Village of Brockport Meetings Schedule – adopted by Village Board xx/xx/2024

Village Board Meetings

Meetings begin at 7pm and are held at Village Municipal Building 49 State St, Brockport
1st & 3rd Monday of each month as follows:

2024 Meeting Dates	Noon Submittal Deadline	2025 Meeting Dates	Noon Submittal Date
Mon. September 2	No Meeting	Mon. January 6	Tues. December 31
Mon. September 16	Tues. September 10	Mon. January 20	No Meeting
Mon. October 7	Tues. October 1	Mon. February 3	Tues. January 28
Mon. October 21	Tues. October 15	Mon. February 17	No Meeting
Mon. November 4	Tues. October 29	Mon. March 3	Tues. February 25
Mon. November 18	Tues. November 12	Mon. March 17	Tues. March 11
Mon. December 2	Tues. November 26	Mon. April 7	Tues. April 1 - with Budget Hearing
Mon. December 16	Tues. December 10	Mon. April 21	Tues. April 15
		Mon. May 5	Tues. April 29
		Mon. May 19	Tues. May 13
		Mon. June 2	Tues. May 27
		Mon. June 16	Tues. June 10
		Mon. July 7	Tues. July 1
		Mon. July 21	Tues. July 15
		Mon. August 4	Tues. July 29
		Mon. August 18	Tues. August 12

Plus, the following **Work Sessions**, the 4th Monday of each month:

2024 Meeting Dates	Noon Submittal Deadline	2025 Meeting Dates	Noon Submittal Date
Mon. September 23	Tues. September 17	Mon. January 27	Tues. January 21
Mon. October 28	Tues. October 22	Mon. February 24	Tues. February 18
Mon. November 25	Tues. November 19	Mon. March 24	Tues. March 18
Mon. December 23	Tues. December 17	Mon. April 28	Tues. April 22
		Mon. May 26	No Meeting
		Mon. June 23	Tues. June 17
		Mon. July 28	Tues. July 22
		Mon. August 25	Tues. August 19

Planning/Zoning Board of Appeals Board Meetings

Meetings begin at 6pm and are held at Village Municipal Building 49 State St, Brockport
2nd Monday of each month – *upon application only*

2024 Meeting Dates	Noon Submittal Deadline	2025 Meeting Dates	Noon Submittal Date
Mon. September 9	Tues. August 29	Mon. January 13	Tues. December 31, 2024
Mon. October 14	No Meeting	Mon. February 10	Tues. January 28
Mon. November 11	No Meeting	Mon. March 10	Tues. February 25
Mon. December 9	Tues. November 26	Mon. April 14	Tues. April 1
		Mon. May 12	Tues. April 29
		Mon. June 9	Thur. May 27
		Mon. July 14	Tues. July 1
		Mon. August 11	Tues. July 29

Other Board and Committees

- See Village website for various meeting schedules and start times: www.brockportny.org
- Seymour Library Board – Meets at Seymour Library – 161 East Ave, Brockport
- Historic Preservation Board, Tree Board, Parks Committee, Ethics Board – Meets at 127 Main St, Brockport
- Brockport Local History Museum Board, Bridging the Closure Committee – Meets at 127 Main St, Brockport

Budget Preparation Calendar
Village of Brockport
Fiscal Year June 1, 2025 – May 31, 2026
Budget Committee Will Commence Early September

November 15	Treasurer to notify Department Heads and Village Justices (via memo with templates) of the necessity of expense estimates for next fiscal year.
December 13	Department Heads & Village Justices to submit expense estimates to Treasurer
December 20	Treasurer compiles initial draft of budget requests
January 27	Village Board workshop with Treasurer and Department Heads to discuss budget requests and revenue projections
February 24	Village Board workshop with Treasurer to discuss & revise budget requests if necessary
March 3	Treasurer to file tentative budget with Clerk (must by March 31). A copy is furnished to each member of the board and made publicly accessible.
March 17	Village Board Meeting – Treasurer will provide updated information regarding budget development
March 19 (for next edition)	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed village budget (must by April 15)
March 24	Village Board work session – with Treasurer to discuss & revise tentative budget (if necessary)
April 7	Manager/Treasurer to present proposed budget – public hearing – make revisions if necessary (must by April 20th)
April 14	Village Board Meeting – Adopt Budget (must by May 1)

LIAISON ROLES FOR THE VILLAGE BOARD, JULY 15, 2024

Police Department – Mayor Margay Blackman, Trustee Kathy Kristansen

Codes Department – Deputy Mayor/Trustee Annie Crane, Trustee Joanne Bocach

DPW – Deputy Mayor/Trustee Annie Crane, Trustee Kathy Kristansen

Budget Committee – Trustee Kathy Kristansen, Trustee Joanne Bocach

Parks Committee – Deputy Mayor/Trustee Annie Crane, Trustee Kathy Kristansen

BISCO – Trustee Kathy Kristansen

BMA – Trustee Joanne Bocach

Brockport Local History Museum – Trustee Ben Reed

Seymour Library -Trustee Ben Reed

Historic Preservation Board – Trustee Joanne Bocach

Tree Board – Mayor Margay Blackman

PB/ZBA – Deputy Mayor/Trustee Annie Crane, Trustee Kathy Kristansen

Brockport Community Museum – Ben Reed

Village Court – Mayor Margay Blackman

Other:

Town/Gown – Mayor Margay Blackman, Deputy Mayor/Trustee Annie Crane

Brockport Central School District – Mayor Margay Blackman

Human Resources/Personnel – Mayor Margay Blackman

Village Gardner – Trustee Kathy Kristansen

Farmers Market - Deputy Mayor/Trustee Annie Crane

Intergovernmental Relations – Mayor Margay Blackman

Bridging the Closure – Mayor Margay Blackman, Trustee Kathy Kristansen

VILLAGE OF BROCKPORT FEE SCHEDULE
APPROVED - 7/15/2024

Administrative/Clerk Fees

Copies		$ 0.25	per page
Fairs/Festivals - Use of Village Services, Employees, Equipment		Actual Cost	
Fireworks Permit Application		No Charge	
Parade / Procession Permit Application		No Charge	
Peddling & Soliciting Permit (Village Board approval required)			
A food truck vendor who operates in the Village and Town may pay 1/2 the vending fee upon submission of permit form the town of Sweden	1 to 7 days	$ 100.00	
	6 months or less	$ 250.00	
	1 year	$ 500.00	
Returned Check Charge		$ 20.00	
Tax Search		$ 30.00	
Waste Hauler Permit - weekly service, annual fee		$ 2,000.00	
Welcome Center - Boat Docking		$ 20.00	per night
Welcome Center - Tent Camping Key fee		$ 5.00	

Department of Public Works

Appliance with Freon Disposal		$ 40.00	Pay at Village Hall
Curb Cut / Asphalt Apron Installation		Actual Cost	plus 10% admin fee
Garbage and Trash Pickup	(3 hour minimum)	Actual Cost	plus $50 admin fee
Garbage Cans left at curb		$ 25.00	per can
Lawn Mowing	(3 hour minimum)	Actual Cost	plus $50 admin fee
Sewer Camera Request		$75.00 day hours	$ 250.00 after hours

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

Police Department Fees

Copy of Police Report	No Charge	
Fingerprinting - (non-resident/merchant)	$ 45.00	Pay at Village Hall

Parking

Illegally Parked	$ 50.00	
Winter Parking Ordinance	$ 50.00	
Fire Lane / Hydrant	$ 50.00	
Handicapped Parking	$ 75.00	**

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

Terms Fines double if unpaid after 10 days
Fines quadruple if unpaid after 30 days

Planning Board

Change of Use - Commercial / Industrial / Residential	$	250.00	
Changes/Alteration of previous approved plans	$	100.00	
Communications Systems - Additions or changes	$	1,500.00	
Communications Systems - New construction	$	2,500.00	
Extension of previous approvals	$	50.00	
Fence - Commercial/Industrial and dumpster enclosure	$	100.00	
Fence - Residential front yard	$	50.00	
Parking Lot - Commercial / Industrial / Residential	$	200.00	
Site Plan - New Construction - 5 acres or less	$	300.00	
Site Plan - New Construction - 5 acres or more	$	600.00	
Site Plan - Other	$	250.00	
Subdivisions - Residential - 5 acres or less	$	200.00	plus $50 per lot
Subdivisions - Residential - 5 acres or more	$	600.00	plus $50 per lot
Subdivisions - Re-subdivide	$	200.00	plus $50 per lot
Special Meeting at request of applicant	$	50.00	plus base fee
Public Hearing	$	100.00	plus base fee

Note: Plus fees for stormwater pollution prevention plan review, if applicable

Note: Plus all incurred costs (ie: publication, legal, postage, etc)

Zoning Board of Appeals

Area Variance	$	200.00
Home Occupations	$	150.00
Incentive Zoning Application	$	1,500.00
Interpretation Request	$	150.00
Other: Special Permit/Authorization required	$	175.00
Rezoning Application	$	500.00
Use Variance	$	300.00
Zoning Compliance Letter	$	30.00
Zoning Map - Color	$	5.00

Note: Plus fees for stormwater pollution prevention plan review, if applicable

Note: Plus all incurred costs (ie: publication, engineering, legal, postage, etc)

Terms Engineering Inspections and Stormwater Inspections

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

Residential Accessory Structures, Demolition and Misc (Includes Certificate of Compliance Inspection)

Chicken Permit - valid 3 years	$	15.00	
Decks	$	65.00	
Demolition - Accessory Structure (except sheds)	$	100.00	
Demolition - Residential Dwelling	$	250.00	
Driveway Expansion	$	100.00	plus all DPW costs
Dumpster Permit	$	30.00	
Gas Appliance ex: gas, solid fuel fireplace	$	65.00	
Pool - Above ground	$	65.00	
Pool - In ground	$	65.00	
Roof - Contractor Installed	$	65.00	
Roof - Homeowner Installed		No Charge	
Sheds over 144 square feet	$	65.00	
Sign -for approved customary home occupations	$	30.00	per sign
Solar Electric System	$	65.00	
Standby Generator	$	65.00	
Trailer - Temporary Construction	$	65.00	
Renewal - of any permit	75% of original fee		

Residential Permits

Additions and Alterations Permit	$	100.00	or 20¢ per sq/ft whichever is greater

Commercial Permits

Additions and Alterations	$	250.00	or 20¢ per sq/ft whichever is greater
Blasting Permit	$	500.00	
Commercial Solar Electric System*	$	500.00	plus .50¢ per KW
Demolition - Commercial Structures	$	500.00	
Demolition - Industrial Structures	$	1,000.00	
Electric Vehicle Charging Station	$	65.00	per port
Roof	$	100.00	
Sign - Commercial	$	10.00	per square foot
Renewal - of any permit	75% of original fee		

