

## VILLAGE OF BROCKPORT

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

### VILLAGE BOARD – MEETING AGENDA

Monday, July 6, 2015 7:00pm

Location: Village Hall conference room

- **CALL TO ORDER / PLEDGE:** please silence cell phones & electronic devices
- **MOMENT OF SILENCE:** to honor those who serve our Country, enforce our laws, & respond to emergencies
- **BROCKPORT HISTORICAL MOMENT:**
- **OATH OF OFFICE:** none
- **CERTIFICATES & PROCLAMATIONS:**
  - Annual Bienvenida proclamation - William Plews & guest to accept
- **PUBLIC HEARINGS:** none
- **PUBLIC COMMENT:** 5 minute limit per person / state name & address for record & speak directly to entire Board / share if this is a prepared statement & submit hard copy to Clerk after reading (& electronically next day)
- **GUESTS:** none
- **CONSENSUS ITEMS:**
  - Approval of minutes – 6/22/15
  - Approval of bills to be paid
- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
    - Parade/procession application – College Homecoming Parade – Saturday, 10/3/15
    - 6/16/15 Village Election results for inclusion in minutes
    - Excellus health plan rates
    - LGRMIF grant project completed
    - Tax collection update
- **PERSONNEL ITEMS:**
  - 211 waiver renewal submission
  - Welcome Center – adds to Greeters roster
  - Authorize advertising again to fill 4<sup>th</sup> DPW Seasonal (summer) Laborer vacancy
- **OLD or NEW BUSINESS:**
  - Authorize purchase of body warn cameras for Police Department
  - Authorize purchase of multi bar tracks snow blower for DPW
  - Authorize grant application – NYS Recreation Trails grant program – re trail project (trolley bed from Sweden Walker Rd to Owens Rd)
  - Accept Emily L. Knapp Museum policies & intellectual property waiver approved by Museum Bd 6/24/15
- **VILLAGE BOARD REPORTS:**
  - Mayor Margaret B. Blackman
    -
  - Trustee/Deputy Mayor William G. Andrews
    -
  - Trustee Valerie A. Ciciotti
    -
  - Trustee Katherine J. Kristansen
    -
  - Trustee John D. LaPierre
    -
- **EXECUTIVE SESSION** (if needed)
- **ADJOURNMENT**

#### Upcoming:

Village Board meeting: 7pm Monday, 7/20 (with Attorney & Treasurer & Department Heads)

Includes annual organizational component (appointments & adoptions & policies & schedules)

Village Board work session: 7pm Monday, 7/27

## 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) five 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.

**VILLAGE OF BROCKPORT  
PROCLAMATION**

*WHEREAS, agriculture is the number one industry in New York State; and*

*WHEREAS, the approximately 1,000 migrant farm workers who come to the Hamlin, Clarkson, Sweden and Brockport area constitute the backbone of our area's agriculture workforce; and*

*WHEREAS, the farm workers are members of our community for approximately six months of each year, during which time they plant and harvest our crops; and*

*WHEREAS, as residents of the Hamlin, Clarkson, Sweden and Brockport community, migrant farm workers make a substantial contribution to our local business economy.*

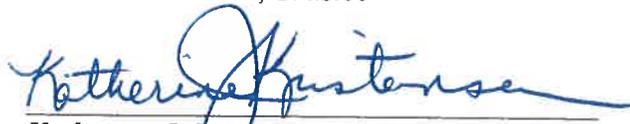
*BE IT THEREFORE RESOLVED, I, Margaret B. Blackman, by virtue of the authority vested in me as Mayor, and on behalf of the Village Board, do hereby tender this proclamation and do hereby proclaim the week of July 12<sup>th</sup> through July 19<sup>th</sup>, 2015 as a week of recognition of the presence and contributions of our local farms and farm workers, and proclaim this as a Week of Welcome to the migrant farm workers.*

*IN WITNESS WHEREOF, we have here unto set our hands and caused the Corporate Seal of the Village of Brockport to be affixed this 6<sup>th</sup> day of July, in the year 2015.*

