and Answers

This session offered clerks opportunities to ask the NYALGRO Board and NYS Archives questions on any subject.



VILLAGE OF BROCKPORT

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To: Mayor Ben Reed

From: Darrin Kenney, Treasurer

Date: July 10, 2026

Re: Budget Transfer – Celebrations

Per your request of July 9, 2026 please find a Budget Transfer form for the Board's consideration. The transfer is consistent with Trustee Singh's July 7th email.

Background:

While I was not employed with the Village for virtually all of the fiscal year 2026-27 budget development, I was in attendance for the final Budget Committee meeting with the Village Accountant, Trustee Singh and previous Trustee Bocach. At that meeting, the members expressed a desire for additional reduction to the overall budget. Previous years had approximately \$10,000 in the Celebrations code, however, while varied, the average annual actual spending was approximately \$2,200, so the code was reduced to attain the Committee's goal.

Fast forward to a few weeks ago, a concern grew regarding the need/desire to celebrate the nation's 250th anniversary and needing commensurate funds or budget for the newly formed committee to administer.

Options:

I want to be sure you, as the Mayor and the Trustees as a corporate body, are privy to the information briefly discussed with Trustee Singh, since it may be useful in the Board's deliberations on the topic.

1. **Appropriate Fund Balance** and amend (increase) the revenue and appropriations of the General Fund budget. This measure is typically utilized for unusual "one-shot" items or significant unforeseen events (natural disaster, State or Federal mandate, etc.). While the 250th Celebration is an unusual and one-time event, it is not unforeseen and in the grand scheme of our overall budget, \$8,000 is not a significant sum worthy of the more complex mechanics to obtain the same final result as proposed.
2. **Scour the General Fund Budget** in search of numerous potential nominal surpluses and transfer funds to Celebrations. Due to being the first month of the fiscal year, it is unlikely to determine potential surpluses. Moving funds now could seriously hamper operations in the departments and require us to repeat the process later to infill those funds. Proverbial, "kicking the can down the road".
3. **Allocation Method**, set targets dollar amount and/or percentage of reduction to each Department Head to attain all or some of the required funding.
4. **Supplement Revenue** – through seeking donations of money and/or in-kind items, sponsorship, etc.

5. **Transfer from the Contingent Code (as attached)** – the purpose of this code per the NYS Comptroller, “Under NYS Village Law, the Village Board of Trustees can authorize a budget transfer from this contingency line to increase or create other appropriations as necessary. If the contingency funds remain unspent at the end of the fiscal year, the balance rolls over into the village's unexpended surplus (fund balance)”. Keep in mind the Village has traditionally protected this code for use when we receive State and Federal Grant funds that require a matching of in-kind or monetary funds.
6. **Any combination** of one or more of the above options,

Should the Board choose to obtain the funds via other options, the process can be easily amended at the July 20th meeting.

Mayor advisement:

In an effort to enhance fiscal responsibility and transparency as well as potentially protect your Office from future consternation, I would advise when you recommend the budget transfer, you seek to determine if the Committee has:

1. Established this budget transfer of \$8,000 as initial seed money or is it an up to amount requiring more at later date?
2. Has the Committee established a budget? If not when will one be ready to be presented to the Board to justify how the \$10,000 total celebration amount was determined and how the funds will be utilized?

Respectfully submitted, Darrin T. Kenney, Treasurer

Account Number	From: Description	Account Number	To: Description	Amount	Explanation of Transfer
A1990.400	Contingency Only - Misc	A7550.4090	Celebrations - Misc	8,000.00	250th Celebration S. Singh
			Total	8,000.00	

Requested By: Trustee, Sandeep Singh

(Treasurer)

Date Approved by Board of Trustees

Authorized: (Mayor)

Date Input on Accounting Software: Initials:



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To: Mayor Ben Reed

From: Darrin Kenney, Treasurer

DTK

Date: July 10, 2026

Re: Payroll Processing Services – RFP

The Village has been using ADP as the payroll and HR processing vendor for a little over two years. Unfortunately, the implementation to ADP and the continued relationship/performance has been troubled remains troubled. I can attest in my first three months of payroll processing involvement I find the system cumbersome, inaccurate with enormous amounts of time spent on online chats and phone calls for them to “fix program glitches in the background”. I weekly get several complaints about the system from various Village employees.

As a result, Village Accountant Dan Hendricks, Deputy Treasurer Jen Huber and I started looking for alternatives. We met with representatives of three companies that were referred by various sources including the Villages Audit firm and NYCOM. We met with and requested proposals from ADP, Pay.com and Complete Payroll Processing. One of our key requirements was to have a book of business with other NYS municipalities, particularly villages for us to speak to obtain reference information.

Fortunately, it was not a difficult decision to bring a recommendation to you that we believe will improve services to the Village and its employees while saving approximately 20% in cost.

For Board’s consideration I offer the following resolution for Complete Payroll Processing, Inc to provide Payroll/HR Processing and Reporting services for the 2026-27 fiscal year:

BE IT RESOLVED

- **Whereas**, the Village of Brockport reviewed Request for Proposals (RFP) for professional payroll services to manage municipal employee compensation, tax filings, and benefits administration; and
- **Whereas**, the proposals were evaluated based on criteria including cost, expertise and compliance with New York State financial regulations, and system capabilities; and
- **Whereas, Complete Payroll, Inc.** (based in Rochester/Buffalo, NY) 21 Goodway Drive, Rochester, NY 14623 submitted the most advantageous proposal that meets the operational and financial needs of the Village; and
- **Now, Therefore Be It Resolved**, that the Board of Trustees of the Village of Brockport hereby awards the payroll services contract to **Complete Payroll, Inc.**; and
- **Be It Further Resolved**, that the Village Mayor is authorized to sign the final contract, subject to review by the Village Attorney.

Mayor Benjamin D. Reed
Trustees Rhonda Humby, Don Roberts, Sandeep Singh

Municipal GIS Intern

Position Summary

The Village of Brockport, Department of Public Works is seeking a reliable student intern to help manage and update our municipal GIS inventory through the Off-Campus Federal Work-Study program.

While we have existing geographic data in place, we need a student with a foundational understanding of ArcGIS/Esri software to help us organize our system, so it is fully usable for daily operations and field tracking. This role will focus on setting up efficient data entry workflows and helping us configure mobile applications so our department can easily update information from the field.

We do not expect you to be an advanced expert, but you must have the maturity to work independently, look into how the software runs, and research solutions when troubleshooting system workflows.

Key Responsibilities

- **Inventory Management:** Review, organize, and format existing geographic datasets to ensure data integrity and usability.
- **Workflow Optimization:** Create and establish clear, routine processes for adding and updating inventory records.
- **Field App Configuration:** Assist in setting up and testing mobile GIS applications (such as ArcGIS Field Maps) for staff field use.
- **Technical Troubleshooting:** Independently research Esri documentation, forums, and tutorials to resolve system questions or workflow bottlenecks.
- **Documentation:** Draft simple "how-to" guides for the workflows you establish so the department can easily maintain them.

Qualifications & Skills

Required:

- Must be a SUNY Brockport student eligible for the Federal Work-Study (FWS) program.
- Classroom, project, or basic practical familiarity with ArcGIS / Esri software suites (ArcGIS Pro or ArcGIS Online).
- Proven ability to work independently, take initiative, and problem-solve without constant hands-on supervision.
- Strong organizational skills and an eye for detail.

Preferred (But Not Required):

- Enrolled in a relevant field of study (e.g., Environmental Science, Geography, Earth Sciences, Computing Sciences, or related fields).
- An interest in local government, public works, or community asset management.

Career Readiness

- Working for a local municipality is an exceptional resume-builder that sets you apart for post-graduation careers in consulting, engineering, or public administration.
- Gain hands-on experience building out data workflows and mobile systems from the ground up.



Events Application

Village of Brockport

127 Main Street • Brockport, NY 14420 • (585) 637-5300

Please submit this form to the Village Clerk @ bkrizen@brockportny.gov
Submissions 30 days in advance of planned event are recommended.

