

**Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, August 17, 2015 at 7:00pm.**

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

**EXCUSED:** Mayor Margaret B. Blackman

**ALSO PRESENT:** Sri Ram Bakshi, Hanny Heyen, Jackson Mahoney, Jack Merritt, Karen Maynard, Joan Hamlin, Fred Webster

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

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

**MISSION STATEMENT:** "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

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

This year marks the centennial of our Main Street bridge and, also, presumably, the Park Avenue bridge, which has the same design. They are two of the sixteen lift bridges on the canal. They are known technically as Squire Whipple vertical lift bridges. Whipple was the father of iron bridge building in America, was the first bridge builder to apply scientific principles to the field, and revolutionized the concepts of modern bridge construction. He invented the iron truss bowstring bridge in 1840 and the vertical lift bridge in 1872. He built the first lift bridge on the canal in Utica in 1874, so they seem to have been designed expressly for the canal. Whipple died in 1888.

Our lift bridges were built by the McMyler-Interstate Co. of Cleveland, Ohio, which had been formed in 1910 by the merger of four construction equipment manufacturers. Its main business was producing cranes, including a 145-foot crane that was the largest in the world at the time. It ceased business in the late 1920s.

Brockport's first canal bridge was a high bridge on Main Street soon after the canal was opened. A few years later, a similar bridge was added where the Park Avenue bridge is now. A Perry Street high bridge was added after the canal was widened in the 1860s. Both the high bridges were replaced when the canal was rebuilt about 1915

Main Street had at least two earlier Whipple bridges, a bowstring bridge of the 1840 type and an 1887 lift bridge. The bowstring bridge was a form of high bridge and probably was built in the 1860s for the enlarged canal. The 1887 bridge was a lift bridge, but, unlike the present bridges, had the lifting mechanism at the top of the structure rather than underground. The lifting mechanism was hand-powered. It never functioned very well.

Though it was only 28 years old, the 1887 bridge required replacement because the canal was widened. It weighed 26 tons 400 pounds compared to 200 tons for the 1915 version and 179 tons for a Boeing 747. The 1887 structure was 80 feet long, compared to 131 feet for the 1915 version. The present roadway is 25 feet wide and the two pedestrian walkways are six feet wide. It cost \$90,000. Construction took just over one year employing sixty workers. It opened for traffic on July 7, 1915.

The pits for the lifting mechanisms on either bank of the canal on Main Street were built by W.S. Cooper & Co. Their dimensions are 18 by 45 feet and 35 feet deep. About 10,000 cubic yards of earth was removed and replaced by 60 tons of steel reinforcement and 4,000 barrels of cement. The machinery weighs 30 tons and each pit receives 100 tons of counterweights. Two 12-horsepower electric motors raise and lower the bridge. They lift it fifteen feet and three inches. So evenly counterbalanced is the bridge that it can be raised and lowered by hand if necessary.

**OATH OF OFFICE:** none

**CERTIFICATES & PROCLAMATIONS:** none

**PUBLIC HEARING:** none

**PUBLIC COMMENT:**

- Karen Maynard of Main Street, owner of Hairport and resident upstairs, said she has appeared several times at Village Board meetings and it may seem she is always mad. She said she is mad. She said her last appearance was regarding complaints of her bird feeder in the garden square in front of her business on Main Street, which the ProBrockport group seems to really hate the bird feeder. She said she doesn't care and that it will remain until law says it can't be there. She said she has previously complained about the alley behind her block. She was told it has to be kept clear as it is a fire lane. If so, and the Village isn't going to maintain it, the property owners should be sent a notice that they are responsible for it. She said she has previously complained about the alternate night parking in municipal parking lots. Some are in bad shape like the one behind Chase Bank with crater-size potholes. She said she has heard that some want Brockport to be the "Pittsford of the West". She said that is laughable as she feels Brockport's streets, sidewalks, parking lots and such are not properly maintained and the Village is dirty. The sidewalks in the commercial district are awful, bricks are loose, concrete is heaved and weeds are growing. She referred to a quote "Don't wax your floors until you mop them." She said Brockport Village taxes are high. She just got a letter from Code Enforcement about a Certificate of Occupancy fee, a business inspection fee and a residential rental registration fee. She said she feels the property taxes should cover all of it. She said Village officials and employees work for the taxpayers, not the other way around. Further, she said she was chastised in her own place of business after a previous appearance before the Village Board. She said she will not say who that official was, but they know who they are.

**GUESTS:**

- Jackson Mahoney, BHS Class of 2016/Homecoming Parade Committee – 9/25/15 parade application – Jack Mahoney reviewed his application to close only Allen Street for the parade. This year's homecoming event includes a festival and food trucks before the big game. The parade will lead people through the BCSD campus to those activities.

Clerk Morelli shared having received approvals from Police, Codes, and Fire. She hadn't received a response from DPW. Spt. Donahue said he is fine with it.

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 4/0 to issue a parade / procession license for Brockport Central School District – Brockport High School for their Homecoming Parade on Friday, 9/25/15 to start at 5:30pm with float line up at Allen Street near Adams Street and parade continuing down Allen Street through the BCSD campus and ending in front of Brockport High School at their festival.

