

## 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, August 17, 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:** none
- **PUBLIC HEARING:** 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:**
  - Jackson Mahoney, BHS Class of 2016/Homecoming Parade Committee – 9/25/15 parade application
- **CONSENSUS ITEMS:**
  - Approval of minutes – 7/20/15 & 8/3/15
  - Approval of bills to be paid
- **CLERK REPORT:**
  - Clerk – Leslie Ann Morelli
    - Tax collection update
    - Employee/retiree benefits – informational packets re 9/1 plans & rates
- **DEPARTMENT REPORTS:** (VB meeting the 3<sup>rd</sup> Monday of each month)
  - Treasurer – Treasurer Daniel P. Hendricks
    - Financial reports for period ending 7/31/15
    - Budget Amendments & Transfers
    - Authorization for Treasurer to attend NYCOM Fall Training School 9/28-10/2
  - Building / Zoning / Code Enforcement – BI/CEO David J. Miller, Jr.
    -
  - Police – Police Chief Daniel P. Varrenti
    -
  - Public Works – Superintendent Harry G. Donahue
    -
- **PERSONNEL ITEMS:**
  - Accept resignation of Lynette Lemcke as Part Time Clerk to Village Justice effective 10/3/15
  - Authorize vacancy notice for Part Time Clerk to Village Justice & authorization to attend 9/27-9/30 training
  - Set brief special meeting to hire Part Time Clerk to Village Justice per search results/recommendation
- **OLD or NEW BUSINESS:**
  - Approve E.L.K. Museum Policies
- **VILLAGE BOARD REPORTS:**
  - Mayor Margaret B. Blackman (excused)
    -
  - Trustee/Deputy Mayor William G. Andrews
    -
  - Trustee Valerie A. Ciciotti
    -
  - Trustee Katherine J. Kristansen
    -
  - Trustee John D. La Pierre
    -
- **EXECUTIVE SESSION (if needed)**
- **ADJOURNMENT**

#### Upcoming:

*Village Board work session: 7pm Monday, 8/24*

*Village Hall closed: Friday, 9/4 & Monday, 9/7 for holiday*

*Village Board meeting: 7pm Monday, 9/21 (with Attorney & Treasurer & Department Heads)*

*Village Board work session: 7pm Monday, 9/28*

## 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**  
**PARADE / PROCESSION APPLICATION**  
(when street(s) closure is involved)

Date of Application: 8-11-15

Proof of Insurance Provided: pending update *need*

Date scheduled on Village Board agenda: 8/17/15 7pm

Note: Applicant must attend Village Board meeting.

GROUP / ORGANIZATION: Brockport High School Class of 2016  
Homecoming parade comm.tee

PERSON(S) IN CHARGE: Jackson Mahoney (Chris Howlett) Advisor

ADDRESS: Brockport High School - 40 Allen Street Brockport NY 14420

TELEPHONE: (585) 331-1958 FAX: \_\_\_\_\_

E-MAIL: Jmahoney1997@gmail.com

PARADE / PROCESSION DATE: Friday September 25<sup>th</sup> 2015

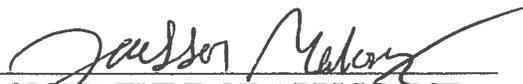
START TIME: 5:30pm END TIME: \_\_\_\_\_

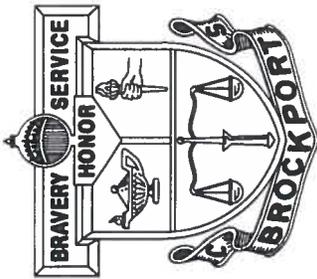
PURPOSE: To bring the community together in celebration  
of Brockport High School's homecoming.

ROUTE: (attach a map also) Float line up starts at Allen Street near  
Adams. It will continue down Allen street and terminate  
in front of Brockport High School.

APPLICANT HAS RECEIVED A COPY OF VILLAGE CODE CHAPTER 33  
AND AGREES TO ABIDE BY THE REGULATIONS.

Note: Main Street closure requires process involving New York State Department of Transportation.