  
  
Margaret B. Blackman, Mayor

  
William G. Andrews, Trustee/Deputy Mayor

  
Valerie A. Ciciotti, Trustee

  
Katherine J. Kristansen, Trustee

  
John D. LaPierre, Trustee

<b>June 22, 2015 9:18am</b>	
Form:	Parade Procession Application
Submitted at:	June 22, 2015 9:18am
<b>Data:</b>	
Group/Organization:	The College at Brockport
Person(s) in Charge:	Kimberley Haines
Address:	350 New Campus Drive B104 Seymour College Union Brockport, New York 14420
Telephone:	585-395-5646
Fax Number:	585-395-2567
E-mail:	khaines@brockport.edu
Parade / Procession Date:	Saturday, October 3, 2015
Start Time:	2:00pm
End Time:	3:00pm
Purpose:	The College at Brockport's annual Homecoming Parade. This parade, along with other Homecoming activities, welcomes back alumni of the college and provides venues through which alumni, current students, and community members to interact. This parade is an important venue that is designed for students, faculty, staff, alumni, and community members to come together to celebrate community.
Route:	Start Point - A) Parking Lots D and DI on Holley St. B) Holley St. east onto Monroe Ave. C) South on Utica St. D) West on Residence Dr. E) North on Commencement. F) and east on Holley St. back to Parking Lots D/DI.
Applicant agrees to abide by the regulations of village code chapter 33.:	checked





**ASSESSMENT OF REQUEST INVOLVING STREET(S) CLOSURE**

Village service impact statement for costs, staffing equipment or materials  
(Taxpayer dollars) that would be required for application event.

**Brockport Department of Public Works:**

Services required: Dropping & picking up barricades.  
Estimated cost: 114.12 for labor & equipment.  
Superintendent acceptance (circle one):  YES  NO

Reason: \_\_\_\_\_  
Signature: Harry Doolan Date: 7/1/15

**Brockport Code Enforcement:**

Services required: \_\_\_\_\_  
Estimated cost: \_\_\_\_\_  
Code Enforcement Officer acceptance (circle one):  YES  NO  
Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Brockport Police Department:**

Services required: \_\_\_\_\_  
Estimated cost: \_\_\_\_\_  
Chief acceptance (circle one):  YES  NO  
Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Brockport Fire Department:**

Services required: \_\_\_\_\_  
Estimated cost: \_\_\_\_\_  
Chief acceptance (circle one):  YES  NO  
Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Brockport Fire District:**

Services required: \_\_\_\_\_  
Estimated cost: \_\_\_\_\_  
Board of Fire Commissioners acceptance (circle one):  YES  NO  
Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Village Board Resolution:**

Village Clerk (circle one):  Approved  Denied Date: \_\_\_\_\_  
Amended as follows: \_\_\_\_\_

COUNTY BOARD OF CANVASSERS

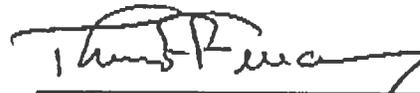
The County Board of Canvassers having canvassed the whole number of votes cast at the VILLAGE OF BROCKPORT ELECTION held in this state on the 16<sup>th</sup> day of June, 2015, do hereby certify that the following votes were received:

BROCKPORT VILLAGE TRUSTEE - 2 YEAR TERM

REVITALIZE BROCKPORT	Katherine J. Kristansen	176 Votes
Scattering		11 Votes
Blank		1 Vote
Void		0 Votes
Whole number of votes		188 Votes

Katherine J. Kristansen, by the greater number of votes, is hereby elected to the office of Brockport Village Trustee - 2 Year Term in and for the Village of Brockport.

In witness whereof, we have hereunto set our hands and seal of this office this 17<sup>th</sup> day of June, 2015.