**CONSENSUS ITEMS:**

- **APPROVAL OF MINUTES:**

→ Trustee LaPierre moved, Trustee Kristansen seconded, carried 4/0 that the minutes of the 07/20/15 meeting be approved as amended.

→ Trustee Ciciotti moved, Trustee Kristansen seconded, carried 4/0 that the minutes of the 08/03/15 meeting be approved as written.

- **APPROVAL OF BILLS TO BE PAID**

→ Trustee Kristansen moved, Trustee Ciciotti seconded, carried 4/0 that the bills be allowed and paid upon audit.

**A/P Clearing Account**

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	8/11/15	\$83,060.20
FUND (F): <u>Water</u>	8/11/15	\$40,809.06
FUND (G): <u>Sewer</u>	-	-
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>Trust &amp; Agency</u>	-	-
		\$123,869.26 total

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

o Tax collection update - Clerk reported tax collection at 95% to date. Delinquent notices will be sent in September and again October.

o Employee/retiree benefits – informational packets re 9/1 plans & rates – Clerk Morelli reported that by the end of the month she will put out required notices and benefits packets to all

employees and retirees under age 65. Once 2016 MVP Gold rates are received, she will put out required notices and benefits packets to retirees over age 65.

- **DEPARTMENT REPORTS:** (VB meeting the 3<sup>rd</sup> Monday of each month)
  - Treasurer – Daniel P. Hendricks
    - Financial reports for period ending 7/31/15 – Treasurer Hendricks referred to the information in the packet.
    - Budget Amendments & Transfers - Treasurer Hendricks referred to the information in the packet.

→ Trustee LaPierre moved, Trustee Ciciotti seconded, carried 4/0 that the following budget amendments be authorized:

Amendments			
Account			
#	Description	Amount	Purpose
A3120.2020	Police – Firearms	\$3,510.00	(1)
A3120.2040	Police - Equipment	\$7,500.00	(2)
A8189.4000	Sanitation – Landfill Monitoring	\$8,000.00	(3)
		Total expenditures	\$19,010.00
A2770.0000	Other Unclassified	\$7,000.00	(4)
A2690.0000	Other Compensation	\$8,000.00	(5)
		Total revenues	\$15,000.00

- (1) Expenditures associated with new firearms from Asset Forfeiture funds
- (2) Expenditures associated with body cameras from Asset Forfeiture funds
- (3) Expenditures associated with landfill monitoring
- (4) Revenue adjustment to reflect purchase of guns and body cameras from Asset Forfeiture funds
- (5) Revenue adjustment to reflect chargeback per agreement

- Authorization for Treasurer to attend NYCOM Fall Training School 9/28-10/2 –

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 4/0 to authorize Treasurer Hendricks to attend NYCOM Fall Training School in Lake Placid 9/28-10/2 with cost having been included in the fiscal year budget for at least 1 of the Clerk-Treasurer team to attend.

- Monroe County Sales Tax Distribution for Second Quarter 2015 – Trustee LaPierre mentioned having received \$406,580.41 today which compares to \$389,919.26 distributed for the same quarter in 2014. Treasurer Hendricks said it is up, but not as much as was hoped.

- Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
  - Inspections – BI/CEO Miller reported having conducted 152 inspections last month.
  - Residential Rental Registrations – BI/CEO Miller reported that the letters and 2015 RRR forms went out. The completed RRR form and \$125 payment is due by 9/15/15.
  - Street by Street Inspections – BI/CEO Miller reported that the 2015 street by street inspections have been completed. This included 350 properties and resulted in 119 notices of violation.
  - Housing Task Force – BI/CEO Miller reported having attended the 8/10/15 HTF meeting which included a representative from Suburban Disposal.
  - Variance application regarding sprinklers – BI/CEO Miller reported having attended an 8/13/15 hearing at Greece Town Hall for a variance application regarding sprinklers. Decision was tabled for more information.

- Police – Police Chief Daniel P. Varrenti
  - Pharmaceutical Waste Drop Box – Chief Varrenti reported they are working on plans for a pharmaceutical waste drop box in the lobby of BPD. When this comes to fruition, they will issue a press release on it.
  - Second Quarter Report – Chief Varrenti shared that the second quarter report was emailed to the Village Board and Clerk and is posted on the BPD website.

- **New Firearms** – Chief Varrenti shared that he has been asked the reason for new firearms. He explained that they previously had 45's then went to 40's and are now back to 45's. This is to be the same as all other law enforcement agencies in the area so that all firearms and ammunition is the same. He explained that in an active shooter situation they used to respond, secure the scene and wait for tactical teams to arrive. Now the 1<sup>st</sup> officers on the scene go in, identify and eliminate the threat. This is faster and saves lives. He said a 45 caliber bullet is a slow moving bullet but has a tremendous amount of stopping power. This is preferred, especially in a Village with properties so close to one another, so there is less travel through the individual to another person or property.