Event Name: Brockport CSD Homecoming Parade 2026	
Type of Event (Race/Walk, Festival, Concert, Parade Other, etc.): Parade	Location of Event: Brockport CSD campus, Adams Street
Applicant Name: Anthony Benson	Event Date(s): October 2nd, 2026
Event set up/break down times: 4:00pm to 6:00pm	Event times: 5:00pm to 6:00pm
Alternate Rain Plan: None	Rain Date: None
Individual/Group/Corporation Name Holding Event: Brockport Central School District	Village Property Utilized
Applicant Address, City, State, Zip: 40 Allen Street, Brockport NY 14420	Support Services Requested of the Village Police to shut down the main campus starting at Oliver Middle School near Adams Street to BHS Stadium for the parade route and assistance on Central School Drive
Applicant Email: anthony.benson@bcsd1.org	Applicant Phone: 585-637-1870 ext. 7202

There must be an identified "in charge" person on premise during all hours of the event if on Village property.

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:
Anthony Benson	[REDACTED]	3:00pm - 7:00pm

Total Attendance Anticipated: (including attendees, participants, staff, vendors, etc.):	1,000
Will there be amplified sound or music? Please describe.	We will have a speaker to announce floats for judges
Event Details: Brockport High School plans to have their annual homecoming parade on Friday, October 2nd through the main campus road. Float setup will be coordinated at OMS lot off Adams Street, with parade running through Central School Drive.	

Events utilizing Village property require internal review and approval by the Village Board. Additional information and/or documentation may be requested.

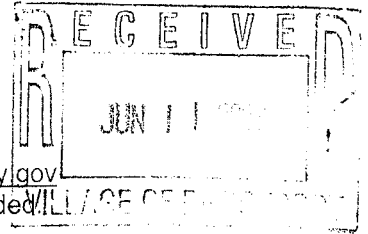
Sept 26, 2026



Events Application

Village of Brockport

127 Main Street • Brockport, NY 14420 • (585) 637-5300



Please submit this form to the Village Clerk @ bkrizen@brockportny.gov

Submissions 30 days in advance of planned event are recommended

Event Name: Harvest Moon Dance	
Type of Event (Race/Walk, Festival, Concert, Parade Other, etc.): MUSIC/Dancing	Location of Event: Welcome Center
Applicant Name: Tim Ainsworth	Event Date(s): Saturday Sept 26, 2026
Event set up/break down times: 4pm to 10pm	Event times: 6pm to 9pm
Alternate Rain Plan: NO	Rain Date: none
Individual/Group/Corporation Name Holding Event: Tim Ainsworth	Village Property Utilized: Welcome Center
Applicant Address, City, State, Zip: [REDACTED] Brockport, NY 14420	Support Services Requested of the Village: Electricity, Tent DPW - help with setting up the tent Bathroom facility available
Applicant Email:	Applicant Phone: [REDACTED]

There must be an identified "in charge" person on premise during all hours of the event if on Village property.

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:
Tim Ainsworth	[REDACTED]	4-10 pm

Total Attendance Anticipated: (including attendees, participants, staff, vendors, etc.): 50
Will there be amplified sound or music? Please describe. MUSIC -
Event Details: Music and dancing. Possible food truck

Events utilizing Village property require internal review and approval by the Village Board. Additional information and/or documentation may be requested.



VILLAGE OF BROCKPORT

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*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community*

STATE OF NEW YORK Village of Brockport County of Monroe

In the Matter of the Granting of a Cable Television Franchise Held by **Spectrum Northeast, LLC**
in the **Village of Brockport, County of Monroe**, New York

RESOLUTION

An application has been duly made to the Board of the **Village of Brockport, County of Monroe**, New York, by **Spectrum Northeast, LLC**, an indirect subsidiary of Charter Communications, Inc. ("Charter"), a limited liability company organized and existing in good standing under the laws of State of Delaware doing business at 2604 Seneca Avenue, Niagara Falls, NY 14305, for the approval of a renewal agreement for Charter's cable television franchise for fifteen (15) years commencing with the date of approval by the Public Service Commission.

The franchise renewal agreement would bring the franchise into conformity with certain provisions of the Federal Cable Communications Policy Act of 1984, as amended, and certain court rulings.

A public hearing was held in the Village of Brockport, New York on June 15, 2026 at 6:00 P.M. and notice of the hearing was published in the Westside News, a publication of Featured Media on June 5, 2026.

NOW, THEREFORE, the Board of the Village of Brockport, finds that:

Mayor Benjamin D. Reed
Deputy Mayor / Trustee Don Roberts, Trustees Sandeep Singh and Rhonda Humby

1. Spectrum Northeast, LLC has substantially complied with the material terms and conditions of its existing franchise and with applicable law; and
2. Spectrum Northeast, LLC has the financial, legal and technical ability to provide these services, facilities and equipment as set forth in its proposal attached; and
3. Spectrum Northeast, LLC can reasonably meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.

BE IT FURTHER RESOLVED that the Board of the **Village of Brockport** hereby grants the cable television franchise of Spectrum Northeast, LLC and the **Village of Brockport** for fifteen (15) years commencing with the date of approval by the Public Service Commission and expiring fifteen (15) years hence.

BE IT FURTHER RESOLVED that the Board of the **Village of Brockport** hereby confirms acceptance of this franchise renewal agreement.

The foregoing having received a _____ vote was thereby declared adopted.

Dated: July 20, 2026

Village of Brockport Clerk

**BEFORE THE BOARD OF TRUSTEES OF THE VILLAGE OF BROCKPORT
MONROE COUNTY, NEW YORK**

IN THE MATTER OF:

The Application of the Brockport Fire District for Zoning Immunity Pursuant to the *Monroe* Balancing Test for the Establishment of a Volunteer Firefighter Bunkhouse at 52 Market Street.

REQUEST FOR ZONING IMMUNITY AND EXEMPTION

The Brockport Fire District (the "District") respectfully submits this Request to the Village of Brockport Board of Trustees, seeking a determination that the District's proposed use of the residential dwelling unit located at 52 Market Street, Brockport, New York, as a volunteer firefighter bunkhouse is immune from local municipal zoning regulations.

This request is made pursuant to the New York State Court of Appeals precedent established in *Matter of County of Monroe v. City of Rochester*, 72 N.Y.2d 338 (1988).

Because this intended use may be interpreted as conflicting with local zoning restrictions concerning single-family occupancy limits, boarding houses, or non-traditional residential uses, the District requests an evaluation under the nine-factor *Monroe* balancing test, which demonstrated that the public interest is overwhelmingly served by granting immunity.

I. FACTUAL BACKGROUND

The Brockport Fire District is a public entity responsible for providing vital fire protection and emergency rescue services to the Village of Brockport, Town of Sweden, and Town of Clarkson. The Brockport Fire District is 100% volunteer, and to combat recruitment challenges and maintain robust response rosters, the District has established a College Bunk-in Program. This initiative allows college students who are trained volunteer firefighters to reside within the District's territorial bounds at no cost while attending higher education. In exchange, these residents provide immediate, around-the-clock emergency response support.

Importantly, the Program provides a tangible financial benefit to the community by postponing the need for the District to hire paid personnel, thereby maintaining budget stability and reducing the burden on taxpayers.

Participants in the bunk-in program are required to adhere to a strict code of conduct. Each participant executes a formal agreement with the District outlining behavioral expectations and accountability standards, ensuring a disciplined and professional residential environment.

The District has secured funding assistance, including state grant provisions, to facilitate this public safety initiative. To fully execute the program, the District requires the use of the subject dwelling unit as a dedicated bunkhouse to ensure reliable, in-village staffing and rapid turnout capability.