  
\_\_\_\_\_  
Thomas F. Ferrarese

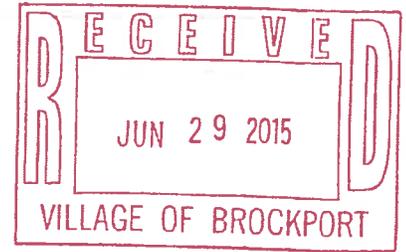
  
\_\_\_\_\_  
David Van Varick

Monroe County Board of Canvassers



165 Court Street  
Rochester, NY 14647

A nonprofit independent licensee of the Blue Cross Blue Shield Association



339 185  
ATTN: GROUP ADMINISTRATOR  
VILLAGE OF BROCKPORT  
49 STATE STREET  
BROCKPORT, NY 14420

**NOTICE OF RENEWAL AND 2015 PREMIUM RATES**

Dear Valued Customer:

Your group health insurance coverage is coming up for renewal. On September 01, 2015, your group policy will be automatically renewed, as long as your group continues to be eligible, and your group's members will be automatically re-enrolled unless you choose another policy. Included are changes we'll be making to your policy, the new premium for this policy, and some information about options if you wish to change policies.

**Premium rate changes:**

The premium rates for your health insurance policy are changing. The new rates will take effect on September 01, 2015. The new rates below have been approved by the New York State Department of Financial Services (DFS).

<b>Product Rate (2014)</b>			
<b>Single</b>	<b>Subscriber with Spouse</b>	<b>Subscriber with Child</b>	<b>Family</b>
\$335.65	\$671.30	\$570.61	\$956.60
<b>Product Rate (2015)</b>			
<b>Single</b>	<b>Subscriber with Spouse</b>	<b>Subscriber with Child</b>	<b>Family</b>
\$382.91	\$765.82	\$650.95	\$1091.29

If you have any questions about your premium rate, please contact your independent Broker or Account Consultant.

You may visit the DFS website at [www.dfs.ny.gov](http://www.dfs.ny.gov) for more information regarding this rate change. You may also contact us by calling the general rate information line at 1-855-561-2836 or contact your Account Consultant or Benefits Administrator.

**Other changes to your current health insurance policy:**

<b>Product Name: SimplyBlue Plus Silver 4</b>			
<b>Benefits (2014)</b>		<b>Benefits (2015)</b>	
<b>Deductible</b>		<b>Deductible</b>	
<b>Single</b>	<b>Sub with Spouse, Children or Family</b>	<b>Single</b>	<b>Sub with Spouse, Children or Family</b>
\$2200	\$4400	\$2200	\$4400
<b>Out of Pocket</b>		<b>Out of Pocket</b>	
<b>Coinsurance</b>	<b>Drug (RX)</b>	<b>Coinsurance</b>	<b>Drug (RX)</b>
0%	\$5/\$35/\$70	0%	\$5/\$35/\$70
<b>PCP</b>	<b>Specialist</b>	<b>PCP</b>	<b>Specialist</b>
ded/coins	ded/coins	ded/coins	ded/coins
<b>Inpatient</b>	<b>Outpatient</b>	<b>Inpatient</b>	<b>Outpatient</b>
ded/coins	ded/coins	ded/coins	ded/coins
<b>Pediatric Dental</b>	N	<b>Pediatric Dental</b>	Y

Note: If you have an HSA qualified High Deductible Health Plan (HDHP), you must reach your deductible before the amount in Drug (Rx) will apply.

**Coverage options:**

If you do not want your group's present policy to automatically renew, you have the option of choosing a different policy either from us or from another insurer. You can make a plan change by contacting your dedicated account manager, who would be happy to assist you. You may purchase a new policy from us or another insurer directly, or with the assistance of a broker or agent.

You may also purchase a policy (or policies) through the NY State of Health Small Business Marketplace (the "Marketplace"). The Marketplace allows you to offer your employees a choice of insurance policies with a variety of cost sharing options from different insurance companies like Excellus BlueCross BlueShield. If you purchase coverage through the Marketplace, you may be eligible for a small business health care tax credit for qualified employers that can cover as much as 50% of your contribution toward employee premium costs. If you are eligible for a small business health care tax credit, you generally can get that credit only if you buy a policy through the Marketplace.