* Installer to document assurance against abandonment with bond, letter of credit or annual licensing fee

FEES ASSOCIATED WITH NEW BUILDS

Residential New Build

New Home Construction	$	250.00	plus 20¢ per sq ft
Truss Identification Placard	$	25.00	
Certificate of Occupancy	$	100.00	
Parks fee per dwelling unit	$	350.00	
Plus Accessory permit fee, if any			

Commercial and Industrial New Build

New Commercial/Industrial Construction	$	250.00	plus 20¢ per sq ft
Certificate of Occupancy	$	100.00	
Plus Accessory permit fee, if any			

Plumbing and Sewer Fees

Plumbing Permit	$	40.00	plus $10 per fixture
Sewer Tap Inspection (Monroe County Pure Waters	$	250.00	
Plus: if Village Installed		Cost	plus 10% admin fee
Plus: if Contractor Installed	$	125.00	

Service Connections

The Commissioners will install the service pipe and appurtenances on public streets from the water main to and including the curb box and shutoff. Easements acceptable to the Commissioners must be furnished to them for service installation if private property is involved. Water meters will be furnished and connected by the Commissions and will remain the property of the Commissioners

Where a tap already exists, or is being installed under a Main Extension

3/4" and 1" with 5/8" or 3/4" meter and under	$	375.00
3/4" and 1" with 1" meter	$	425.00
1 1/2" meter and above	actual cost plus 10% admin fee	

Where no tap exists, fees charged upon application for water service tap

3/4" and 1" with 5/8" or 3/4" meter and under	$	1,000.00
3/4" and 1" with 1" meter	$	1,880.00
1 1/2" meter and above	actual cost plus 10% admin fee	

Terms Additional parts required to effect installation will be the responsibility of the property owner.

Residential Rental Registration

*Initial Residential Rental Registration	$	500.00	per building
Annual Renewal Residential Rental Registration	$	125.00	per building
Payment August 1st - September 1st	$	100.00	per building
Payment AFTER September 15th	$	200.00	per building

After November 1st - Certificate of Occupancy will be revoked and a "DO NOT OCCUPY" will be posted on the structure.

Vacant residential structures are required to be registered as rentals pursuant to Village Code 18.13

*Initial Residential Rental Registration fee applies to buildings that were previously not used as rentals, and to any rental that has an expired rental registration or certificate of occupancy of 45 days or longer.

*** Refer to Village of Brockport Code for definition of "rental" ****

More than 12 units per facility are exempt from registration fee, but must submit registration.

Rental Property - Certificate of Occupancy / Operational Application Fees

Single Family Rental - Code 210		$	300.00	
Two Family Rental - Code 220		$	500.00	
Three Family Rental - Code 230		$	700.00	
Inn / Rooming House - Code 418		$	700.00	
Apartments/Townhouse - Code 411	More than 12 units exempt	$	700.00	or $50 a unit whichever is greater
Penalty for unpaid or lapsed CO's beyond 60 days		$	250.00	
Re-inspection fee		$	100.00	

Operational Fire-Safety Permits & Inspection Application Fee

Educational - Annual	$	200.00	
Assembly - 50 or more occupants - Annual	$	200.00	
Manufacturing - Annual	$	200.00	
Repair / Service Garages - 3-year intervals	$	200.00	
Mercantile - 3 year intervals	$	200.00	
Business - 49 or fewer occupants - 3 year intervals	$	200.00	
Penalty for unpaid or lapsed CO's beyond 60 days	$	250.00	
Re-inspection fee	$	100.00	

Terms:

Rental Certificate of Occupancy Fee is Reduced by 50% if paid within 30 days.

Operational Fire-Safety Certificate of Occupancy Fee is Reduced by 50% if paid within 30 days.

Beginning January 1, 2024, all smoke/carbon detectors MUST be hard wired or of the 10-year variety.

Property owners will be charged a re-inspection fee for each inspection following the 1st non-compliant re-inspection.

WATER DEPARTMENT
EFFECTIVE JUNE 1, 2024

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

Monthly Metered Service

Inside Village Boundary	$	5.51	per 1,000 gallons
Minimum Billing	$	21.70	per month
Outside Village Boundary	$	7.15	per 1,000 gallons
Minimum Billing	$	27.52	per month

Quarterly Metered Service

Inside Village Boundary	$	5.51	per 1,000 gallons
Minimum Billing	$	21.70	per quarter
Outside Village Boundary	$	7.15	per 1,000 gallons
Minimum Billing		$27.52	per quarter

Un-Metered Water $7.15 per 1,000 gallons

Technology Fee $ 1.00 per billing cycle

Sewer Rental Rates

Inside Village Boundary	$	1.20	per 1,000 gallons
Outside Village Boundary	$	1.75	per 1,000 gallons

Frozen Meter Fee $ 500.00 plus equipment and labor

Terms All bills and charges of the Water Commissioners are payable by the last working day of the month. A delinquent charge of 10% will be added to the bill for non-payment by due date.