II. ARGUMENT: THE MONROE BALANCING TEST FAVORS IMMUNITY

Under the *Monroe* balancing test, a public entity is presumed subject to local zoning laws unless a balancing of public interests demonstrates that immunity should prevail. An evaluation of the nine factors strongly and consistently favors the District's proposed bunkhouse:

- 1. The Nature and Scope of the Instrumentality Seeking Immunity**

The Brockport Fire District is a political subdivision of the State of New York charged with safeguarding human life and property. The nature of this instrumentality is entirely public-facing, vital, and non-commercial, weighing strongly in favor of immunity.

- 2. The Kind of Function or Land Use Involved**

The proposed use is an essential ancillary function of public safety. Providing residential quarters for first responders ensures an immediate, physical presence of personnel within the municipality, directly compressing emergency turnout times and materially improving emergency response outcomes.

- 3. The Extent of the Public Interest to Be Served**

The public interest served by this project is immense. It directly improves fire protection capability, enhances mutual aid readiness, and addresses a critical shortage of volunteer personnel. Additionally, it provides a significant public benefit by offering housing to volunteer firefighters, including students performing community service, while also reducing the need for paid staffing, thereby delivering measurable financial savings to taxpayers. Few land uses serve a more direct and immediate public safety purpose.

- 4. The Effect of Local Land Use Regulations on the Enterprise**

Strict enforcement of local zoning laws, specifically definitions of "family" or prohibitions against rooming houses, would effectively prohibit or severely restrict the operation of the bunkhouse. Subjecting the District to standard variance or special-use permit tracks would introduce unnecessary administrative delays that would impair the District's ability to maintain adequate staffing and timely emergency response. Importantly, granting this immunity would not create precedent in the same manner as a zoning variance, as the request is evaluated under the unique *Monroe* balancing test applicable to public entities.

5. The Availability of Alternative Locations

The choice of this specific dwelling unit is dictated by its proximity to the District's Station One Headquarters at 38 Market Street, strategic response routes, and local higher education institutions like SUNY Brockport. Alternative locations outside the village core or farther from the fire station would diminish response efficiency, defeating the primary purpose of a "bunk-in" configuration.

6. The Impact of the Proposed Facility on the Immediate Area and Community

The impact on the surrounding neighborhood will be negligible. The exterior of the dwelling unit will maintain its residential character, blending seamlessly with the neighborhood layout. The occupants will be highly disciplined, background-checked emergency service personnel operating under strict District codes of conduct, ensuring no adverse impact on neighborhood peace or property values. No increase in traffic, noise, or intensity of use is anticipated. Additionally, the site's location adjacent to the Village Court and near a house of worship further demonstrates its compatibility with surrounding civic and community-oriented uses.

7. The Alternative of Intergovernmental Cooperation and Consultation

By submitting this formal request, the District actively engages in intergovernmental consultation with the Village. The District remains committed to coordinating with village building officials to ensure the structure meets all applicable New York State Uniform Fire Prevention and Building Code standards, thereby safeguarding both the occupants and the community.

8. The Foreseeability of Growth or Expansion Needs

The proposed bunkhouse is sized strictly to accommodate the immediate, anticipated needs of the District. Any future expansion or modification of the program that might alter land use footprint would be subject to further consultation with the Village and reevaluation under the Monroe framework if necessary.

9. The Presence of a Legitimate Public Health, Safety, or Welfare Mandate

The District possesses an explicit, statutory mandate to provide fire and emergency protection under New York State Town and General Municipal Law. The bunkhouse directly satisfies this public safety and welfare mandate by ensuring that trained responders are physically present within the Village at all times.

III. CONCLUSION

The balancing of public interests overwhelmingly favors the public safety mandate of the Brockport Fire District over the strict application of local residential zoning restrictions.

The establishment of the firefighter bunkhouse ensures the preservation of life and property across the Brockport community.

Accordingly, the Brockport Fire District respectfully requests that the Village of Brockport Board of Trustees issue a resolution declaring the proposed volunteer firefighter bunkhouse exempt from local zoning regulations under the *Monroe* Balancing Test.

Dated: June 17, 2026

Respectfully submitted,

Board of Fire Commissioners
Brockport Fire District

Human Resource Management Services
Village of Brockport, NY
July 2, 2026

SCOPE OF WORK: HR Works will provide Village of Brockport, NY with four years (2023, 2024, 2025, and 2026) of NY State and Federal Legal Updates to add to their Employee Handbook, originally developed by HR Works in 2016. Legal Update additions, and other changes to the Employee Handbook, will be made by Village of Brockport, NY personnel.

Historically the organization has received legal updates as an HR Works Virtual HR Helpline client. Village of Brockport, NY opted to discontinue that service in 2020. In 2022, Legal Updates were purchased separately for the Employee Handbook to be updated by internal personnel.

FEES: The fee for four years of NY State and Federal Legal Updates (2023 – 2026) is \$2,400.00*, to be invoiced in full at signing. There will be a 1.5% finance charge per month for any outstanding invoices over 30 days.

* Should Village of Brockport, NY request that HR Works Compliance Specialist insert the legal updates into the Employee Handbook, or provide consulting services regarding handbook content, an hourly rate of \$110.00 per hour will apply.

TERMINATION: Either party may terminate this agreement if other party is in material breach or default of any of the terms or conditions of the agreement and said material breach or default has not been cured within thirty days written notice of the alleged material breach or default given by the non-breaching party. If a cure is not achieved during the cure period, the non-breaching party may terminate this agreement upon 30 days written notice.

INDEMNIFICATION: Village of Brockport, NY agrees to indemnify, defend and hold harmless HR Works and HR Works' directors, officers, employees, and agents, from and against all claims, losses, suits, damages, and expenses arising out of, or resulting from, whether directly or indirectly, the provision of services by HR Works or HR Works' directors, offices, employees, and agents under this Agreement, except to the extent due to the gross negligence or intentional misconduct of HR Works or HR Works' directors, officers, employees, or agents.

DATA SECURITY: HR Works will use the same degree of care to protect Village of Brockport, NY's Confidential Information, as it uses to protect its own Confidential Information of like nature, but in no circumstances less, than reasonable care. HR Works shall implement appropriate measures to ensure the security and confidentiality of all data in its possession, including protecting against any anticipated threats or hazards to the security or integrity of the data, and protecting against any unauthorized access to or use of data. HR Works shall comply with all laws and regulations relating to data security and the protection of nonpublic personal information applicable to the performance of this Agreement.

CONFIDENTIALITY: HR Works acknowledges that during the term of this agreement, it will be exposed and have access to certain confidential and proprietary information of Village of Brockport, NY. As part of this agreement, HR Works agrees to use this information solely for the purpose of completing the scope of work under this agreement. This information will only be shared on a need-to-know basis and only with those involved in the processes of completing the scope of work. This information will not be disclosed to third parties outside the scope of this agreement. All information that is provided to HR Works regarding the operations of Village of Brockport, NY will be kept in the strictest of confidence. In turn, HR Works appreciates the confidence regarding all candidate referrals.

Village of Brockport, NY shall not provide consultants' resumes or any information regarding consultants' resumes, whether directly or indirectly, to any third party without written consent from HR Works. In the event a consultant gets hired by that third party, Village of Brockport, NY shall take on the responsibility of paying HR Works the contract buyout fee of 100%.

LIABILITY: Village of Brockport, NY agrees and acknowledges that HR Works is not engaged in rendering legal services. If any question of a legal nature arises, Village of Brockport, NY is urged to consult with their attorneys. Village of Brockport, NY, and not HR Works, retains the right to, and will make, all final decisions concerning Village of Brockport, NY's human resources issues. HR Works will not be responsible for, and does not warrant, the human resource decisions made by Village of Brockport, NY, nor the truth or accuracy of any data provided to HR Works by Village of Brockport, NY or third parties.

Due to changes in laws, legislation, regulations and practices, information provided as part of the scope of work may become outdated with the passage of time. HR Works, Inc. will not be responsible for any loss or damage arising where a change in laws, regulations or practices occurs after any particular piece of information has been given renders that information inaccurate or incorrect.