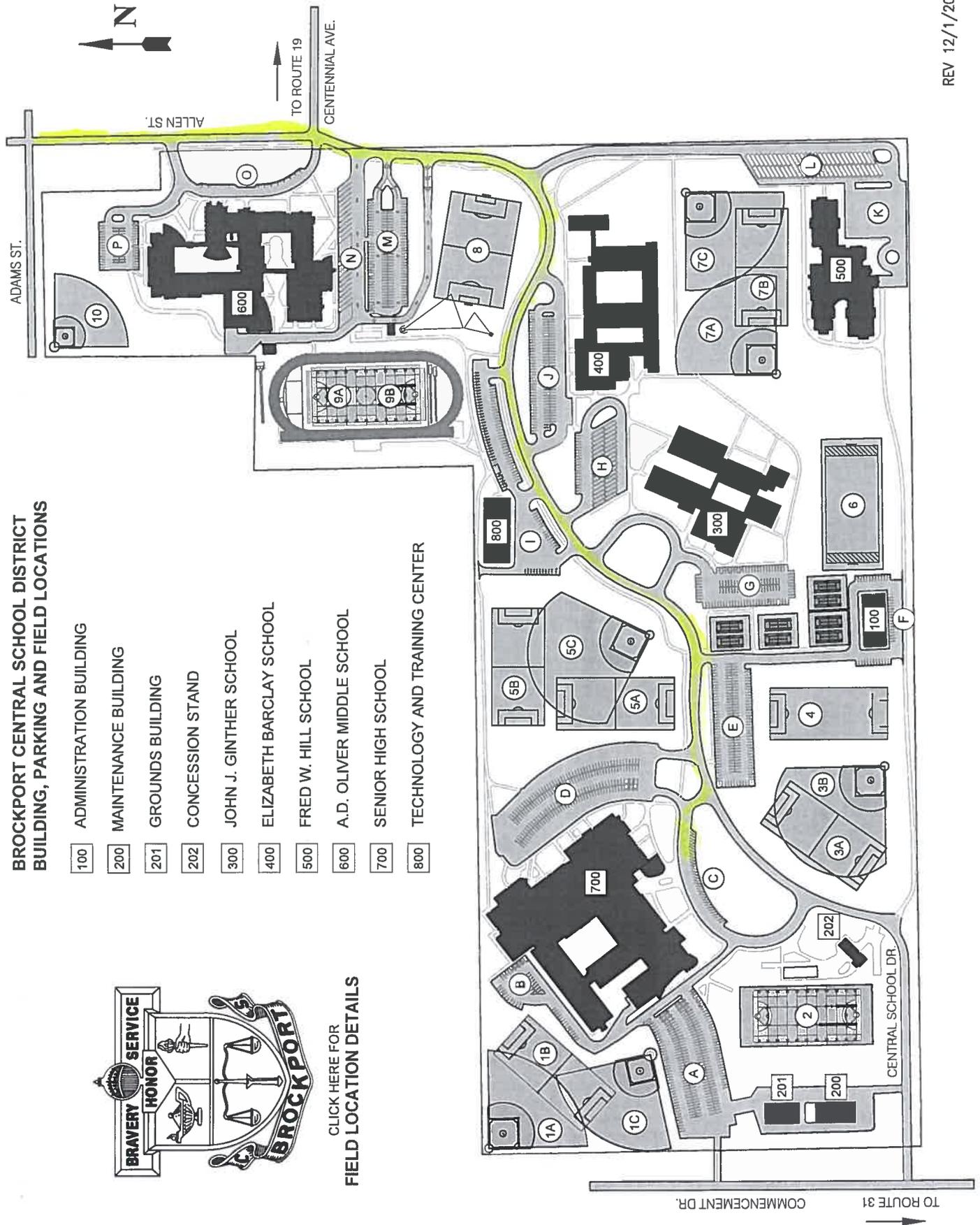
  
SIGNATURE OF APPLICANT



CLICK HERE FOR  
FIELD LOCATION DETAILS

**BROCKPORT CENTRAL SCHOOL DISTRICT  
BUILDING, PARKING AND FIELD LOCATIONS**

- 100 ADMINISTRATION BUILDING
- 200 MAINTENANCE BUILDING
- 201 GROUNDS BUILDING
- 202 CONCESSION STAND
- 300 JOHN J. GINTHER SCHOOL
- 400 ELIZABETH BARCLAY SCHOOL
- 500 FRED W. HILL SCHOOL
- 600 A.D. OLIVER MIDDLE SCHOOL
- 700 SENIOR HIGH SCHOOL
- 800 TECHNOLOGY AND TRAINING CENTER