You generally can buy coverage for a group at any time throughout the year, but to avoid gaps in coverage, you should enroll at least 15 days before your renewal date of September 01, 2015. To avoid gaps in coverage when purchasing a new Marketplace policy, enrollment must be the end of the month, one month prior to the policy end date (for example, November 30<sup>th</sup> for January 1 renewals, December 31<sup>st</sup> for February 1 renewals).

**Before you decide:**

Call the insurer or visit the insurer's website to check which doctors, other healthcare providers and prescription medications are covered by the new policy. This is an important step in selecting a policy that best meets the needs of your group. If you are considering a new policy from us, contact your Account Consultant or Benefits Administrator.



**If you have questions:**

- Contact us by calling the general rate information line at 1-855-561-2836 or contact your Account Consultant or Benefits Administrator.
- Visit [www.nystateofhealth.ny.gov](http://www.nystateofhealth.ny.gov) to learn more about the New York State of Health Marketplace, or call Marketplace customer service at 1-855-355-5777.

**Getting help in other languages:**

Para obtener asistencia en Espanol, llame al atención al Cliente llamando al número que 1-800-874-9426.

Sincerely,



Jim R. Reed  
Senior Vice President, Marketing and Sales

The member notification is enclosed with this mailing. We recommend that you provide any additional information with this notice, such as expected changes in employee contribution levels, that may help your employees better understand their health coverage costs.

**DRAFT**

RESOLUTION - VILLAGE OF BROCKPORT

At a regular meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held in the Village Hall at 49 State Street on July 6, 2015 the following resolution was regularly made and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee Katherine J. Kristansen, Trustee John D. LaPierre

MOVED BY: Trustee \_\_\_\_\_

SECONDED BY: Trustee \_\_\_\_\_

CARRIED \_\_/\_\_/\_\_

RESOLVED:

a) That the Village Clerk requested and received from Monroe County Civil Service certification of eligibles list for Chief of Police and canvassed it.

b) The responses were received and there are not 3 non retired qualified candidates interested in the position of Chief of Police. The Mayor signed the waiver renewal application.

c) The Village Clerk submitted the canvass materials to Monroe County Civil Service and waiver renewal application and copy of canvass materials to New York State Civil Service and Daniel P. Varrenti.

d) New York State Civil Service asked for a resolution or indication in the Village Board meeting minutes endorsing the previously mentioned actions having been taken. The Village Clerk will forward this resolution to New York State Civil Service to serve as such.



# VILLAGE OF BROCKPORT

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

**DRAFT**

## **Seasonal Employment Opportunity Village of Brockport DPW**

### **SUMMER EMPLOYMENT**

The Village of Brockport Department of Public Works  
is seeking 1 individual to serve as Seasonal (summer) Laborers.  
Work week shall be Monday - Friday 7:00am to 3:30pm, 40 hours per week.

Wage subject to experience. No benefits.

Must have a valid NYS Drivers License. Minimum age requirement is 18.  
Applicants are subject to pre-employment and random alcohol/drug testing.

Employment application can be obtained at Brockport Village Hall Monday-Friday 8:30am-4:30pm  
or from the Village website: [www.brockportny.org](http://www.brockportny.org).

Completed applications must be turned in with cover letter to:  
Leslie Ann Morelli, Village Clerk  
Village of Brockport  
49 State Street, Brockport, NY 14420  
Monday thru Friday 8:30 am to 4:30 pm

**Application Deadline: Noon, Monday, July 20, 2015**

Dated: 7/6/15

For publication in 7/12/15 Suburban News and posting on Village website and at Village Hall.