- **Body Worn Cameras** – Chief Varrenti shared the General Order regarding body worn cameras as follows:



**BROCKPORT POLICE DEPARTMENT**

**GENERAL ORDER**



<b>General Order: 427</b>	<b>Effective Date: August 12<sup>th</sup>, 2015</b>
<b>Subject: Body Worn Cameras</b>	
<b>Reference Standards:</b>	
<b>Rescinds: All prior orders regarding this subject</b>	
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**I. PURPOSE**

- A. To define Department policy regarding Body Worn Cameras herein referred to as (BWC).
- B. To outline guidelines for use of Body Worn Cameras.
- C. To outline guidelines for securing all such recordings for case and prosecutorial review.

**II. POLICY**

- A. The Brockport Police Department will utilize Body Worn Cameras in an attempt to effectively memorialize events and/or actions that have occurred in the presence of an officer or officers that are wearing the (BWC).
- B. The BWC must be activated if either a verbal or physical altercation is anticipated or in fact occurring.
- C. The BWC may be activated whenever an officer believes it appropriate to do so. Examples include but are not limited to; Penal Law Arrests, traffic stops or when obtaining suspects statements.
- D. In order to memorialize all possible angles of a recordable incident, in accordance with this policy, the first officer to activate their (BWC) will notify other officers upon their arrival to activate their respective (BWC). This will be articulated by overtly saying "the camera has been activated" or by covertly saying the word "green".
- E. Members of the Brockport Police Department will be issued a (BWC). The Brockport Police Department is currently utilizing the AXON Body Camera manufactured by Taser International. Each unit has a four digit number that identifies each (BWC)
- F. All Sworn Members will sign for receipt of the (BWC) issued to them.
- G. The (BWC) will be stored and at the power supply station at the police department.
- H. Each member will ensure that their (BWC) is charged to an acceptable level prior to the start of and throughout their entire shift. The acceptable level when testing will display the color green which indicates the (BWC) is between 40 to 100% charged.

- I. Uniformed members of the Brockport Police Department must wear their Departmental issued (BWC) unless articulable extenuating circumstances exist. The Officer will outfit themselves with the (BWC) as soon as said extenuating circumstances have been resolved.
- J. The BWC is only to be used for official use and while on duty.
- K. Use of the BWC is strictly prohibited when socially interacting with a member of the Brockport Police Department or a member from another police agency.
- L. The BWC will continue recording until the officer reasonably believes the incident is over or when the contact with the citizen(s) or suspect(s) has concluded.
- M. Once an incident is captured, the video will not be deleted or altered by anyone.
- N. At the end of each shift the officer will download any data obtained on BWC.
- O. Anything captured on video, of an evidentiary nature, will be logged into evidence as defined in III G. 4 a-c of this General Order.

### III. PROCEDURES

- A. In accordance with Article 700 of the New York State Penal Law, Police Officers do not have an obligation to inform individuals that they are being recorded. Police Officers are not required to stop recording in response to a citizen's request. Officers, when acting in accordance with this policy, may evaluate the situation and when appropriate honor the citizen's request. The request to turn off the camera should be recorded, as well as the officer's response.
- B. The cameras are not meant to capture routine interactions with citizens. Examples include but are not limited to; directed patrol, taking routine crime reports or when speaking with victims unless a verbal or physical confrontation appears likely or begins to take place.
- C. No Officer will be expected to activate the camera during a spontaneous tactical situation that would jeopardize officer safety or the safety of citizens. An example of this would be a traffic stop where a person exits the vehicle with a weapon.
- D. The "TASER" BWC is equipped with a 30 second pre-record; meaning once turned on, the 30 seconds prior to turning the camera on, will have already been recorded (no audio, video only).
- E. Nothing precludes a Supervisor or the Officer in Charge from inquiring at the scene of a potential (BWC) incident that the (BWC) is recording. The inquiry may be made covertly or overtly as described in section II D of this order.
- F. Supervisors of the Brockport Police Department may review the BWC captured data for the purpose of evidentiary case review, defensive tactics review or for the purpose of internal investigations.
- G. Storage Procedures:
  - 1. At the completion of an officer's shift all data recorded on BWC will be downloaded to the designated external hard drive by following the procedures outlined in the Training Bulletin 15-02, or current directives.
  - 2. Said hard drive will be located in the secure IT room.
  - 3. When the hard drive is greater than 75% full, said hard drive will be removed by the Chief of Police or his designee and secured into property.
  - 4. Anything captured on tape of an evidentiary nature should be memorialized to three compact discs by the capturing officer.
    - a) One will be marked as evidence and secured in the BPD Property Room.
    - b) One disc will be supplied to the District Attorney's Office.
    - c) One will be utilized as a working copy and maintained in the Defendants arrest folder.

5. In the event that a recorded incident is the subject of an Internal Investigation, a copy of the recorded incident will be burned to a disc by the Chief of Police or his designee and secured in the Internal Investigation file.

Trustee LaPierre said the General Order appears to be well thought out and reasonable. Chief Varrenti thanked Trustee LaPierre for his assistance on this and said he has had other police departments ask to utilize it.

- Karen Maynard – Chief Varrenti referred to the public comment made earlier in the meeting by Karen Maynard. He said she must have been referring to him as having visited her at her place of business. She said she was chastised but he relayed that he asked if she had a moment, she said she did & he encouraged her to call 911 any time police services are needed. He said he thought it was a productive conversation and even the customer who was having their hair done said everyone should know to call 911 for the police for any reason. He said 911 is not just for emergencies, but is the way to obtain services.