# BLUE DEVILS UNITE



## HOMECOMING SEPTEMBER 25<sup>TH</sup> 2015

Dear Brockport Central School District Supporter:

On behalf of Brockport Central School District, we would like to invite you to participate in the 2015 Brockport High School Homecoming Festival and Parade. As a member of the community we want to recognize your contributions to the Brockport area and ask that you join us in celebrating Homecoming 2015.

This year's Brockport High School (BHS) parade will be held on Friday, September 25, 2015 starting at 5:30pm. Sponsorships are available and encouraged. All parade details and an application form have been included. The cost to proudly represent your organization/business and walk in the parade is free.

The BHS Homecoming Festival is new this year. We are inviting all community organizations/ businesses to come together on the Brockport Central School District campus and celebrate with all students, current and returning. Festival participants have the opportunity to set up in their own 20ft. X 10ft. area and let the rest of the community know what they have to offer and what's happening in the Brockport area. **As the parade ends at Brockport High School, The Homecoming Festival will begin!** Vendors will be set up both inside and outside of BHS. **Music** will be provided by a local DJ, a **food truck rodeo** will provide many great eating opportunities, and **carnival games** will be available to keep the younger children entertained. A **Cruise-In** for all our car aficionados will be held on the North East side of the BHS parking lot immediately following the parade.

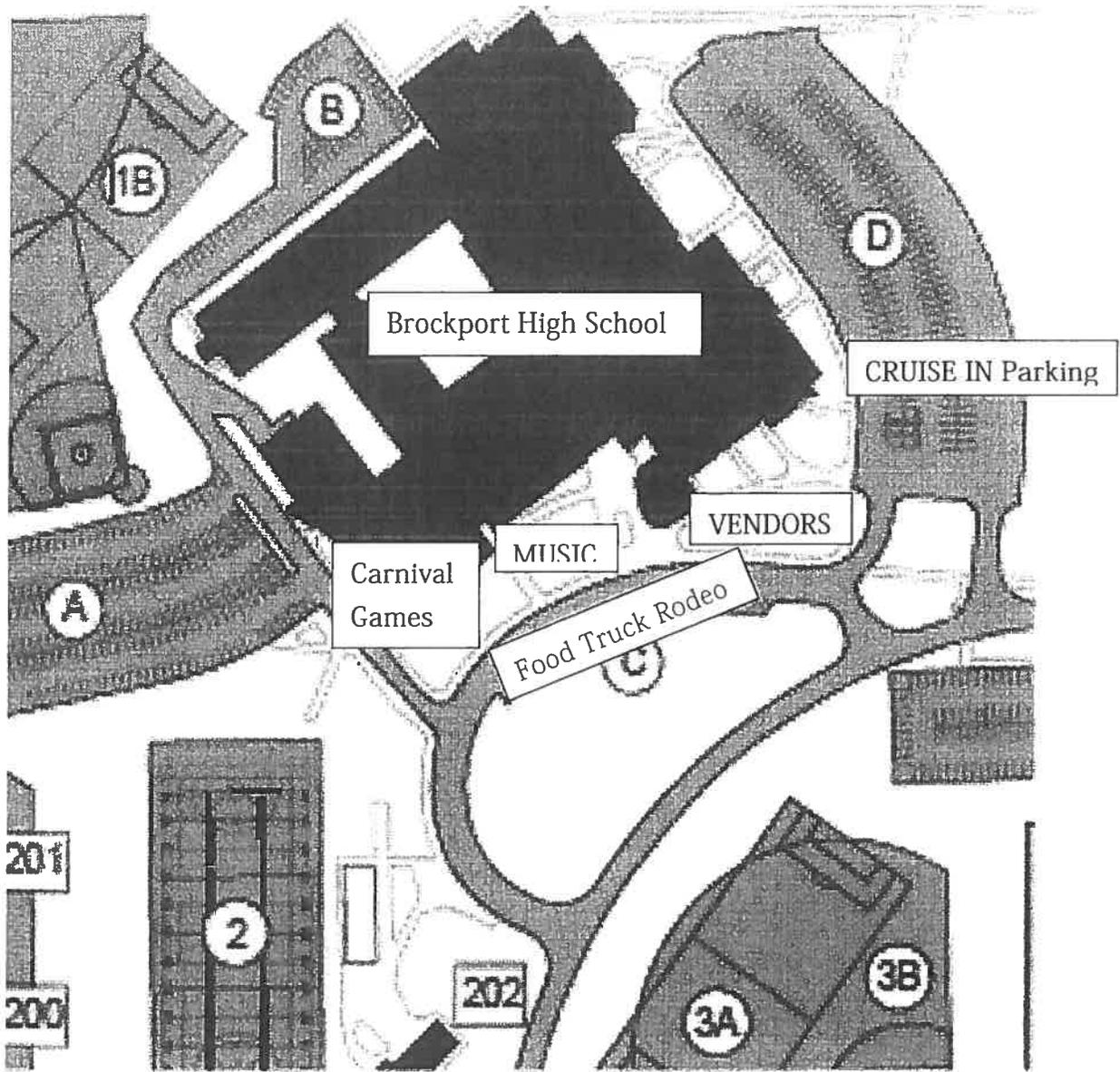
The Homecoming game will begin at 7:30pm in the Dahn Walrath Stadium. We hope that you will stay and cheer on the Brockport Blue Devil's Varsity Football Team as they take on the West Irondequoit Eagles.