Mayor Margaret B. Blackman  
Trustee/Deputy Mayor William G. Andrews  
Trustees Valerie A. Ciciotti, Katherine J. Kristansen, John D. LaPierre

**Leslie Morelli**

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**From:** Dan Varrenti <varrenti@brockportpolice.org>  
**Sent:** Monday, June 29, 2015 2:04 PM  
**To:** Katherine Kristansen; 'Mayor Margay Blackman'; John La Pierre; Valerie Ciciotti; 'Trustee William Andrews'  
**Cc:** Leslie Morelli; Dan Hendricks; Lieutenant Mark Cuzzupoli; Daniel Mastrella  
**Subject:** Body worn cameras

Dear Village Board,

As you know, the Brockport police department, over the past 3 months, has been testing and researching body worn cameras (BWC). After such testing we have concluded that the use of body worn cameras will create a greater sense of transparency, will assist the officers with capturing evidence and also memorialize actions by officers and citizens they encounter. Cameras will be used in accordance with the General Orders of the Brockport Police Department.

Meetings have been held with Trustee LaPierre, Lt. Cuzzupoli and Mr. Steve Peace, our IT Specialist , to discuss policy, manufacturer, storage, etc. I have also had numerous conversations and meetings with other Chiefs of Police and read numerous articles published on the use of BWC. The testing conducted by the Brockport Police Department has concluded that TASER International manufactures the best camera for the aforesaid purposes.

Upon full implementation of the cameras, Lieutenant Cuzzupoli will transform the Administrative Order governing the use of BWC, into a General Order with applicable modifications. All data captured will be kept on a hard drive for an undetermined amount of time but most likely for years.

As such, I make the following proposal and would ask Trustee LaPierre to move said proposal at the next village board meeting:

Purchase 18 Body Worn Cameras from Taser International.	(see foot note	
#1)	\$ 7,182.00 (1)	
Shipping		
	\$ 45.96	
3 2 TB USB hard drives @ \$150		
each		\$ 450.00
3 CD/DVD (100 discs per package) @		
\$30		\$ 90.00
<b>Total:</b>	<b>\$ 7,767.95 (2)</b>	

Footnote: 1 of 2      1 of the 18 cameras purchased will be for the Gates Police Department. 1 of 2 cameras provided to us by the Gates Police Department was destroyed following an arrest.

Footnote: 2 of 2      The total sum of the cameras and all associated hardware to be charged against the Federal Asset Forfeiture Account.

Sincerely,

*Daniel P. Varrenti*  
**Chief of Police**

**Brockport Police Department**  
1 Clinton Street



## Product Quotation

Quotation Number: 22C7D022966

Date: 2015-06-26 10:40:05

Ship to	Bobcat Dealer	Bill To
Village of Brockport Attn: Harry G Donahue 38 east ave Brockport, NY 14420 Phone: (585) 637-1060 Fax: (585) 637-1062	Bobcat of the Finger Lakes, Fairport, NY 7216 PITTSFORD-PALMYRA ROAD FAIRPORT NY 14450 Phone: (585) 223-4056 Fax: (585) 425-7644	Village of Brockport Attn: Harry G Donahue 38 east ave Brockport, NY 14420 Phone: (585) 637-1060 Fax: (585) 637-1062
	Contact: Patrick Young Phone: 585-223-4056 Fax: 585-425-7644 Cellular: 585-506-2005 E Mail: patrick@djmequipment.com	

Description	Part No	Qty	Price Ea.	Total
14" Planer, Standard Flow	M7019	1	\$6,562.60	\$6,562.60
— Drum 14	M7019-R01-C03	1	\$1,812.60	\$1,812.60
Description	Part No	Qty	Price Ea.	Total
Multi Bar Tracks		1	\$1,987.80	\$1,987.80
Snowblower 55		1	\$6,000.00	\$6,000.00
V Blade 4'		1	\$4,100.00	\$4,100.00

Total of Items Quoted	<b>\$20,463.00</b>
Dealer P.D.I.	<b>\$0.00</b>
Freight Charges	<b>\$0.00</b>
Dealer Assembly Charges	<b>\$0.00</b>
Quote Total - US dollars	<b>\$20,463.00</b>