- Public Works – Superintendent Harry G. Donahue

- New pickup truck – Spt. Donahue reported that the new pickup truck will be on the road this week.

- Monroe Avenue storm sewer project – Spt. Donahue reported that the sidewalk and lawn restoration work is beginning.

- Havenwood Drive bridge – Spt. Donahue reported on improvement needed and made to the Havenwood Drive bridge.

- **PERSONNEL ITEMS:**

- Accept resignation of Lynette Lemcke as Part Time Clerk to Village Justice effective 10/3/15 –

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 4/0 to accept the resignation of Lynette Lemcke as Part Time Clerk to the Village Justice effective 10/3/15. It was noted that she is willing to stay longer should the search for a replacement not result in a hire.

Trustee Andrews thanked her and the other Part Time Court Clerk, Corey Stepanek, for serving during the first year of the establishment of the Brockport Village Court. He said he knows Village Justice Andrews, Jr. has felt fortunate to have benefited from Lynette's prior Court Clerk experience.

- Authorize vacancy notice for Part Time Clerk to Village Justice & authorization to attend 9/27-9/30 training –

→ Trustee Kristansen moved, Trustee LaPierre seconded, carried 4/0 to authorize the following vacancy notice for Part Time Clerk to Village Justice and authorize the new hire to attend the 9/27-9/30 training.

**PART-TIME CLERK TO VILLAGE JUSTICE  
VILLAGE OF BROCKPORT**

The Village of Brockport seeks an individual to serve part time as Clerk to one of the two part time Village Justices in a variety of clerical, customer service and record keeping functions. This is an appointed secretarial and bookkeeping position serving the Village Justice. The work involves preparing for court sessions, recording and processing court decisions and outcomes, keeping paper and electronic records, processing and distributing correspondence, receiving, depositing, and reconciling monies, and providing excellent customer service.

Successful candidates will be required to attend New York State Association of Magistrates Court Clerks training in Niagara Falls September 27-September 30, 2015. Preferred start date prior to September 18, 2015 court session.

Education and Experience: paralegal, secretarial, bookkeeping or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs will be utilized. Knowledge of SEI software is a plus.

Part time weekdays, 22 ½ - 26 hours per week. Monday – Thursday noon-4:30pm with expanded hours on the twice-monthly Friday court date. Needs to be able to cover for the other part time Court Clerk on

occasion. \$13.50 - \$15.00 per hour depending on experience. No benefits. New York State Retirement System. MUST be a Monroe County resident.

Download employment application from [www.brockportny.org](http://www.brockportny.org). Send cover letter and résumé with completed employment application by e-mail to: [lmorelli@brockportny.org](mailto:lmorelli@brockportny.org) or by mail to: Attention: Brockport Village Clerk 49 State Street Brockport, NY 14420.

**Application deadline: NOON, Thursday, September 3, 2015**

Leslie Ann Morelli, Brockport Village Clerk

Dated: 8/17/15

- Set brief special meeting to hire Part Time Clerk to Village Justice per search results / recommendation – Clerk Morelli said the application deadline is Noon 9/3/15 and that Village Justice Andrews plans to review applications and determine those to interview likely the week of 9/7/15. Since there is no meeting until 9/21/15 (as 9/7/15 is Labor Day) and he wishes the new hire to begin before 9/18/15 if possible, there may be a need to call for a very brief special meeting in early September. The Village Board will be kept apprised.

- **OLD or NEW BUSINESS:**

- Approve E.L.K. Museum Policies - The document in the packet is Revision #2 which includes the feedback from the 8/3/15 Village Board work session.

→ Trustee Kristansen moved, Trustee Ciciotti seconded, carried 4/0 to approve the Emily L. Knapp Museum Policies Authored by E.L.K Museum Board Chair Pat O'Brien and approved by the E.L.K. Museum Board.

Attached to the end of these minutes.

**VILLAGE BOARD REPORTS:**

- Mayor Margaret B. Blackman (excused)

- Trustee/Deputy Mayor William G. Andrews

- Brockport Volunteer Firefighters Association annual 9/11 Vigil – Trustee Andrews shared that the BVFA will be holding their annual 9/11 vigil on Friday, 9/11/15. The format has changed to take into account other local and regional ceremonies and activities. There will be a short opening ceremony and flags lowered to half staff at 8:30am. There will be a tolling of the bell 5-5-5-5 at 8:47am. All day there will be uniformed honor guard's posted at the monument. There will be a Ring of Gold circling the monument with closing ceremony and flags returned to full staff at 6:30pm.

- Seymour Library – Trustee Andrews reported that Governor Cuomo vetoed the legislation regarding the creation of the Library District. Trustee Andrews said the 1990 tri-municipal agreement will need to be reworked and the Boards will need to bring authority in line with responsibility.

- Sagawa Park Mural – Trustee Andrews shared that he and Lori Skoog met with the Parks Committee 8/5 regarding the plans for the mural in Sagawa Park.