We want to make this Homecoming Festival and Parade spectacular. We know that this can only happen with your involvement and support. Please consider joining us in celebrating Brockport High School's Homecoming 2015 by actively participating in both by walking in the parade and being a part of the Homecoming Festival. Parade applications are due by Friday, September 18<sup>th</sup> and Festival applications are due by Thursday, September 10<sup>th</sup>.

Please feel free to contact Christine Howlett, Senior Class Advisor, at 585-637-1873 or [Christine.howlett@bcs1.org](mailto:Christine.howlett@bcs1.org) for further information.

On behalf of Brockport High School,

Christine K. Howlett and Heather Fuenfstueck  
Class of 2016 Advisors





# BLUE DEVILS UNITE

## HOMECOMING

SEPTEMBER

25<sup>TH</sup> 2015

HOMECOMING FESTIVAL AND PARADE INFORMATION AND GUIDELINES

### PARADE

- ❖ Date of Parade: Friday, September 25, 2015
- ❖ Line Up Time: 4:15- 5:00pm Parade Time: 5:30pm
- ❖ Line Up Location: Corner of Adams St. and Allen St.
- ❖ Parade Route: Oliver Middle School to Brockport High School
- ❖ Theme: Book Series
- ❖ Parade Rules:
  - All participants must complete a Homecoming Festival and Parade Application Form.
  - All participants must comply with the Highway Code at all times when making your way along the parade route.
  - Ensure that all parts of your float are secure.
  - All participants must follow the Brockport Central School District's Student Conduct Manual, which can be found at <http://www.bcs1.org/parents.cfm?subpage=148>
  - The Brockport Homecoming Festival and Parade Council reserves the right to prevent any group/float from participating that it deems to be non-compliant with these guidelines.
  - Owners of animals participating in the parade are responsible for waste removal throughout the parade route.
  - Only properly registered vehicles operated and insured by a licensed adult driver will be permitted in the parade.