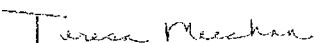
Notwithstanding anything in this Agreement to the contrary, HR Works' maximum aggregate liability under this Agreement under any circumstances for claims of any type or character made by Village of Brockport, NY or its directors, officers, employees, and agents or any other person or party shall be limited, in the aggregate for all claims, to the lesser of (i) the amount of actual Losses incurred by the party or (ii) the fees received by HR Works under this Agreement during the twelve (12) months prior to the date on which the claim or matter at issue arose, regardless of the form of action whether based on contract, tort, negligence, strict liability, products liability or otherwise.

NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE UNDER THIS AGREEMENT FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER INCLUDING, WITHOUT LIMITATION, ANY LOST PROFIT, LOSS OF BUSINESS OR LOSS OF GOODWILL.

APPLICABLE LAW: This Agreement is governed by and construed in accordance with the laws of the State of New York and applicable federal law, without regard to its conflicts of law provisions.

AUTHORIZATION TO PROCEED

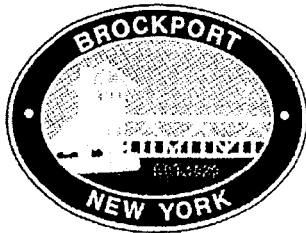
I agree to the terms in the above letter and grant authorization to proceed in accordance with these terms.



7/2/2026

HR Works Representative / Date

Authorized Signature / Title / Date



VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.gov

The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community

VILLAGE OF BROCKPORT

I, Barbara Krizen, Village Clerk of the Village of Brockport, 127 Main Street, Brockport, NY, 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on July 20, 2026, at which quorum was present throughout, and the required majority of the governing body voted in favor of this resolution. I further certify that this resolution is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

RESOLVED, that the Village of Brockport will apply for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation's Environmental Protection Fund Grants Program for the purpose of funding recreational upgrades at Monika Andrews Children's Park;

RESOLVED, that the Village of Brockport is authorized and directed to accept these grant funds in an amount not to exceed \$675,000 for the proposed project, as described in the grant application;

RESOLVED, that the Village will provide at least a 25% local match in support of the proposed project;

RESOLVED, that the Village of Brockport is authorized and directed to agree to the terms and conditions of the State of New York Contract for Grants ("Contract") with OPRHP for the proposed improvements at Monika Andrews Children's Park;

RESOLVED, that the Village of Brockport is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; and

RESOLVED, that the governing body of the municipality delegates signing authority to execute the Contract and any amendments thereto, any required deed of easement, and any other certifications to the individuals who hold the following elected or appointed municipal office and employment position titles: Village Mayor.

Motion by: Trustee _____

Seconded by: Trustee _____

VOTE BY ROLL CALL AND RECORD:

Trustee Humby

Trustee Singh

Deputy Mayor/Trustee Roberts

Mayor Reed

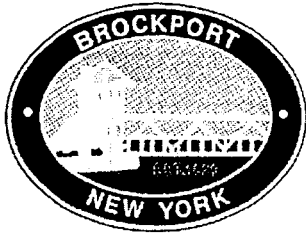
Motion Carried/NotCarried	Count
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I, Barbara A. Krizen do hereby certify that the resolution was passed at a meeting of the Village of Brockport Village Board of Trustees held on July 20, 2026, and is incorporated in the original meeting minutes of said date and is in full force and effect.

Barbara A. Krizen

Village Clerk

Dated: July 21, 2026



VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
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*The Victorian Village on the Erie Canal
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Erie Canalway Heritage Award of Excellence
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VILLAGE OF BROCKPORT RESOLUTION

I, Barbara Krizen, Village Clerk of the Village of Brockport, 127 Main Street, Brockport, NY, 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on July 20, 2026, at which quorum was present throughout, and the required majority of the governing body voted in favor of this resolution. I further certify that this resolution is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

RESOLVED, that in accordance with New York State Environmental Quality Review (SEQR) Act procedures, as set by the NYS Department of Environmental Conservation, the Village Board of the Village of Brockport hereby expresses its intent to serve as Lead Agency to comply with SEQR. In accordance with the likelihood that the Village Board will serve as Lead Agent, the Board has prepared an Environmental Assessment of the significance of and potential impact of the Consolidated Funding Application (CFA) project to make recreational upgrades at Monika Andrews Children's Park.

The project's purpose shall be as follows:

- Install new, inclusive playground and recreation equipment for use by youth.
- Install poured-in-place rubber surfacing to create safer playground experiences for all users.

RESOLVED, that the Village Board hereby accepts the Environmental Assessment of the project. The Village Board further declares that, based on the Environmental Assessment, it finds that the project will result in no adverse impacts to the environment. Therefore, the Village Board does not anticipate the preparation of an Environmental Impact Statement for the project. Further, the Village Board herewith states its intent to issue a Negative Declaration under SEQR for the project, pending review by the involved agencies.

Motion by: Trustee _____

Seconded by: Trustee _____

VOTE BY ROLL CALL AND RECORD:

Trustee Humby

Trustee Singh

Deputy Mayor/Trustee Roberts

Mayor Reed

Motion Carried/NotCarried

Count

I, Barbara A. Krizen do hereby certify that the resolution was passed at a meeting of the Village of Brockport Village Board of Trustees held on July 20, 2026, and is incorporated in the original meeting minutes of said date and is in full force and effect.

Barbara A. Krizen

Village Clerk

Dated: July 21, 2026

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Village of Brockport			
Name of Action or Project: Monika Andrews Children's Park			
Project Location (describe, and attach a location map): Corner of Holley Street and Utica Street, Brockport, NY 14420			
Brief Description of Proposed Action: The Village of Brockport will install new inclusive recreation equipment, amenities, and surfacing at Monika Andrews Children's Park for use by local Brockport youth and families, as well as visitors.			
Name of Applicant or Sponsor: Village of Brockport		Telephone: 585-637-5300	
Address: 127 Main Street		E-Mail: breed@brockportny.gov	
City/PO: Brockport		State: NY	Zip Code: 14420
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.		NO ☒	YES ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO ☐	YES ☒
3. a. Total acreage of the site of the proposed action?		0.88	acres
b. Total acreage to be physically disturbed?		0.5	acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.88	acres
4. Check all land uses that occur on, are adjoining or near the proposed action: ☒ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☒ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☒	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☒	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☒	☐	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: N/A; this project does not involve any energy code matters.	☒	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☒	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☒	☐	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	☒	☐	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒	☐	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	☒	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☒ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO ☒	YES ☐
16. Is the project site located in the 100-year or 500-year flood plain?	NO ☒	YES ☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO ☒ ☒ ☒	YES ☐ ☐ ☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO ☒	YES ☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO ☒	YES ☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO ☒	YES ☐
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management): N/A; there will not be direct or indirect pollution impacts from the proposed project.	NO ☐ ☐	YES ☒ ☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Benjamin Reed</u> Date: _____ Signature: _____ Title: <u>Vilalge Mayor</u>		

Agency Use Only [If applicable]

Project: _____

Date: _____

Short Environmental Assessment Form Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☒	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☒	☐
3. Will the proposed action impair the character or quality of the existing community?	☒	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☒	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☒	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☒	☐
7. Will the proposed action impact existing:	☒	☐
a. public / private water supplies?	☒	☐
b. public / private wastewater treatment utilities?	☒	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☒	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☒	☐
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☒	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☒	☐
12. Is the potentially affected disadvantaged community identified as having comparatively higher burdens or vulnerabilities by the Disadvantaged Community Assessment Tool?	☒	☐
13. Will the proposed action cause or increase a pollution burden within a disadvantaged community?	☒	☐

Agency Use Only (if applicable)