- Town/Gown – Trustee Andrews reported that he and Mayor Blackman met with the new College President 8/6.

- Historical – Trustee Andrews reported that he attended an historical archivist presentation at the College 8/11.

- GBDC – Trustee Andrews reported that Summer Serenades are going very well, but Sundays on the Canal garnered low attendance.

- BCSD – Trustee Andrews reported having conducted an historical walking tour and Morgan Manning House tour as part of the 8/15 Brockport High School reunion activities.

- Welcome Center – Trustee Andrews reported 234 boat nights year to date compared with 202 at the same time last year.

- Trustee Valerie A. Ciciotti

- Housing Task Force – Trustee Ciciotti reported having attended 7/28 and 8/10 in which quality of life issues have been the focus one being trash/refuse collection. Findings will be presented to the Village Board when complete.

- Comprehensive Plan – Trustee Ciciotti reported having met with Trustee Kristansen and

Deputy Clerk-Treasurer Linden 7/30 and 8/13 to review meeting requirements to even be eligible for the grant for a comprehensive plan. They will discuss the process at the 9/28 Village Board work session.

- New York State Canal Corps – Trustee Ciciotti reported having attended the NYSCC open house held at the Seymour Library 8/6 to solicit feedback on the Canals 2020 proposed plan.

Trustee Andrews said NYSCC Director Brian Stratton expressed pleasure that all 5 Village Board members attended the open house.

- Parks Committee – Trustee Ciciotti reported having attended the 8/17 Parks Committee meeting. On 8/29 at 2pm Parks Committee members, College students and volunteers will spend Saturday Day of Service working in some of the Village parks (Monika Andrews Children's Park, Remembrance Park, Evergreen Tot Lot, Corbett Park) doing clean up and mulching.

o Trustee Katherine J. Kristansen

- Seymour Library – Trustee Kristansen reported having attended the 7/21 Library Board meeting. The local history room addition is going along well. The Library Board is very pleased with Whitney East Contractors who are doing the project. The Library received a \$15,000 grant from Senator Robach to be used for technology in the local history room and a donation in memory of Sue Cunningham is to be used for books. Tri Delta continues to install new computers and software. There is an increase in program usage. The library has been a very busy place this summer.

- Comprehensive Plan – Trustee Kristansen reported having met 7/27, 7/30, 8/13 regarding the comprehensive plan.

- Code Review Committee – Trustee Kristansen reported having attended the 7/27 Code Review Committee meeting. The reviewed and updated Parks Laws proposal has been sent back to the Parks Committee for final review before sending it on to the Village Board. A letter has been sent to the Village Board regarding consultant assistance for writing of the zoning codes.

- Housing Task Force – Trustee Kristansen reported having attended the 7/28 & 8/10 Housing Task Force meetings. Discussion centered on further talk and presentations regarding the pros and cons of municipal refuse collection.

- Brockport Merchants Association – Trustee Kristansen reported having attended the 8/5 BMA meeting. Discussion centered on the Arts Festival and future events. She mentioned that she worked the BMA booth at the Arts Festival on 8/8. Seymour Library Director Carl Gouveia gave a presentation on A to Z databases which was very informative and useful. This tool can be accessed through libweb.org.

- Zoning Board of Appeals – Trustee Kristansen reported having attended the 8/6 ZBA meeting.

- New York State Canal Corps – Trustee Kristansen reported having attended the NYSCC open house held at the Seymour Library 8/6 to solicit feedback on the Canals 2020 proposed plan.

- Planning Board – Trustee Kristansen reported having attended the 8/10 PB meeting. Two applications were presented and heard. Brockport Ambulance on Burroughs Terrace and a subdivision of a lot on Locust Street – both were approved.

- Comprehensive Plan – Trustee Kristansen reported having met with Chief Varrenti and DPW Spt. Donahue on 8/11 regarding the comprehensive plan.

- Seymour Library - Trustee Kristansen said it was disheartening that the Governor vetoed the legislation that would create the library district. Since her involvement as Village Board member and VB liaison to the Library since last November, she has come to understand the difficulties involved with the Library Director and Library Board in preparing a budget and getting the 3 municipalities who fund the library to agree to the funding level. She said the current Library Director and Library Board are working to continually improve how they conduct business. Thorough review of and amendments to the tri-municipal agreement will be needed. Liaison involvement by the Town Boards would also be welcome.

Clerk Morelli said Mayor Blackman had her put "Seymour Library – tri municipal agreement" on the 8/24 Village Board work session agenda.

o Trustee John D. LaPierre

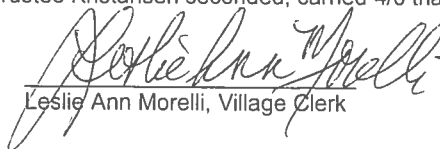
- Parks Committee – Trustee LaPierre reported having attended the 8/17 Parks Committee meeting. He commended the members for voluntarily doing a lot to help our parks upkeep and to study the needs and costs. They anticipate approximately 50 college students to help with parks clean up on 8/29 Saturday Day of Service.