**Notes:**

NYS CONTRACT #PC66576, Award PGB #22792 - Group 40625, Heavy Equipment

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

**Customer Acceptance:**

Purchase Order: \_\_\_\_\_

**Authorized Signature:**

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DRAFT**

RESOLUTION - VILLAGE OF BROCKPORT

At a meeting of the Board of Trustees of the Village of Brockport, Monroe County, New York state held at Village Hall at 49 State Street Brockport, NY 14420 on July 6, 2015 the following resolution was regularly made, seconded and carried:

PRESENT: Mayor Margaret B. Blackman, Trustee/Deputy Mayor William G. Andrews, Trustee Valerie A. Ciciotti, Trustee John D. LaPierre, Trustee Katherine J. Kristansen

MOVED BY: Trustee \_\_\_\_\_

SECONDED BY: Trustee \_\_\_\_\_

CARRIED \_\_\_/\_\_\_

WHEREAS, The Walk! Bike! Brockport Action Group is an independent committee of the Village of Brockport with the mission of encouraging outdoor exercise by members of this community, and

WHEREAS, The Walk! Bike! Brockport Action Group has voted to request the Brockport Village Board to undertake creation of a hiking and biking trail along the abandoned intercity rail line between Sweden-Walker Road and Owens Road in pursuit of its mission, and

WHEREAS, A New York State Recreation Trails grant program has been announced for which such a project seems appropriate.

NOW THEREFORE BE IT RESOLVED that the Brockport Village Board does hereby approve and encores such a project and does hereby authorize its grant-writing consultant, J. O'Connell Associates to prepare an application for a New York State Recreation Trails grant for the purpose of securing partial funding for that project.

## Leslie Morelli

---

**From:** Pat OBrien  
**Sent:** Thursday, June 25, 2015 10:57 AM  
**To:** Leslie Morelli  
**Subject:** Museum Board Items  
**Attachments:** ELK By Lawsfinalrev062515.docx; lpropelk.pdf

Good morning Leslie, attached are two items which I would appreciate your help with. The first is the approved Museum Bylaws. We had a meeting last night and approved the document with your comments. I've updated the document to include them. Please have the Village Board "bless them". Bill Andrews was present and is in agreement with this approach. Thank you so much for your help. It must have taken a fair amount of time for you to edit our bylaws. We really appreciate your input. The Museum has never had such a document and it seemed "high time" that we get one so that we can begin to instill some discipline into our activities.

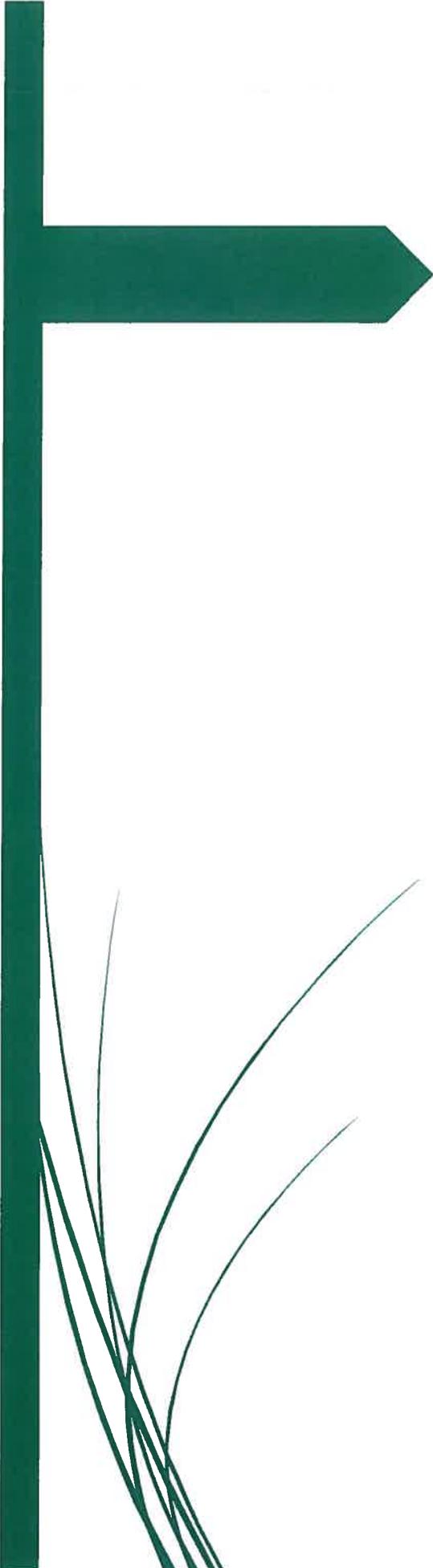
Second item is a draft copy of an "intellectual property waiver". We have been partnering with The College at Brockport relative to the upcoming internship. It seemed appropriate to me that we ask the professors to include a requirement for a signed waiver as part of the syllabus for any courses involving our Museum. Neal Keating provided us with a draft last evening at our meeting. Please have it reviewed with the appropriate people in the Village of Brockport. Please forward any requests for revision and/or final approval to me. I will serve as the liaison with Neal and Christine Zinni who is the instructor for the Fall Semester.