Project: _____

Date: _____

Short Environmental Assessment Form Part 3

Determination of Significance

For every question in Part 2 that was answered "moderate to large impact may occur," or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The Village of Brockport Board of Trustees has determined that the proposed action will not likely result in a significant adverse impact upon the environment and has issued a Negative Declaration.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.													
☒ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.													
<table style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Village of Brockport</td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Name of Lead Agency</td> <td style="text-align: center; font-size: small;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Benjamin Reed</td> <td style="border-bottom: 1px solid black;">Village Mayor</td> </tr> <tr> <td style="text-align: center; font-size: small;">Print or Type Name of Responsible Officer in Lead Agency</td> <td style="text-align: center; font-size: small;">Title of Responsible Officer in Lead Agency</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Signature of Responsible Officer in Lead Agency</td> <td style="text-align: center; font-size: small;">Signature of Preparer (if different from Responsible Officer)</td> </tr> </table>		Village of Brockport		Name of Lead Agency	Date	Benjamin Reed	Village Mayor	Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer in Lead Agency			Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)
Village of Brockport													
Name of Lead Agency	Date												
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Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer in Lead Agency												
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)												



VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420
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Website: www.brockportny.gov

*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community*

VILLAGE OF BROCKPORT RESOLUTION WIIA Clean Water Grant Project Application

I, Barbara Krizen, Village Clerk of the Village of Brockport, 127 Main Street, Brockport, NY 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on July 20, 2026, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

WHEREAS, the New York State Department of Health Environmental Facilities Corporation (NYSEFC) provides grants to assist municipalities in funding water quality infrastructure projects that protect public health and/or water quality;

WHEREAS, the Village of Brockport is eligible to apply for grant funding through the NYSEFC under the New York State Water Infrastructure Improvement Act (WIIA);

WHEREAS, the Village has identified a relevant Clean Water project—upgrading their existing sanitary sewer collection system to extend its useful life and reduce inflow and infiltration—that, if funded, will create a direct benefit to the public, including individuals in Environmental Justice and/or Disadvantaged Community areas;

WHEREAS, the Village intends to request funding assistance from New York State for this important water infrastructure project; and

WHEREAS, the Village of Brockport is also applying to the State Revolving Fund (SRF) for financing assistance for the balance of their project;

WHEREAS, the Village of Brockport's Board of Trustees authorizes the submission of an application to the NYSEFC WIIA Grant Program in an effort to secure financial assistance for the completion of a Clean Water project that has a total estimated project cost not to exceed \$11,000,000.00;

NOW, THEREFORE, BE IT RESOLVED:

That the Village of Brockport Board of Trustees authorizes the filing of this WIIA grant

Mayor Benjamin D. Reed
Deputy Mayor / Trustee Don Roberts, Trustees Sandeep Singh and Rhonda Humby

application to New York State Department of Health Environmental Facilities Corporation for the Clean Water project identified with Application ID 4049, titled Village of Brockport Sanitary Sewer System Improvements Project;

RESOLVED, that the Village of Brockport agrees to the funding guidelines noted in the NYSEFC WIIA RFP for Clean Water projects (i.e. that an applicant may be awarded the lesser of \$25 million or 25% of net eligible project costs estimated at the time of application) and will aim to use SRF dollars to cover any remaining costs to complete the project.

RESOLVED, that the Village of Brockport's Mayor is hereby authorized to execute any agreements, instruments or other documents in connection with the Village's application or acceptance of any such grants and/or the funding thereof.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

I hereby certify that this resolution was adopted on _____ and is recorded in the Meeting Minutes of the Village of Brockport.

Clerk



VILLAGE OF BROCKPORT

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VILLAGE OF BROCKPORT RESOLUTION

EFC State Revolving Fund Application for a Clean Water Project

I, Barbara Krizen, Village Clerk of the Village of Brockport, 127 Main Street, Brockport, NY 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on July 20, 2026, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

WHEREAS, the Village of Brockport wishes to apply to the New York State Environmental Facilities Corporation State Revolving Funds for a Sanitary Sewer System Improvements Project.

WHEREAS, the financing application requires approval from the Village board for submission.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Brockport authorizes the submission of a New York State Environmental Facilities Corporation State Revolving Funds Financing Application for a Sanitary Sewer Improvements Project; and

BE IT FURTHER RESOLVED, that the Village Mayor is hereby authorized to submit the application on behalf of the Village, and to execute any agreements, instruments or other documents in connection with the Village's acceptance of any such financing and/or the funding thereof; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

I hereby certify that this resolution was adopted on _____ and is recorded in the Meeting Minutes of the Village of Brockport.

Clerk

Mayor Benjamin D. Reed
Deputy Mayor / Trustee Don Roberts, Trustees Sandeep Singh and Rhonda Humby



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VILLAGE OF BROCKPORT RESOLUTION WIIA Drinking Water Grant Project Application

I, Barbara Krizen, Village Clerk of the Village of Brockport, 127 Main Street, Brockport, NY 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on July 20, 2026, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

WHEREAS, the New York State Department of Health Environmental Facilities Corporation (NYSEFC) provides grants to assist municipalities in funding water quality infrastructure projects that protect public health and/or water quality;

WHEREAS, the Village of Brockport is eligible to apply for grant funding through the NYSEFC under the New York State Water Infrastructure Improvement Act (WIIA);

WHEREAS, the Village has identified a relevant Drinking Water project—upgrading their water distribution system, including water main replacement and making control and monitoring improvements, to create a more reliable and sustainable drinking water system—that, if funded, will create a direct benefit to the public, including individuals in Environmental Justice and/or Disadvantaged Community areas;

WHEREAS, the Village intends to request funding assistance from New York State for this important water infrastructure project; and

WHEREAS, the Village of Brockport is applying to the State Revolving Fund (SRF) for financing assistance for the balance of their project;

WHEREAS, the Village of Brockport's Board of Trustees authorizes the submission of an application to the NYSEFC WIIA Grant Program in an effort to secure financial assistance for the completion of a Drinking Water project that has a total estimated project cost not to exceed \$10,000,000.00;

NOW, THEREFORE, BE IT RESOLVED:

Mayor Benjamin D. Reed
Deputy Mayor / Trustee Don Roberts, Trustees Sandeep Singh and Rhonda Humby

That the Village of Brockport Board of Trustees authorizes the filing of this WIIA grant application to the New York State Department of Health's Environmental Facilities Corporation for the Drinking Water project identified with Application ID 4048, titled Village of Brockport Water System Improvements Project;

RESOLVED, that the Village of Brockport agrees to the funding guidelines noted in the NYSEFC WIIA RFP for Drinking Water projects (i.e. that an applicant may be awarded the lesser of \$5 million or 70% of net eligible project costs) and will aim to use SRF dollars to cover any remaining costs to complete the project.

RESOLVED, that the Village of Brockport's Mayor is hereby authorized to execute any agreements, instruments or other documents in connection with the Village's application or acceptance of any such grants and/or the funding thereof.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

I hereby certify that this resolution was adopted on _____ and is recorded in the Meeting Minutes of the Village of Brockport.

Clerk



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VILLAGE OF BROCKPORT RESOLUTION

EFC State Revolving Fund Application for a Drinking Water Project

I, Barbara Krizen, Village Clerk of the Village of Brockport, 127 Main Street, Brockport, NY 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on July 20, 2026, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

WHEREAS, the Village of Brockport wishes to apply to the New York State Environmental Facilities Corporation State Revolving Funds for a Water System Improvements Project.

WHEREAS, the financing application requires approval from the Village board for submission.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Brockport authorizes the submission of a New York State Environmental Facilities Corporation State Revolving Funds Financing Application for a Water System Improvements Project; and

BE IT FURTHER RESOLVED, that the Village Mayor is hereby authorized to submit the application on behalf of the Village, and to execute any agreements, instruments or other documents in connection with the Village's acceptance of any such financing and/or the funding thereof; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

I hereby certify that this resolution was adopted on _____ and is recorded in the Meeting Minutes of the Village of Brockport.

Clerk

Mayor Benjamin D. Reed
Deputy Mayor / Trustee Don Roberts, Trustees Sandeep Singh and Rhonda Humby

Chapter XXX. Smoke Shops and Tobacco Retailers

§ XXX. Purpose.