- Village Court – Trustee LaPierre reported having assisted with coordinating the work needed to accommodate a jury box and witness box for the occasion of jury trials.
- BISCO Arts Festival – Trustee LaPierre commented on having attended the 8/8 and 8/9 Arts Festival and having picked the winning ducks for the Duck Derby.
- New York State Canal Corps – Trustee LaPierre reported on having attended the 8/6 open house on the Canals 2020 proposed plan.

**ADJOURNMENT:**

→ At 7:56pm, Trustee LaPierre moved, Trustee Kristansen seconded, carried 4/0 that the meeting be adjourned.



Leslie Ann Morelli, Village Clerk

# Emily L Knapp Museum Policies

Author – Pat O’Brien

Revision 2

Approved by the Village Board 8/17/15

*Emily L. Knapp Museum 49 State Street,  
Brockport N.Y. 14420*

*Emily L. Knapp Museum*  
49 State Street, Brockport N.Y. 14420

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**Revision History**

**Revision 1 – approved by the Museum Board 6/24/15**

- Original version

**Revision 2 – approved by the Village Board 8/17/15**

- Added requirement for collections committee to develop and maintain a collections inventory, and provide a monthly report of any items to be considered for deaccessioning or loan to the Village Board
- Added review with Village Board Date to forms for Deaccessioning and Loan

*Emily L. Knapp Museum*  
 49 State Street, Brockport N.Y. 14420

**Purpose**

Summarize processes that govern the Emily L. Knapp Museum

**Scope**

This document applies to all Museum Board members, volunteers, Village historian, Village Trustee liaison, The College at Brockport faculty and students, donors, and visitors to the Museum.

**Mission Statement**

The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

**Museum Board**

- **Membership Requirements** - The Museum Board is comprised of individuals who have formally submitted a Village of Brockport Position Interest Form to the Village Clerk and been appointed by the Village Board. Membership on the Museum Board is limited to residents of the Village of Brockport. Terms are from 1 to 3 years. The Museum Board consists of at least 4 but not more than 8 members plus the Village Historian. A member of the Village Board serves as a liaison to the Museum Board and is a nonvoting member. The College at Brockport may propose an individual from the Museum Studies/Public History Program. This position is nonvoting and is subject to nomination by the Mayor and appointment by the Village Board of Trustees. Formal submission of a Village of Brockport Position Interest Form is required. Any Museum Board member who is absent from 3 meetings in one year without good cause shall be considered to have resigned from the Museum Board and its committees. Good cause is considered to be any reason for which absence is excused by the Chairperson.
- **Meeting Process** – Meetings are conducted on a monthly basis. Agendas include but are not limited to the following items: status of projects, funding requests, acquisition and deaccession of museum items, special events, The College at Brockport requests, and review of current processes and procedures. Roberts Rules of Order govern how meetings are conducted. All meetings are documented with meeting minutes which are distributed to members of the Museum Board via Email and filed with the Village Clerk. Motions are carried by means of a simple majority of the Museum Board members who are in attendance. Museum Board members must be in attendance to vote.
- **Board Position** – Museum Board positions include the following; Chairperson, Vice Chair, and Secretary. These positions are filled by Museum Board members who have expressed an interest in them. The August Meeting of the Museum Board meeting is typically used to elect members to these positions. Election is based on a simple majority of those board members who are present at this meeting.
- **Roles and Responsibilities**

Position	Responsibility
Chairperson	<ul style="list-style-type: none"> <li>• Chair board meetings.</li> <li>• Develop board meeting agenda.</li> <li>• Approve funding requests from the Vivian Shafer Trust of less than \$ 2,500, which have been reviewed and approved by the Museum Board and submit said requests to the Village Clerk.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide the Village Clerk with a schedule of meetings and meeting notices.</li> <li>• Submit meeting minutes to the Village Clerk's Office.</li> <li>• Provide a written report to the Village Board at least annually on the state of the museum and goals.</li> <li>• Ensure review of Collections Committee and The College at Brockport Committee.</li> </ul>
Vice Chair	<ul style="list-style-type: none"> <li>• Conduct board meetings in the absence of the Chairperson.</li> <li>• Serve as acting Chairperson in the event that the Chairperson is unable to discharge the responsibilities of that position.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Distribute meeting agenda via Email several days prior to each meeting.</li> <li>• Distribute meeting minutes via Email to Museum Board members</li> </ul>
Historian	<ul style="list-style-type: none"> <li>• Interpret the past and share this work via appropriate means</li> <li>• Serve as a local advocate for historical preservation</li> <li>• Serve as a resource to the Village of Brockport on questions relating to history and preservation</li> </ul>

### Volunteers

Museum operations are greatly enhanced by the generosity of individuals who are willing to share their time and talents with the organization. Each volunteer must indicate their availability by submitting a Position Interest Form to the Village Clerk. Volunteers are nominated by the Mayor and appointed by the Village Board. Their term length is not specified and is indeterminate. Village residency is not required. The role of each volunteer is to assist the Museum Board in accomplishing the annual goals and objectives.

### Goals and Objectives

- Goals and objectives are developed for the Museum on an annual basis.
- Status of goals and objectives are reviewed monthly during regularly scheduled meetings
- A yearly report is developed, documented, and presented to the Village Board via the Village Clerk by the Chairperson of the Museum Board.