Suspend Service / Restore Service Fee $ 100.00

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

Unauthorized Use $ 500.00

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

Village of Brockport
Village Board
Meeting Procedures Policy
Confirmed 2023

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

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

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

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

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by any member of said Board upon notice to the entire board and Village Clerk. Notice shall be given by telephone, in person, or in writing.

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

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

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

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

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

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

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

MINUTES SHALL INCLUDE THE FOLLOWING:

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

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

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

Section 8. ORDER OF BUSINESS:

Call to order / Pledge to the Flag
Moment of Silence
Oath of Office (ceremonial)
Certificates & Proclamations
Public Hearings
Public Comment – note: 5-minute limit per person
Guests – note: 20-minute limit per guest/topic scheduled on agenda
Approval of minutes
Approval of bills to be paid
Clerk & Treasurer Reports

Personnel Items
Department Reports
Old or New Business
Village Board reports
Executive Session (if needed)
Adjournment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A public body can never vote to appropriate public monies during a closed session. Although a public body MAY vote during a properly convened executive session, any vote to appropriate public monies must be taken in public.

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

Village of Brockport
Social Media Policy
Confirmed by Village Board

Purpose

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Village of Brockport departments may consider using social media tools to reach a broader audience. The Village encourages the use of social media to further the goals of the Village and the missions of its departments, where appropriate.

The Village of Brockport has an overriding interest and expectation in deciding what is "spoken" on behalf of the Village on social media sites. This policy establishes guidelines for the use of social media.

Exception

The Brockport Police Department set its own standard and policy regarding social media usage concurrent with the law enforcement field. BPD will create and manage all content on its social media sites. BPD also independently maintains its webpage www.brockportpolice.org.

General

1. All Village of Brockport social media sites posted by departments, except the police department, will be subject to approval by the Mayor.
2. The Village of Brockport website www.brockportny.org will remain the Village's primary and predominant internet presence.
    A. The best, most appropriate Village of Brockport uses of social media tools fall generally into two categories:
        1. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
        2. As marketing/promotional channels which increase the Village's ability to broadcast its messages to the widest possible audience.
    B. Wherever possible, content posted to Village of Brockport social media sites will also be available on the Village's main websites.
    C. Wherever possible, content posted to Village of Brockport social media sites should contain links directing users back to the Village's official websites for in-depth information, forms, documents or online services necessary to conduct business with the Village of Brockport.
3. As is the case for Village of Brockport's primary website, www.brockportny.org, the Deputy Clerk or designated alternate shall be responsible for the content and upkeep of any social media sites on behalf of the Village government.
4. Wherever possible, all Village of Brockport social media sites shall comply with all appropriate Village of Brockport policies and standards.
5. Any exceptions will be approved by the Village Clerk and subject to review by the Village Mayor and the appropriate department liaison.
6. Village of Brockport social media sites shall comply with Brockport Code of Ethics and administrative polices and New York State Election law.
7. The Village of Brockport will follow all records management requirements laid out in the New York State MU-1 schedule as they pertain to the content, related to Village business, maintained in a social media format.

8. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between Village government and members of the public.

   All comments and discussion board applications shall be turned off.

   Village of Brockport social media site articles containing any of the following forms of content shall not be allowed:

   A. Comments not topically related to the particular social medium article being commented upon;

   B. Comments in support of or opposition to political campaigns or ballot measures;

   C. Profane language or content;

   D. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;

   E. Sexual content or links to sexual content;

   F. Solicitations of commerce;

   G. Conduct or encouragement of illegal activity;

   H. Confidential or Village personnel matters;

   I. Information that may tend to compromise the safety or security of the public or public systems; or

   J. Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

9. The Village reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

10. The Village will approach the use of social media tools as consistently as possible, enterprise wide.

11. All new social media tools proposed for Village use will be approved by the Village's information technology vendor and the Village Board.

12. Administration of Village of Brockport social media sites.

    A. The Village Clerk will maintain a list of social media tools which are approved for use by the Village.

    B. The Village Clerk will maintain a list of all Village of Brockport social media sites, including login and password information. Departmental representatives will inform the Deputy Clerk of any administrative changes needed to the sites and will provide relevant content for posting.

    C. The Village must be able to immediately edit or remove content from social media sites.

13. For each social media tool approved for use by the Village the following documentation will be developed and adopted:

    A. Operational and use guidelines

    B. Standards and processes for managing accounts on social media sites

    C. Village and departmental branding standards

    D. Standards for the administration of social media sites

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Village of Brockport
Facebook Standard
Amended by Village Board

Purpose

Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed to assist the Village government in driving traffic to its website, www.brockportny.org, and to inform more people about Village activities. These standards should be used in conjunction with the Village of Brockport Social Media Policy. As Facebook changes these standards may be updated as needed.

Exception

The Brockport Police Department set its own standard and policy regarding Facebook, concurrent with the law enforcement field. BPD will create and manage all content on its Facebook page.

Content

1. Type of 'pages'
    1. The Village will create 'pages' in Facebook not 'groups.' Facebook 'pages' offer distinct advantages including greater visibility, customization and measurability. Related community pages are unofficial representations of village business created by Facebook. Community pages will currently be accepted as is unless there is a copyright/trademark issue.
    2. For 'type' description, choose 'government.'
2. Boilerplate
    1. The Facebook page's cover and profile images will be standardized where possible with the website images and the village logo will be added to the cover photo.
    2. Complete the Page Info section as fully as possible.
    3. If comments are turned on, the Facebook page should include a tab/link to a Comment Policy tab with the following disclaimer:

       Comments posted to this page will be monitored. Under the Village of Brockport Social Media Policy, the Village reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting.

