



VILLAGE OF BROCKPORT

49 State Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

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

TO: Village Board, Department Heads, Emily L. Knapp Museum Board, Tree Board, Parks Committee, Walk Bike Brockport Action Group, Brockport Merchants Association, Greater Brockport Chamber of Commerce, BISCO, Lions Club, Kiwanis Club, Elks, Rotary, Navy Club, Brockport Area Veterans Club, Western Monroe Historical Society, Brockport Community Museum Board, Generation Cool, Seymour Library, Town of Sweden, SUNY College at Brockport, Catholic Migrant Ministry, Greater Brockport Development Corporation, and other event planners I may have missed...

FROM: Leslie Ann Morelli, Village Clerk

RE: **2016 Events Schedule**

DATE: January 8, 2016

Happy New Year!

It's time to gather information to be able to put together a 2016 events schedule. The schedule gets posted on the Village website, included in the semi-annual Village newsletter and made available at Village Hall, Welcome Center, Seymour Library, Town Hall, Senior Center, Community Center, etc. It will also be provided to local media for any free publicity they may wish to provide.

We want to include your group's 2016 events if they are to be held within the Village of Brockport limits and open to the public. **Please refer this to the appropriate person to consult your group and by March 1st email me at lmorelli@brockportny.org with the basic details of your 2016 events (title, day, date, time, contact phone # & website...).**

Keep in mind that some events may need the approval of the Village Board as well as the cooperation of the Department of Public Works, Police Department, or Code Enforcement Office. This is particularly true if it involves a street closure request or the use of Village property or facilities. The Village Board meets at 7pm the 1st and 3rd Monday of each month. Agenda items are due one week prior. Department Heads (DPW Superintendent, Police Chief, and Code Enforcement Officer) are in attendance at the 3rd Monday meetings. If Main Street (NYS Route 19) closure is requested, please remember that you need to apply to NYS DOT.

If I am not informed about an event, I can't include it in the schedule, so be sure to e-mail me your information by March 1st.

Thank you.

Mayor Margaret B. Blackman
Trustee/Deputy Mayor William G. Andrews
Trustees Annette M. Crane, Katherine J. Kristansen, John D. LaPierre