### FESTIVAL

- ❖ Date of Festival: Friday, September 25, 2015
- ❖ Festival Time: Begins at 5:30pm
- ❖ Festival Location: Front Lawn of Brockport High School and High School Atrium

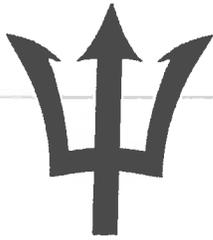
❖ Set Up Time: 3:45- 5:00pm

❖ Festival Rules

- All participants must complete a Homecoming Festival and Parade Application Form.
- All participants must follow the Brockport Central School District's Student Conduct Manual, which can be found at <http://www.bcs1.org/parents.cfm?subpage=148>
- The Brockport Homecoming Festival and Parade Council reserves the right to prevent any organization from participating that it deems to be non-compliant with these guidelines.
- All participants are responsible for the set up and take down of all merchandise displayed. Tables are not provided.
- All participants are responsible for the security of your own space.
- All trash from your assigned area is your responsibility and must be cleaned up.
- Rain or Shine- there are no refunds. If it is raining the Homecoming Festival will be held in the BHS gymnasium.
- Set up time for the festival will be provided prior to the start of the parade. We encourage all Festival participants to set up and then walk in the parade.
- Please plan your setup with care. Remove your merchandise from your car, **move your vehicle**, and then return to work your display.
- Parking is provided in the East Parking Lot of the Brockport High School. (This parking lot will also hold the Cruise In participants.)

❖ Cruise In

- All participants must complete a Homecoming Festival and Parade Application Form.
- All participants will be provided an assigned spot for their automobile.
- All participants are encouraged to drive in the parade.



# BLUE DEVILS UNITE

## HOMECOMING

SEPTEMBER

25<sup>TH</sup> 2015

HOMECOMING FESTIVAL AND PARADE APPLICATION/SPONSORSHIP FORM

Organization/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### SPONSORSHIP

Blue & White Sponsorship \$200 (Includes: 20X10 prime assigned outside area at Homecoming Festival, organization may construct a float, name announced by parade emcee and at homecoming game, recognition on ALL Homecoming printed material, name scrolled on scoreboard throughout the football game, listing in the Homecoming Festival Bulletin, and blue ribbon denoting your sponsorship.)

Gold Sponsorship \$100 (Includes: 20X10 assigned outside area at Homecoming Festival, organization may construct a float, name announced by parade emcee and at homecoming game, listing in the Homecoming Festival Bulletin, and gold ribbon denoting your sponsorship.)

Silver Sponsorship \$50 (Includes: 10X10 assigned outside area at Homecoming Festival, organization may walk in parade, name announced by parade emcee, listing in the Homecoming Festival Bulletin, and silver ribbon denoting your sponsorship.)

I am unable to attend, but would like to make a donation of \$\_\_\_\_\_.

( NO TENTS, TABLES OR POWER ARE PROVIDED)

PARADE PARTICIPANTS

Walking group in parade Number of participants \_\_\_\_\_

Vehicle in parade

Horse-back

It is FREE to participate in the parade but you must fill out an application! The parade will begin at 5:30pm at the front entrance of Oliver Middle School and end at Brockport High School.

Please describe your entry for the parade emcee

---

FESTIVAL PARTICIPANTS

\$25 (Includes: 10X10 assigned outside area during the Homecoming Festival). There are a limited number of tables available for use inside the school atrium only. Inside tables must be reserved by contacting [Christine.howlett@bcs1.org](mailto:Christine.howlett@bcs1.org). Outside- Tents, tables and power are not provided. (No food can be sold at Vendor sites.)

CRUISE IN PARTICIPANTS

\$10 (Includes: Roped off Cruise In area and assigned space, participants are encouraged to drive their automobile in the parade and then park at the Cruise In area.)

*Parade applications are due by Friday, September 18<sup>th</sup> and  
Festival/Cruise In applications are due by Thursday, September 10<sup>th</sup>.*

Applications and payments can be mailed to:  
Brockport High School- Attn: Christine Howlett

40 Allen Street, Brockport, NY 14420

Fax: 585-637-1853

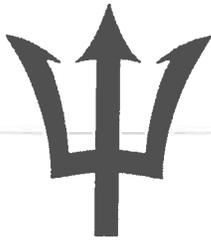
**ALL CHECKS should be payable to BHS Class of 2016**