3. Link to the Village

    1. A link to www.brockportny.org will be included on the Page Info page.

4. Page administrators

    1. A successful page requires "babysitting." The Deputy Clerk is responsible for monitoring the Facebook page. Posts should be approved by the Mayor or a designated alternate.

    2. The Deputy Clerk or designated alternate is responsible for making sure content is not stale. The Mayor will designate a back-up administrator in the Deputy Clerk's absence.

5. Comments and Discussion Boards

    1. All comments and discussion board applications shall be turned off.

6. Style

    1. The Village Facebook page will be consistent with Village branding.

    2. Administrators will use proper grammar and standard AP style, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the Village at all times.

7. Applications
    1. There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.

    2. An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source and is **approved** by the Village's information technology vendor and the Mayor.

    3. An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

Archive

1. The Facebook page will be set up in conjunction with a designated Village e-mail account.

2. Content on the Facebook page will not constitute items of official record. All communication will represent or reiterate existing items of record. This disclaimer will be presented on the Facebook page as well as the Village of Brockport Social Media Policy available at www.brockportny.org.

Village of Brockport
Selection Process of Members to Boards and Committees
Confirmed by Village Board 7/__/2024 - DRAFT

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

BOARDS AND COMMITTEES

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

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

DEFINITIONS

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

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

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

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

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

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

"Mayor" means the Chief Executive Officer of the Village of Brockport who shall put forward the name(s) of citizen volunteers to fill vacancies and unexpired terms on boards/committees. The

Board of Trustees shall approve or disapprove these potential candidates at a regular scheduled open meeting.

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

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

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

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

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

APPLICATION PROCESS

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

SELECTION PROCESS

1. The Mayor shall put forth the name of citizen volunteer(s) to fill vacancies and unexpired terms on boards/committees prior the vote on the candidate(s) membership

to said board/ committee at a Village Board meeting. Exception: membership selection for the Ethics Committee is made by the Board of Trustees.

2. The Mayor can ask for input from Village Board members and/or committee/board chairs prior his decision to put a name forth, especially if the candidate is unknown. If still unknown or if there is more than one candidate, the Village Clerk shall set up an appointment for the applicant(s) with the chair of said board/committee for an informational meeting to discuss membership responsibilities and requirements. Their comments/recommendations shall be forwarded to the Mayor.
3. If a candidate's name is submitted by the Mayor to the Village Board for approval, the number of years of the unexpired term or vacancy shall be served by the new member. If there is more than one vacancy, the Mayor submits the candidates' names to be approved by the Village Board. Once approved, the chair of said board/committee shall determine the entry year for each new board/committee member based on his/her merits (the more expertise, the longer the term, etc.). Those boards/committees that do not have set terms need not comply.
4. Following the approval for membership to a board or committee by the Board of Trustees, the Mayor shall notify the candidate(s) in writing of the decision. The correspondence shall include dates of term, oath of office information, a current membership list of said board/committee, and a copy of the Village's code of ethics.
5. If a candidate is not approved for membership to a board/committee by the Board of Trustees, the Mayor shall send a letter of regret. That candidate's position interest form shall be kept on file for 6 months. The application/selection process would begin anew.
6. When setting up a Task Force (see Definitions), The Board of Trustees shall establish the general parameters of said Task Force. The mission, responsibilities, format, description of project, and the number participants/stakeholders, etc. shall be discussed and determined by the BOT prior to advertising for volunteers to serve on said Task Force. There is no specific term for members. The Mayor shall submit names for the BOT's approval.

REQUIREMENTS FOR MEMBERSHIP

1. In the case the appointee has not filled out an interest form, he/she should do so to be on file with the Village Clerk.
2. Appointees on all boards/committees shall reside within the Village of Brockport unless otherwise noted (see Definitions, Page 1). Non-residents shall serve as advisors without voting rights.
3. Board/committee members shall agree to comply with all Village laws, regulations, voting rights, including ethics requirements and any conflicts of interest statutes.
4. Each member is expected to contribute to the board or committee he/she serves on the basis of individual expertise and good judgment.
5. The appointee shall be familiar with the responsibilities, meeting schedule, essentials of said position on specific Board/Committee, and meet with chair prior attending formal meeting for pertinent information, including this resolution and the Village's ethics code.

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

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

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

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

TERMS OF OFFICE

1. Under Village Law 3-308, Separate boards of commissioners, any board established shall be composed of not less than three (3) members...and no term shall exceed five (5) years.