### Record Management

- All files are stored in the museum in an appropriate format.
- Records which are subject to this policy include:
  - ✓ Meeting Minutes
  - ✓ Meeting Agenda
  - ✓ Funding Requests
  - ✓ Goals and Objectives
  - ✓ Student Project Summaries
  - ✓ Receipts and Expenditures of the Museum Board
  - ✓ Accession/Deaccession Forms
  - ✓ Annual reports to the Village Board
  - ✓ Gift agreements

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- ✓ Gift acknowledgements
- ✓ Loans

## **Collections Management**

### ➤ **Collections Policy**

The Emily L Knapp Museum will collect only those items that preserve and provide access to the heritage and history of the greater Brockport community. The collection will be limited to those items that the Museum can properly store, preserve, and display. There will be a Collections Committee who has responsibility for accessioning and deaccessioning items from the Museum.

### ➤ **Collections Committee**

The committee will be comprised of at least one member of the Museum Board as well as 2 or 3 others. They may be volunteers or Museum Board members. The Chairperson must be a member of the Museum Board. A collections inventory will be developed and maintained by the committee. The committee will provide a monthly summary of any items that are recommended to be deaccessioned to the museum board for approval. Upon approval, the list will be forwarded to the Village Board for final approval. The committee will provide an annual report to the Board documenting accessioning, deaccessioning, and loan activity during the year.

### ➤ **Acquisition**

All donors are required to sign a Gift Agreement and Accession Receipt. No object will be taken into the Museum without this form. The form will be filed in the accession file. Donors must be informed that items are accepted subject to the Boards approval. Accession criteria include but are not limited to the following: relevance to the mission of the museum, proper preservation is achievable, legality of ownership is documented, condition of the item is sufficient to enable display and review, item does not duplicate other objects within the collection; and gift agreement form has been signed by the donor. No member of the Museum may determine the value of the item being donated. If the donor requests this information, it is the donor's responsibility to obtain an estimate from a qualified appraiser and to fund the appraisal. All gifts will be acknowledged with a Gift Acknowledgement Form describing the gift and signed by a member of the Museum Board. Recommendations for deaccessioning must be reviewed and approved by the Museum Board and documented in the annual report to the Village Board.

### ➤ **Loans**

Items from the collection may be loaned to other organizations for educational or aesthetic purposes. Loaned objects must be approved by the Museum Board. No loaned object may be altered or modified in any way. All loans will be documented with a Loan Agreement form. A monthly summary of items proposed to be loaned will be provided to the Village Board for approval.

### ➤ **Deaccessioning**

From time to time, it may become necessary to remove items from the collection. Rationale for removal must be documented. Criteria may include but are not limited to

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the following: no longer relevant to the mission of the museum, proper preservation within museum facilities is not possible, legality of ownership is in question, condition of the item is no longer sufficient to enable display and review, or the item duplicates other objects within the museum. The deaccessioned item should be donated to another museum or educational institution, sold at public auction, traded to another museum, or destroyed. Final disposition of deaccessioned objects must be documented and in accordance with State Law. Recommendations for deaccessioning must be reviewed and approved by the Museum Board and documented in the annual report to the Village Board. A monthly report of any items proposed for deaccessioning will be forwarded to the Village Board for approval.

### **Partnership with The College at Brockport**

#### ➤ **Education Committee**

An important part of the museum's mission includes a responsibility as an educational institution which provides access to the rich heritage of the Village of Brockport. A partnership with The College at Brockport is one of the ways that this is enabled. There will be an Education Committee which is responsible for facilitating and enhancing this interface. The committee will be comprised of at least one member of the Museum Board as well as 2 or 3 volunteers. The College at Brockport will be represented by at least one member on the committee. Responsibilities of the committee are as follows:

- ✓ Develop a list of projects which are mutually beneficial to the students as well as the museum. The project list must be approved by the Museum Board as well as the faculty of the appropriate department(s) at The College at Brockport.
- ✓ Provide access to the museum based on a schedule of hours during which the facility is available for students.
- ✓ Receive student projects and final reports consistent with the record management policy of the museum.
- ✓ Provide the Board with a final report of the educational activities with which the museum was involved at the end of each semester. The report will be written and reviewed with the Board at the end of each semester.
- ✓ Ensure documentation of intellectual property access for the Emily Knapp Museum.

### **Preservation and Handling**

Handling of objects located in the museum should be minimized. If it is necessary to handle an object, hands should be clean, dry, and lotion free. Use of cotton or latex gloves is ideal. Be aware of jewelry, belt buckles, or other accessories that may inadvertently come in contact with the object and remove these things if they may be in close contact with the object. Objects may not be removed from the museum without appropriate authorization and documentation. This is accomplished via the Object Location Tracking Form.