In accordance with New York State Public Health Law § 1399-ii,¹ the Village of Brockport intends to limit the concentration of smoke shops and tobacco retailers within the Village. The regulations herein are intended to further the goals of New York State's tobacco, vape and E-cigarette use prevention and control program, due to the known adverse impacts of tobacco, vape and, E-cigarette use. In furtherance of the state's goals, the Village finds that:

- A. The Village of Brockport is a SUNY Village with a large number of youths in the 18-21 years of age group
- B. New York State Public Health Law §1399-ii considers underage youth and those in the 18-21 years of age group to be vulnerable to dependency on nicotine and vape products.
- C. Smoke shop and tobacco retailer density is associated with higher rates of tobacco use in both youth and adult populations; and
- D. Adolescent brains are vulnerable to the effects of nicotine and to nicotine dependency; and
- E. Tobacco and vape liquid use lead to preventable death and disease in New York State; thus
- F. The restriction of increasing smoke shop and tobacco retailer density will reduce the availability of nicotine and vaping products to residents, and in particular young residents, thus reducing risk to the public's health, safety, and wellbeing.

§ XXX Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

SMOKE SHOP and/or TOBACCO RETAILER

As determined by the Zoning Officer, a sole proprietorship, corporation, limited-liability company, partnership or other enterprise in which the primary activity is the sale, manufacture or promotion of tobacco, tobacco products, vape liquids or dispensers and, smoking or vaping accessories, either at wholesale or retail, and in which the sale, manufacture or promotion of other products is merely incidental.

§ XXX. Permit required.

A.

All smoke shops and tobacco retailers within the Village of Brockport after the effective date of this chapter must obtain a special use permit and site plan approval in accordance with Village Code.

B.

A special use permit for a smoke shop or tobacco retailer shall be valid for a period of 24 months from the date of issue and must be renewed prior to expiration for the property to continue to be used for such purposes.

C.

The renewal of a permit for existing smoke shops or tobacco retailers with no changed conditions and no property or zoning code violations shall be reviewed and approved by the Code Enforcement Officer.

D.

The renewal of a permit for existing smoke shops or tobacco retailers with changed conditions shall be reviewed and approved by the Zoning Board of Appeals.

E.

A special use permit issued for a smoke shop or tobacco retailer is not transferable to a new owner. The new owner of the smoke shop or tobacco retailer must file a new application in accordance with the terms of this chapter if such property is to continue to be used as a smoke shop or tobacco retail operation.

F.

After three verified complaints and/or violations of this chapter or any violation of relevant federal or state laws, a special permit shall be revoked by the Zoning Officer. Appeals may be made to the Village Zoning Board of Appeals.

§ XXX. Requirements; prohibited activities.

A.

It is unlawful for a smoke shop and tobacco retailer to knowingly allow or permit a minor, not accompanied by his or her parent or legal guardian, to enter or remain within any smoke shop and tobacco store.

B.

Smoke shops and tobacco retailers shall post clear signage stating that minors may not enter the premises unless accompanied by a parent or legal guardian. Said signage shall be placed in a conspicuous location near each public entrance to the smoke shop and tobacco retail operation. It shall be unlawful for smoke shop and tobacco retailers to fail to display and maintain or fail to cause to be displayed or maintained, said signage.

C.

Exterior attention-getting devices, including but not limited to LED signs, flashing lights, rope lighting, flags, and banners, shall be prohibited. Attention-getting devices located within the building shall not be readily visible from the public right-of-way.

D.

All smoke shops and tobacco retailers must comply with the sign regulations contained in the Village Code.

E.

Business hours shall be permitted to occur between the hours of 8:00 a.m. and 8:00 p.m.

§ XXX. Location.

Smoke shops and tobacco retailers may be eligible for a special use permit in, and only in, Main Street district of the Code of the Village of Brockport. Provided that:

A. Any part of the property line of the smoke shop or tobacco retailer is not located within 1,500 feet from the nearest point of the property line of one or more existing licensed smoke shop or tobacco retailer; and

B.

Any part of the property line of the smoke shop or tobacco retailer is not located within 1,500 feet from the nearest point of the property line of a school, playground, child-care facility, public library, place of worship, or municipal park.

§ XXX. Existing smoke shops and tobacco retailers.

A.

Smoke shops and tobacco retailers that are legally existing on the effective date of this chapter may continue, under the same ownership, to operate as legal nonconforming uses and shall not be required to obtain a special use permit.

B.

Any significant change (as determined by the Village Code Officer) of the legal nonconforming use or change in ownership of either the business or the property owner shall require the owner or agent to obtain a new special use permit.

C.

Any pre-existing, nonconforming sign or attention-getting device shall be removed or altered to comply with the provisions of this chapter not later than one year after the effective date of this chapter.

Revised 2/24/2024

§ 18-B Definitions.

Merge definitions as is necessary

As used in this article, the following terms shall have the meanings indicated:

ACCESSORY BUILDING — A building that is subordinate to the primary structure located on the same lot with the main building, occupied by or devoted to an accessory use. Where an accessory building is attached to the main building in a substantial manner, as by a wall or roof, such accessory building shall be considered part of the main building.

BUILDING — Any structure having a roof supported by columns or by walls and intended for shelter, housing protection or enclosure of persons, animals or property. Depending upon its applicability, the use herein of "building" shall be considered part of the main building.

CODE ENFORCEMENT OFFICER — The New York State Uniform Fire Prevention and Building Code Enforcement Officer employed by the Village for the purpose of enforcing the terms of this article.

DETERIORATION — The condition or appearance of a building or structure characterized by holes, rot, crumbling, cracking, peeling, rusting or other evidence of physical decay or neglect, excessive use or lack of maintenance.

DWELLING, MULTIPLE — A building or portion thereof containing three or more dwellings units and designed or used for occupancy by three or more families living independently of each other.

EXPOSED TO PUBLIC VIEW — Any premises or open space or any part thereof or any building or structure that may be lawfully viewed by any member of the public from a sidewalk, street, alleyway or from any adjoining or neighboring premises.

GOOD WORKING CONDITION — Fully operable for the use intended.

GOOD WORKING REPAIR — A standard of maintenance that renders a building safe, habitable and possessed of a neat and orderly appearance.

INOPERABLE MOTOR VEHICLE — Any motor vehicle that cannot be safely or legally operated on public streets or is in a state of disrepair or disassembly that prohibits operation as designed.

OPERATOR or MANAGER — Any person who has charge, care or control of a building or part thereof.

OWNER — Includes any person having individual or joint title to real property in any form defined by the laws as an estate or interest therein, whether legal or equitable, and however acquired.

PERSON — Includes an individual, a partnership, a joint venture, a corporation, an association and any other organization recognized as an entity by the laws of the State of New York.

PREMISES — A building, dwelling and/or grounds.

PROPERTY — Land and whatever is erected on, growing on, placed on or affixed

thereto. REFUSE AND JUNK —

- A. REFUSE — Includes but shall not be limited to scrap metal, scrap material, waste bottles, cans, paper, rubble, boxes, crates, rags, used construction materials, motor vehicle parts and used tires, all cardboard, plastic material or glass containers, sweepings, pieces of wood, excelsior, rubber and like material.

JUNK Any manufactured good, appliance, fixture, furniture, machinery, motor vehicle, recreational vehicle, trailer or similar object which is abandoned, demolished, discarded, dismantled or so worn, deteriorated or in such a condition as to be generally unusable in its existing state

STRUCTURE — A combination of materials assembled, constructed or erected at a fixed location, for example, a building, stationary and portable carports and swimming pools, the use of which requires location on the ground or attachment to something having location on the ground.

VILLAGE — The Village of Brockport.

ZONING ENFORCEMENT OFFICER — The officer employed by the Village of Brockport to enforce the zoning laws of the Village of Brockport.

§ 18-B (1). Provisions to be minimum standards; conflict with other provisions.