Last evening we did elect officers. We really have been functioning without an active/engaged chairperson for quite a long time so we decided to act to close this gap. Allan Berry is our new secretary and will be submitting the annual report to you very soon. Meeting minutes from last evening are being drafted and will be sent shortly. The other officers are Pam Ketchum as Vice Chair and Pat OBrien as Chairperson. Please feel free to contact me with any issues or concerns you have from this point forward. This is all still pretty new to me but I'm willing to work hard to improve things.

Wise sayings often fall on  
barren ground, but a kind  
word is never thrown away

Pat OBrien

*Museum Policies  
&  
Intellectual Property Waiver  
both reviewed  
& ok'd by  
Village Attorney  
6/25/15*



# Emily L Knapp Museum Policies

Author – Pat O'Brien

Revision 1

Approved by the Museum Board on 6/24/15

*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**

*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**

<b>Position</b>	<b>Responsibility</b>
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>

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

	<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

## **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. The committee will provide an annual report to the Board documenting accessioning or deaccessioning 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.

### ➤ **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 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.

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**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. 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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Accession Number \_\_\_\_\_

## 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 \_\_\_\_\_

Disposition

- Approved
- Not Approved

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

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

**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 \_\_\_\_\_



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK  
DEPARTMENT OF ANTHROPOLOGY

INTELLECTUAL PROPERTY AGREEMENT (**DRAFT**, 24 June 2015)

RE: ownership and use rights to research products based on the collections of the Emily L. Knapp Museum.

The Emily L. Knapp Museum agrees to provide Brockport college students access to the collections of the Museum for the purposes of carrying out research, provided that

1) the student grants the Museum full co-ownership rights to any product that results from her/his research, including the Museum's right to use the product in any way that advances the Museum's mission. This includes, but is not limited to, reproduction, publication, archiving, and marketing of part or all of the student's research project. Any use of student products by the Museum will acknowledge the student that authored it.

2) At the end of the relevant class or project, the student agrees to provide a full copy of their research product to the Museum, in both digital-electronic and hard-copy formats.

3) That any publication by the student of research based on the Museum's collection include the following acknowledgement and credit line:

*"courtesy of the Emily L. Knapp Museum of Local Brockport History, Brockport, NY"*

4) That the student adheres to all established rules, instructions and procedures for conducting research at the Museum.

I am a student at The College at Brockport, and plan to conduct research at the Emily L. Knapp Museum. By signing below I am indicating that I have read and agree to all of the above stipulations.

\_\_\_\_\_  
signature

\_\_\_\_\_  
please print your name

\_\_\_\_\_  
date