2. The length of terms of office shall be determined by NYS statute and the Village Board of Trustees, and be applicable to the Boards by Statute, and Standing Boards/Committees. The terms (e.g. 5-year term has been established) shall be staggered, and the initial terms of said members shall be as follows:

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

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

OATH OF OFFICE

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

EFFECT

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

VILLAGE OF BROCKPORT BOARDS AND COMMITTEES

Types

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

Name	Terms	Members
Boards by Statute (State & Village law)		
Planning and Zoning Board of Appeals	5-year	5 + 1 alternate
Standing Boards/Committees		
Brockport Local History Museum	3-year	4-8 +1 Faculty member
Board of Ethics	4-year	4 + Village Attorney
Historic Preservation Board	3-year	9
Parks Committee	4-year	9
Seymour Library Board	5-year (limit 2 terms)	3
Tree Board	4-year	9 & advisor (s)
Budget Committee	None	2 Trustees, Manger, Trustee
Climate Smart Community / Clean Energy Community Task Force		TBD
Open Roster Boards/Committees		
Welcome Center Canalfront Ambassadors	None	Unlimited
Bridging Brockport	None	Unlimited

General Fund Balance Policy

Confirmed by Village Board _____

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

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

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

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

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

Village of Brockport
Comprehensive Financial Management Policy
(General Municipal Law Section 39)
(Annual Organizational Meeting Policy Readoption)
Investment Policy
Confirmed By Village Board July 17, 2023

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

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

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

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

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

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

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

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

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

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

4.1 Treasurer, and/or

4.2 Mayor.

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

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

5.1 JP Morgan Chase Maximum deposit – unlimited

5.2 Canandaigua National Bank & Trust Company (CNB) – Maximum deposit – unlimited

5.3 New York Cooperative Liquid Assets Security Systems (NYClass) - Maximum deposit – unlimited

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

6.1 Savings Accounts

6.2 Money Market Accounts

6.3 Certificates of Deposit

6.4 Repurchase Agreements

6.5 U. S. Treasury Bonds, Bills, Notes.

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

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

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

9. **Custodial Agreement:**
The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution If securities when a

change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Village a perfected interest in the securities.

10. Collateral:

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

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

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

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

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

11. Eligible Securities for Collateral Purposes:

The current market value of collateral utilized must equal or exceed the value of the collateral deposits. The currently permitted collateral may be subsequently supplemented by new instruments when approved by the Office of the State Comptroller. Permissible collateral includes (General Municipal Law Section 11, 31CFR, 203.15):

11.1 United States obligations.
11.2 Obligations of United States agencies, subdivisions, or departments, where payment of principal and interest is guaranteed or insured by the United States.
11.3 Obligations of New York State.
11.4 Obligations of New York municipal corporations, school districts, or district corporations of the State of New York.
11.5 Obligations issued or guaranteed by United States agencies or government sponsored corporations.
11.6 Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.

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

12. Transfer of Funds:

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

13. Safekeeping:

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

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

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

Capital Assets Policy
Adopted by Village Board 07/17/23

Purpose

The purpose of this policy is to establish general principles for the management of Village-owned capital assets. The policy establishes procedures to be followed in the recording and disposition of these assets. Procedures to be followed when purchasing capital assets can be found in the Procurement Policy.

Types of Capital Assets

Capital assets are items that have a useful life of at least 2 years and a value of: $5,000 or more. All land will be capitalized. They are permanent in nature, tangible, and held for purposes other than investment or resale. Capital assets addressed in this policy are equipment, buildings, building improvements, land, and infrastructure assets.

- Equipment is either moveable or fixed. Moveable equipment is not permanently affixed to or part of a building. Some moveable equipment consists of more than one component, such as a computer, monitor, keyboard, etc. The entire unit should be recorded as a single asset. Fixed equipment is permanently affixed to a building but is separate from the building itself. Examples are wall-to-wall carpeting, built-in cabinets, and water fountains.
- Buildings and building improvements can include equipment items that are installed as an essential part of the structure, such as plumbing; electrical, heating and cooling systems; elevators; and boilers. Building improvements add function or significantly extend the useful life of the structure. Costs that do not meet this requirement should be expensed as repairs and maintenance.
- Infrastructure assets include water and sewer lines, streets, bridges, sidewalks and parking lots. Sidewalk and parking lots that are ancillary to a building will be considered part of the building. Improvements that add function or significantly extend the useful life of the structure should be capitalized. Costs that do not meet this requirement should be expensed as repairs and maintenance.

Assets that are accounted for under a grant or contract must comply with all contractual obligations set forth in the agreement.

Capital Asset Valuation

The value of the asset should include the purchase price, transportation costs, installation costs, value received from a trade-in, and any other direct expenses incurred by the Village in obtaining the asset. Assets that are donated to the Village should be valued at the fair market value of the asset on the date of donation.

Assets purchased under a capital lease must be valued at the current market value and should not include any interest. Items acquired with an operating lease are not considered capital assets. The expense is considered rent. A lease is a capital lease if any of the following conditions exist:

1. Ownership transfers to the Village at the end of the lease.
2. The lease contains a bargain purchase option.
3. The lease period is at least 75% of its useful life.
4. The present value of the lease payments is at least 90% of fair market value.

Depreciation

Depreciation will be calculated using the straight-line method over the estimated useful life of the asset, assuming a zero-salvage value. Useful life for equipment and infrastructure will be in accordance with the State of New York Office of the State Comptrollers Local Government Management Guide. Useful life for Vehicles is established as follows: Automobiles and small trucks, 6 - year useful life. Large vehicles, Dump trucks, sweepers, backhoe's, etc., 20-year useful life.

Conducting Physical Inventories

A physical inventory of all moveable equipment should be conducted every 2 years. The purpose of a physical inventory is to verify the existence and condition of equipment and ensure the accuracy of the Village's accounting records. The basis for the inventory reports is the capital assets system maintained by the Treasurer. All dispositions and transfers between departments should be communicated to Treasurer throughout the year to maintain accuracy of these records. The physical inventory process will reveal discrepancies between recorded data and physical assets and provide an opportunity to make corrections.