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**References**

- Emily L. Knapp Museum & Library of Local History Resolution amended by Village Board 11/17/14



elk Village Resolution  
111714

- Village of Brockport Purchasing/Procurement Policy



Village Procurement  
Policy 081814

- New York State Department of Education Guidelines for Local Government Historians



NYSED Local  
Historian Guidelines



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Accession Number \_\_\_\_\_

### Gift Agreement and Accession Receipt

Donor Name \_\_\_\_\_

Date \_\_\_\_\_

Donor Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

E Mail Address \_\_\_\_\_

Clear Title:

I \_\_\_\_\_ certify that the item(s) described below legally belong to me or I have the authority from the donor to convey this property.

Description of the item:

Please indicate the physical condition of the object:

Please describe what you know about the owner of the object as well as the history of the object and how it fits into Brockport:

### Gift Agreement

I hereby give, transfer, and assign all of my owner's rights, title, and interest of the object(s) described above to the Emily L Knapp Museum as an unrestricted gift. I understand and agree that the object(s) may be displayed, loaned, retained, or disposed of in such a manner as in the best interest of the Emily L. Knapp Museum and at the discretion of its Board of Directors. I further understand that the Collections Committee will give careful consideration relative to the acceptance of the object(s) in order to ensure that it contributes to our local history, is not duplicative, and can be given appropriate care. If after careful consideration, the object(s) is not added to the collection, it will be returned to the donor. It is understood that if accepted by the Museum Board, that the gifted item will become the property of the Emily L Knapp Museum and as such be subject to the accession/deaccession policy as described in the bylaws of the museum

Signature of Donor \_\_\_\_\_

Date \_\_\_\_\_

Signature of Collection Committee \_\_\_\_\_

Date \_\_\_\_\_

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**Gift acknowledgement Form**

Date

Dear

The mission of the Emily L. Knapp Museum is to collect, preserve, and provide access to the heritage of the greater Brockport community. Following the appropriate due diligence assessment of your donation, the Collections Committee has determined that your item meets the appropriate criteria and will be added to the collection of the Museum. We are grateful for your donation of

Your generosity will enhance the ability of the Museum to accomplish its mission

With warmest regards,

On behalf of the Emily L Knapp Museum

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Accession Number \_\_\_\_\_

### Recommendation for Accession

Date reviewed by Collections Committee \_\_\_\_\_

Description of the object:

Picture of the object:

Justification for Accession (Check all that apply)

- Relevant to mission of the museum
- Proper preservation within museum facilities is possible
- Legality of ownership is documented
- Condition of the item is sufficient to enable display and review
- Item does not duplicate other objects within the collection
- Gift agreement form has been signed by donor

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Date of review with Museum Board \_\_\_\_\_

Disposition

- Approved
- Not Approved

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**Recommendation for Deaccession**

Date reviewed by Collections Committee \_\_\_\_\_

Description of the object:

Picture of the object:

Justification for Deaccession (Check all that apply)

- No longer Relevant to mission of the museum
- Proper preservation within museum facilities is not possible
- Legality of ownership is in question
- Condition of the item is no longer sufficient to enable display and review
- Item duplicates other objects within the collection

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Date of review with Museum Board \_\_\_\_\_

Date of review with Village Board \_\_\_\_\_

Disposition

- Approved
- Not Approved

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### Record of Final Disposition

Date reviewed by Collections Committee \_\_\_\_\_

Description of the object:

Picture of the object:

#### Final Disposition

- Exchange or transfer to another museum or educational institution
- Discard or destruction
- Return to donor
- Sale per Village of Brockport procedures

Justification for disposition

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Date of Review with Museum Board \_\_\_\_\_

Date of Review with Village Board \_\_\_\_\_

The Emily L Knapp Museum grants title to the object(s) described above to the party listed below. Signature acknowledges receipt of the object(s)

Received by \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Organization Name \_\_\_\_\_

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**Witness of Destruction Form**

Description of the object:

Picture of the object:

The object(s) listed above was destroyed on \_\_\_\_\_ by means of \_\_\_\_\_

Signature below attests to the destruction and permanent removal from the collection of the Emily L Knapp Museum

Collections Committee \_\_\_\_\_

Date \_\_\_\_\_

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### **Object Location Tracking Form**

Description of the object:

Location:

Reason for removal:

Anticipated date of return:

Comments:

Signature of individual responsible for security and integrity of the object during its removal from the museum.

\_\_\_\_\_

Date \_\_\_\_\_

Collections Committee approval \_\_\_\_\_

Date \_\_\_\_\_

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### Loan Agreement Form

Description of the object:

**Borrower**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Loan Period from \_\_\_\_\_ to \_\_\_\_\_

Reason for the Loan \_\_\_\_\_

Location for Display of Loaned Item \_\_\_\_\_

**Object Condition**

Outgoing Condition \_\_\_\_\_

Incoming Condition \_\_\_\_\_

The borrower assumes responsibility for the loaned object when the object leaves the Museum and ends when the loaned object is physically returned to the Museum. Objects placed on public display must be locked or secured in such a way that security is provided. Loaned objects may not be cleaned, altered or retouched in any way without written permission of the Museum Board. Loans shall not be transferred by the borrower to another institution.

Borrower Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Borrower Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

Collections Committee approval \_\_\_\_\_ Date \_\_\_\_\_

Date of review with Museum Board \_\_\_\_\_

Date of review with Village Board \_\_\_\_\_

**Disposition**

Approved

Not Approved