- A. This article establishes certain minimum standards for the initial and continued occupancy and use of all structures and does not replace or modify standards otherwise established for the construction, repair, alteration or use of the structure, the premises or the equipment or facilities contained therein, as are required by the State of New York Uniform Fire Prevention and Building Code.
- B. In any case where a provision is found to be in conflict with any applicable zoning, building, plumbing, electrical, heating, ventilation, fire or safety code of the Village of Brockport, County of Monroe, State of New York or United States of America, the provision that establishes the higher standard, as determined by the Code Enforcement Officer, shall prevail.

§ 18-B(2). Exterior standards.

The exterior of the premises and the condition of structures shall be maintained so that the premises and buildings shall reflect a level of maintenance in keeping with the standards of the community and shall not constitute blight from adjoining property owners or lead to the progressive deterioration of the neighborhood. Such maintenance shall include, without limitation, the following:

- A. Foundations, porches, decks, steps, stairs, and walls shall be in good working repair.

- B. Vent attachments shall be safe, durable, smoke-tight and capable of withstanding the action of flue gases.
- C. Exterior balconies, porches, landings, stairs, and fire escapes shall be provided with guards and or railings properly designed, installed and maintained to minimize the hazard of falling and unsightly appearance.
- D. All permanent signs and billboards exposed to public view shall be maintained in as-new condition or removed. Signs for a business which is no longer on the premises shall be removed within 30 days of the date on which the business ceases to occupy the premises.
- E. Any awnings or marquees and accompanying structural members shall be maintained in a good state of repair. In the event that said awnings or marquees are made of cloth, plastic or similar material shall not show evidence of excessive weathering, discoloration, ripping, tearing, holes or other deterioration.
- F. All exterior walls and roofs, including fenestrations, of a building, accessory building or structure, shall be maintained in a workmanlike manner.
- G. Paint, stain, other coatings, and or the exterior wall surface shall be maintained in a workmanlike manner using colors appropriate for the neighborhood as determined by the Code Enforcement Officer. Spot repairs may be executed using paint of the same color as the existing surfaces undergoing repair/ repainting. Spot painting shall not be permitted using contrasting or visibly different paint. No portion of any structure shall show evidence of excessive weathering or deterioration of any nature, including peeling paint, or partially painted surfaces regardless of whether the previously painted material is naturally durable and weather resistant.
- H. Roof drains, overflow pipes, air-conditioning drains and any other device used to channel water off or out of a building shall be maintained in a safe and operable condition and shall not drain onto a public sidewalk, walkway, street, alleyway or adjoining property.
- I. Lawns shall be kept at a height not to exceed 10 inches. Trees, bushes, shrubs and hedges shall be trimmed so as to avoid an unsightly appearance or obstruct sidewalks and roadways.

Piles of materials such as dirt, sand and similar materials shall be used or removed within 30 days of receiving said materials. Failure to comply with this subsection, within five days of being notified, will result in the Village taking any legal action necessary to correct the violation. This will include the issuing of an appearance ticket or/and the Village removing the material or cutting the grass or having the same done by contract with a third party. Any and all cost associated with correcting the violation shall be assessed upon the real property on which the brush, grass or weeds are found. The fees for action taken by the Village shall be established from time to time by the Village Board of Trustees by resolution.

§ 18-B(3). Open areas and parking spaces; unregistered vehicles.

- A. Surface or subsurface water shall be appropriately drained to protect buildings and structures and to prevent the development of stagnant ponds. Gutters, culverts, catch basins, drain inlets, storm sewers or other satisfactory drainage systems shall be utilized where necessary. No roof, surface or sanitary drainage shall create a structural, safety or health hazard by reason of construction, maintenance or manner of discharge.
- B. Fences, sheds, accessory structures and other minor construction shall be maintained in a substantially as-new condition.
- C. Steps, walks, driveways, parking spaces and similar paved areas shall be maintained so as to afford safe passage under normal use and weather conditions. Any holes or other hazards that may exist shall be filled and necessary repairs or replacement carried out.
- D. Yards shall be kept clean and free of physical hazards and rodent harborage and infestation. They shall be maintained in a manner that will prevent dust or other particles from being blown about the neighborhood. All temporary excavations shall be kept covered or barricaded so as to protect the general public from injury.
- E. All developed land shall be kept free of dead or dying trees and accumulations of brush, shrubs, weeds, grass, organic debris, excessive and/or noxious growths, garbage, and refuse.
- F. No inoperable motor vehicles may be stored in the public view. All vehicles stored in the public view must have a current NYS inspection and registration and the stickers must be visible on the front windshield. This subsection shall be enforced by the Village Police Department or Code Enforcement Officer.

§ 18-B(4). Commercial units.

- A. Commercial units shall at all times be maintained in compliance with the provisions of this article regulating open spaces, buildings or structures and littering.
- B. No outside storage or accumulation of garbage, crates, rubbish, refuse or debris shall be permitted at any time, and all such garbage, crates, rubbish, refuse, or debris shall be kept inside the building or buildings on the premises or in an acceptable enclosure and shall be regularly collected and removed from the premises.
- C. No shopping baskets, carts or wagons shall be left unattended or standing in open

areas, and the same shall be collected at the close of business each day by the occupant of such unit and moved to a clearly designated area dedicated to said baskets, carts or wagons, or to the interior of the building or buildings.

- D. No internal combustion engine powered mobile refrigeration units shall be operated on any premises within 500 ft of a residential district.
- E. All fences and planting areas installed on the premises shall be maintained by the owner of the property. Such maintenance shall include but not be limited to the replacement of trees and shrubs which may die and/or otherwise be destroyed, the maintenance and cutting of lawns, and the replacement and/or repair of fences which may become in disrepair.
- F. Persons owning or occupying a commercial unit shall keep all walkways, public or private, abutting said premises free from snow, litter and trash of whatever nature.

§ 18-B(5) Infestation, storage and screening.

- A. Furniture, materials, goods, supplies.
 - (1) Intent. The intent of this section is to promote the health and safety of the community in general by reducing fire hazards and eliminating harborage for rodents and the spread of diseases they carry. The intent is to eliminate such conditions created by the protracted storage or utilization of furniture not specifically designed and intended for outdoor use and the detrimental effect that such storage or use has on the health, safety and quality of life for Village residents as a whole and to the value of the homes and properties adjoining such situations in particular.
 - (2) Furniture. Any furniture designed and intended for indoor use, including, but not limited to, upholstered furniture such as chairs, couches, sofas, davenports, ottomans, loveseats, loungers, mattresses, bed frames, box springs, etc., shall not be located, used, housed or otherwise stored in or on any non-enclosed balcony porch, deck, patio, roof, landing, stairs, fire escape, yard, sidewalk or driveway.
 - (3) Materials, goods, supplies. No materials, goods or supplies may be stored in any front yard or in any exterior or interior side yard. Materials may be stored in a rear yard, provided that the area used for storage is screened from neighboring properties by a fence or hedge, provides protection from the elements, and that the method and manner of storage complies with the other provisions hereof.

§ 18-B(6) Litter; sanitary facilities and methods; abandoned refrigerators and freezers.

- A. Residential, commercial and industrial premises, whether improved or vacant, shall be maintained free of litter; provided, however, that this section shall not prohibit the storage of litter in appropriate private receptacles for collection.
- B. No refrigerator or freezer may be discarded, abandoned or stored in a place accessible to children without first completely removing any and all doors; also a certificate from an authorized person or company (New York State Penal Law) showing that all refrigerant has been lawfully removed.
- C. Shopping centers, supermarkets and similar business units shall provide permanent, attractive litter receptacles within the premises for public use, in sufficient quantity so that a person will not have to walk in excess of 50 feet to use any such receptacles.

§ 18-B(7). Responsibilities of owner, occupants, agent or operator.

- A. The owner, occupant, agent and operator in control of the building, structure, lot or parcel of land shall be jointly and severally responsible for the maintenance of the premises in a clean, safe and sanitary condition according to the provisions of this article.