The Treasurer will supply current equipment inventory listings to the departments. During the inspection of equipment, note items found and not on the list, items appearing on the inventory list that have since been disposed of, (include disposition date and method of disposal), any corrections regarding location, description, status, condition, etc.

The inventory listing must be signed by the department's supervisor and returned with the list to the Treasurer.

Dispositions

When a department no longer has a need for an item of equipment, it must be surplused by the Board of Trustees passing a resolution. Departments are not authorized to give Village equipment items to private individuals or organizations. Surplus equipment can be offered for sale to the general public. Prior to disposing of computer equipment, all information or software specific to, or the property of the Village should be removed from the equipment.

Village of Brockport
Budget Transfer Policy
Confirmed by Village Board 07/17/2023

The transfer of funds between budget line items of the various accounts in the General, Water and Sewer Funds are commonly required during the fiscal year. Excluding the Contingency Budget line item, the Treasurer is authorized to make budget transfers between line item accounts, so long as the transfer for any one item does not exceed twenty-five hundred dollars ($2,500). All transfers in excess of twenty-five hundred dollars ($2,500) require prior Board of Trustees approval.

A list of all transfers will be maintained with the Village Clerk for audit purposes.

All transfers between funds require prior Board of Trustees approval.

Village of Brockport
Purchasing / Procurement Policy
Confirmed by Village Board 7/17/23

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

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

Guideline 2. All purchases of:

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

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

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

(a) Less than $10,000 but greater than $5,000 require a written request for proposal (RFP), written/fax quotes from three (3) vendors.

(b) Purchases equal to or in excess of $5,000 will also require approval of the Village Board.

(c) Purchases of less than $5,000 are at the discretion of the Department Head.

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

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

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

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

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

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

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

Guideline 9. This policy shall be reviewed annually or as deemed necessary by the Village Board.

Citizen Information Security Breach Notification Policy
Approved 12/18/2023

A. This policy is consistent with the State Technology Law § 208 as added by Chapters 442 and 491 of the Laws of 2005. This policy requires notification to affected New York residents and nonresidents.

New York State values the protection of private information of individuals. The Village of Brockport ("Village") is required to notify an individual when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and this policy.

Definitions. When used in this section, the following words and phrases shall have the following meanings:

BREACH OF THE SECURITY OF THE SYSTEM — Unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the Village. Good-faith acquisition of personal information by an employee or agent of the Village for the purposes of the Village is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure. In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the Village may consider the following factors, among others:

(1) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
(2) Indications that the information has been downloaded or copied; or
(3) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

CONSUMER REPORTING AGENCY — Any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. The City may request a list of consumer reporting agencies from the State Attorney General when required to make a notification under Subsection C of this section.

PRIVATE INFORMATION — Personal information in combination with any one or more of the
following data elements, when either the personal information or the data element is not encrypted or
encrypted with an encryption key that has also been acquired: (1) social security number; (2) driver's

license number or nondriver identification card number; or (3) account number, credit or debit card
number, in combination with any required security code, access code, or password which would permit access to an individual's financial account. Private information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.
Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
(1)
(2) Indications that the information has been downloaded or copied; or
Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.
(3)
C. Where the City owns or licenses computerized data that includes private information, the City shall
disclose any breach of the security of the system following discovery or notification of the breach in
the security of the system to any person whose private information was, or is reasonably believed to
have been, acquired by a person without valid authorization. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs
of law enforcement, as provided in Subsection E of this section, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.
City of Rochester, NY
Downloaded from https://ecode360.com/RO0104 on 2023-09-29
:1
D. Where the City maintains computerized data that includes private information which the City does
not own, the City shall notify the owner or licensee of the information of any breach of the security
of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

B. The Village, after consulting with the State's Office of Cyber Security and Critical Infrastructure Coordination (CSCIC), is to determine the scope of the breach and restoration measures, must notify an individual when it has been determined that there has been, or is reasonably believed to have been a compromise of the individual's private information through unauthorized disclosure.

C. A compromise of private information means the unauthorized acquisition of unencrypted computerized data with private information.

D. If encrypted data is compromised along with the corresponding encryption key, the data is considered unencrypted and thus falls under the notification requirements.

E. Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.

F. The Village will notify the affected individual directly by one of the following methods:
(1) Written notice;
(2) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving notice in electronic form and a log of each notification is kept by the Village when notifying affected persons; or
(3) Telephone notification, provided that a log of each notification is kept by the Village when notifying affected persons; or
(4) Substitute notice, if the Village demonstrates to the State Attorney General that the cost of providing notice would exceed $250,000, that the affected class of persons to be notified exceeds 500,000, or that the Village does not have sufficient contact information. The following constitute sufficient substitute notice:

(a) E-mail notice when the Village has an e-mail address for the subject persons;
(b) Conspicuous posting of the notice on the Village's web site page; and
(c) Notification to major statewide media.

G. The Village must notify CSCIC as to the timing, content and distribution of the notices and approximate number of affected persons.

H. The Village must notify the Attorney General and the Consumer Protection Board, whenever notification to a New York resident is necessary, as to the timing, content and distribution of the notices and approximate number of affected persons.

I. Regardless of the method by which notice is provided, the notice must include contact information for the Village when making the notification and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

J. This policy also applies to information maintained on behalf of the Village by a third party.

K. When more than 5,000 New York residents must be notified at one time, then the Village must notify the consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. This notice, however, will be made without delaying notice to the individuals.

Freedom of Information Law (FOIL)
Rules and Regulations
Confirmed by Village Board 06/27/2022

PUBLIC ACCESS TO RECORDS OF
Village of Brockport

*Note: Village Court records are handled by the Court Clerks who utilize the Record Retention and Disposition Schedules of the New York State Unified Court System Division of Professional Court Services Office of Records Management.
The Village Clerk is not the Records Access Office for Village Court records.

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

Section 1 Purpose and scope.
(a) The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

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

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

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

Section 2 Designation of records access officer.
(a) The Village of Brockport is responsible for insuring compliance with the regulations herein, and designates the following person(s) as records access officer(s):

Brockport Village Clerk
Brockport Village Hall
127 Main Street
Brockport, NY 14420

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

The records access officer shall insure that agency personnel:

(1) Utilize the Record Retention and Disposition Schedule MU-1 for use by Cities, Towns, Villages, Fire Districts – available at www.archives.nysed.gov. This shall serve as a subject matter list.

(2) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.

(3) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.

(4) Upon locating the records, take one of the following actions:

(i) Make records available for inspection; or,

ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.

(5) Upon request for copies of records:

(i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,

(ii) Permit the requester to copy those records.

(6) Upon request, certify that a record is a true copy; and

(7) Upon failure to locate records, certify that;

(i) The Village of Brockport is not the custodian for such records, or

(ii) The records of which the Village of Brockport is a custodian cannot be found after diligent search.

Section 3 Location.

Records shall be available for public inspection and copying at:

Brockport Village Hall
127 Main Street
Brockport NY, 14420

Section 4 Hours for public inspection

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

Section 5 Requests for public access to records:

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

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

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

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

(1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible that would enable that person to request records reasonably

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

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

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

(g) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
(1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
(2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
(3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
(4) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
(5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
(6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request

will be granted in whole or in part; or
(7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 6 Subject matter list.
(a) The records access officer shall insure that agency personnel utilize the Record Retention and Disposition Schedule MU-1 for use by Cities, Towns, Villages, Fire Districts – available at www.archives.nysed.gov. This shall serve as a subject matter list.

Section 7 Denial of access to records.
(a) Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.

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

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

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

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

(e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
(1) the date and location of requests for records;
(2) a description, to the extent possible, of the records that were denied; and
(3) the name and return address of the person denied access.

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

(g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:
Committee on Open Government
Department of State
41 State Street
Albany, NY 12231

(h) The person or body designated to determine appeals shall inform the appellant and

the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

Section 8 Fees.

(a) There shall be no fee charged for:

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

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

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

(1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less that 25 cents for such copies;

(2) the fee for copies of records not covered by paragraphs (1) and (2) of this subdivision shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

Section 9 Public Notice.

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

Section 10 Severability.

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

PUBLIC NOTICE
YOU HAVE A RIGHT TO SEE
PUBLIC RECORDS

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

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

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:
Brockport Village Hall
127 Main Street
Brockport, NY 14420

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

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

2. Records Access Officer
Brockport Village Clerk
Brockport Village Hall
127 Main Street
Brockport, NY 14420
(585) 637-5300

If you are denied access to a record, you may appeal to the following person(s) or body:
Brockport Village Attorney
C/o Brockport Village Hall
127 Main Street
Brockport, NY 14420
(585) 637-5300

PLEASE mark "FOIL APPEAL" on the envelope.

Water/Sewer Billing Procedures
Village Board approved – 11-07-2022

Billing

Water/sewer bills are generated in the Village of Brockport by the Water Clerk. Meters are electronically read by the Department of Public Works monthly for businesses and large consumption users and quarterly for residential users.

The meter reads are uploaded electronically into the Flexibill software from the Badger software. The Water Clerk then reviews the reads for high, low, missed, or no consumption, and unoccupied accounts.

Bills are generated and mailed to customers. Bills are dated the first day of the month and due the last business day of the month.

Water and sewer rates are set by the Village Board. Refer to the fee schedule for current rates.

Penalty

Penalties are assessed at 10% of the current bill if payment is not received by the last working day of the month. The 10% penalty fee is added to the next billing cycle.

Delinquent Notices

Residential and business customers who are two billing cycles in arrears are issued a delinquent notice requesting payment in full within 14 days.

Payment Arrangements

The option for a payment arrangement is based on account holder's financial circumstances, payment history and billing status. If granted, the agreement requires a down payment and signature by the customer. Failure to abide by the terms of the payment agreement may result in termination of service without further notice.

Shut Off Notices

Shut off notices are issued after a resident fails to make payment by the due date on the Delinquent Notice or fails to abide by the terms of the payment arrangement. Payment must be made in full within 14 or service will be terminated without further notice. If service is terminated, a restoration fee of $100.00 is added to the account balance and is required to be paid prior to restoration of service.

Shut off notices are mailed to the property owner by the water clerk in addition to DPW visiting the property and, if no one is home, leaves the notice at the door.

Service restoration hours: Business days before 3:00PM.
Service will not be interrupted the day before the weekend or the day before a holiday.