LOCAL LAW NO. 1 OF 2026

A Local Law Amending Chapter 4 of the Code of the Village of Brockport by Repealing the Existing Chapter and Replacing it with a New Chapter 4 (Code of Ethics)

Section 1. Legislative Intent

The Village Board of Trustees finds that the existing Code of Ethics should be updated to reflect modern standards of ethical conduct, improve clarity, and eliminate the need for a separate Board of Ethics, while maintaining accountability and compliance with New York State law.

Section 2. Repeal of Chapter 4

Chapter 4 of the Code of the Village of Brockport, entitled “Code of Ethics,” is hereby repealed in its entirety and replaced as set forth in Section 3 of this Local Law.

Section 3. Replacement of Chapter 4

Chapter 4 is hereby reenacted to read as follows:

Section 4. Chapter 4 | Code of Ethics

§ 4.1 Purpose and Applicability

A. This Chapter establishes standards of ethical conduct for officers and employees of the Village of Brockport.

B. These standards are intended to promote public confidence, ensure integrity in government, and provide clear guidance regarding ethical conduct.

C. This Chapter applies to all Village officers and employees, whether paid or unpaid.

§ 4.2 Definitions

INTEREST. Any financial, personal, or other benefit to an officer or employee, whether direct or indirect, including interests of immediate family members.

OFFICER OR EMPLOYEE. Any officer or employee of the Village, whether elected, appointed, paid, or unpaid, including but not limited to the Mayor, members of the Board of Trustees, and members of any board, commission, committee, or agency of the Village.

RELATIVE. A spouse, domestic partner, parent, sibling, child, stepchild, or any person living in the same household.

§ 4.3 Conflicts of Interest

A. No officer or employee shall have an interest that conflicts, or reasonably appears to conflict, with the proper discharge of their duties.

B. No officer or employee shall:

1. Engage in any activity that conflicts with official duties;
2. Use their position to secure unwarranted privileges, advantages, or treatment;
3. Participate in any matter in which they have an interest unless otherwise permitted by Article 18 of the General Municipal Law or this Chapter.

C. Compliance with Article 18 of the New York State General Municipal Law is required.

§ 4.4 Self-Dealing

A. No officer or employee shall use their position, or take or fail to take any official action, in a manner that results in a personal or private benefit to:

1. Themselves;
2. A relative; or
3. Any business or organization in which they have an interest.

B. No officer or employee shall participate in, influence, or attempt to influence any Village decision, contract, or transaction in which they have an interest.

C. Any transaction entered into in violation of this section may be declared null and void to the extent permitted by law.

D. Nothing in this Chapter shall prohibit an officer or employee from presenting information, making recommendations, or advocating for a position in the course of their official duties on behalf of the Village or their department, provided that such actions do not result in a personal or private benefit as defined herein.

§ 4.5 Recusal and Disclosure

A. Any officer or employee with an interest in a matter before the Village shall:

1. Publicly disclose the nature of such interest; and
2. Refrain from participating in discussion, deliberation, recommendation, review, or decision-making.

B. Such disclosure shall be made part of the official record.

C. Where recusal is required:

1. If the matter is before a board, the remaining members shall act;
2. If the matter is before an individual, it shall be referred to a deputy, supervisor, or other authorized person.

§ 4.6 Standards of Conduct

A. No officer or employee shall engage in conduct that creates a reasonable appearance that the officer's or employee's independence, objectivity, or impartiality could be impaired.

B. No officer or employee shall use Village resources, time, or authority to coerce or request political support or contributions.

C. No officer or employee shall represent private interests in any matter adverse to the Village in which the Village is a party or has a direct interest.

D. It shall be a violation of this Chapter to engage in harassment or sexual harassment as defined by applicable law.

§ 4.7 Political Activities

A. No officer or employee shall use Village funds, personnel, equipment, facilities, supplies, or other Village resources for political campaign purposes, except as otherwise authorized by law.

B. No officer or employee shall directly or indirectly compel, coerce, or attempt to coerce another officer or employee to make, refrain from making, or solicit a political contribution or to participate in any political activity.

C. No officer or employee shall use or attempt to use their official position or authority to influence the political activities of another person.

D. Nothing in this section shall be construed to prohibit any officer or employee from engaging in political activity in their individual capacity on their own time and without the use of Village resources, to the extent permitted by law.

§ 4.8 Treatment of the Public

Officers and employees shall treat all members of the public in a respectful and professional manner, with equal consideration, and without favoritism, discrimination, or granting special advantage to any person or entity.

§ 4.9 Gifts and Favors

A. No officer or employee shall accept any gift where it could reasonably be inferred that the gift is intended to influence, reward, or appear to influence official action.

B. This section shall not prohibit nominal or customary gifts, or gifts from family or personal friends where no improper intent exists.

§ 4.10 Confidential Information

No officer or employee shall disclose or use confidential information for personal or private benefit, except as required by law.

§ 4.11 Outside Employment and Future Employment

A. No officer or employee shall engage in outside employment that conflicts with official duties or impairs independent judgment.

B. No officer or employee shall seek or accept employment with any person or entity that has a matter pending before the officer or employee or the Village agency in which the officer or employee serves.

§ 4.12 Post-Employment Restrictions

No former officer or employee shall, within two (2) years after leaving service, appear before any Village agency or receive compensation in relation to any matter in which they were personally involved or which was under their active consideration.

§ 4.13 Use of Village Resources

A. Village resources shall be used only for lawful Village purposes.

B. No officer or employee shall use Village property or resources for personal convenience or profit, except as authorized.

C. No officer or employee shall cause the Village to incur expenses beyond what is reasonably necessary.

§ 4.14 Nepotism

A. No officer or employee shall participate in any decision to appoint, hire, promote, discipline, or discharge a relative.

B. No officer or employee shall directly supervise a relative.

§ 4.15 Exceptions

The provisions relating to conflicts, disclosure, and recusal shall not apply to:

1. Adoption of the Village budget;
2. Matters affecting all residents or a broad class of persons;
3. Actions that are ministerial and do not involve discretion.

4. Any matter in which recusal would prevent the Village from obtaining the quorum required by law, provided that the interest is publicly disclosed.

§ 4.16 Compliance

Compliance with this Chapter shall be a condition of employment.

The Village Clerk shall:

- distribute this Chapter to all officers and employees;
- maintain written acknowledgments; and
- ensure the Code is made publicly available on the Village website, if available, and otherwise upon request.

§ 4.17 Enforcement and Complaints

A. The Village does not maintain a Board of Ethics.

B. Complaints may be submitted to:

1. The Monroe County Board of Ethics, if available, or any other appropriate governmental authority.

C. Complaints involving a member of the Village Board shall be referred to appropriate external authorities and shall not be reviewed by the Board.

D. The Village Board may address violations involving Village officers and employees through any administrative action authorized by law.

E. Nothing herein limits the authority of any governmental agency.

F. This Chapter shall not create a private right of action.

§ 4.18 Penalties

A. Any officer or employee who violates this Chapter may be subject to:

- reprimand,
- suspension,
- termination, or
- removal from office, as permitted by law.

B. Nothing contained herein shall be construed to limit any remedy available under Article 18 of the General Municipal Law or any other applicable law.

C. Violations may be referred for enforcement under State law.

D. Nothing herein limits any other civil or criminal penalties.

E. The penalties set forth herein are cumulative and not exclusive.

§ 4.19 Severability

If any provision of this Chapter is held invalid, such invalidity shall not affect the remaining provisions.

Section 5. Technical Corrections

The Village's Code preparation contractor is authorized, without further action of the Village Board of Trustees, to correct typographical errors, numbering, and other technical changes that do not affect the substantive provisions of this Local Law.

Section 6. State Environmental Quality Review Act

Pursuant to 6 NYCRR 617.5(33), this Local Law is classified as a Type II action requiring no further review under SEQR.

Section 7. Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State.