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_

Check Number \_\_\_\_\_

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



# BLUE DEVILS UNITE

## HOMECOMING

SEPTEMBER

25<sup>TH</sup> 2015

BROCKPORT HOMECOMING FESTIVAL FOOD TRUCK APPLICATION FORM

Organization/Business: \_\_\_\_\_

Type of food sold: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### FOOD TRUCK

\$100 donation to Class of 2016

Donation of 10% of evening's profits

*Food Truck applications are due by Friday, September 18<sup>th</sup>*

Applications and payments can be mailed to:

Brockport High School- Attn: Christine Howlett

40 Allen Street, Brockport, NY 14420

Fax: 585-637-1853

Phone: 585-637-1873

[Christine.howlett@bcs1.org](mailto:Christine.howlett@bcs1.org)

ALL CHECKS should be payable to BHS Class of 2016

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_

Check Number \_\_\_\_\_

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

## BROCKPORT HOMECOMING FESTIVAL FOOD TRUCK APPLICATION FORM CONT'D

Vendor Applications will be taken on a first come/ first serve basis.

Vendors must provide:

- Copy of Monroe County Health Certificate
- Copy of NYS tax ID
- Proof of Insurance
- Photo of what you are vending from
- Dimensions of truck
- Copy of proposed menu

Vendor Information:

- Vendor areas should be left clean of litter and debris at end of evening
- Vendors must use the area assigned to them
- There is a seating/eating area provided. Please do not bring eating area tables.
- No alcohol or tobacco is permitted to be sold or used on campus
- All participants must follow the Brockport Central School District's Student Conduct Manual, which can be found at <http://www.bcs1.org/parents.cfm?subpage=148>
- The Brockport Homecoming Festival and Parade Council reserves the right to prevent any vendor from participating that it deems to be non-compliant with these guidelines.

Festival:

- Date of Festival: Friday, September 25, 2015
- Festival Time: Begins at 5:30pm
- Festival Location: Front Lawn of Brockport High School and High School Atrium
- Set Up Time: 3:45- 5:00pm
- Football game begins in adjacent stadium at 7:30pm

**Village of Brockport**

**Statement of Actual & Estimated Revenues - General Fund**

# Statement of Actual & Estimated Revenue

Village of Brockport  
 For Period Ending 07/31/2015  
 Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
A0599.0000					
Appropriated Fund Balance	275,000.00			275,000.00	
A1001.0000					
Real Property Taxes	2,644,077.00	1,965.48-	1,965.48-	2,646,042.48	-0.07
A1081.0000					
In-Lieu-Of Taxes	13,130.00	5,233.76	39,938.35	26,808.35-	304.18
A1090.0000					
Int & Penalties on Taxes	12,000.00	2,401.39	2,401.39	9,598.61	20.01
A1120.0000					
County Sales Tax	1,550,000.00			1,550,000.00	
A1130.0000					
Utility Gross Receipts Tax	75,000.00	17,256.20	18,166.15	56,833.85	24.22
A1170.0000					
Franchise Tax	75,000.00			75,000.00	
A1230.0000					
Clerk/Treasurer Fees	1,250.00	280.00	544.00	706.00	43.52
A1520.0000					
Police Fees	500.00	15.00	90.00	410.00	18.00
A1560.0000					
Safety Inspections	15,000.00	5,493.50	8,563.50	6,436.50	57.09
A1710.0000					
Public Works Services	3,000.00	680.86	1,642.58	1,357.42	54.75
A1789.0000					
Docking Fees	3,000.00	1,581.10	2,003.60	996.40	66.79
A2089.0000					
Farmers Market Fees	2,500.00	2,090.00	2,340.00	160.00	93.60
A2110.0000					
Zoning Fees	1,500.00	200.00	400.00	1,100.00	26.67
A2115.0000					
Planning Fees	600.00	138.00	283.00	317.00	47.17
A2389.3000					
Monroe County - DWI	13,064.00			13,064.00	
A2389.8001					
Monroe Cty CDBG-Perry Street	7,800.00			7,800.00	
A2389.9000					
Reimbursement-Annual Library Service	5,000.00			5,000.00	
A2389.9001					
SCS Contribution- Crossing Guards		5,000.00	5,000.00	5,000.00-	
A2401.0000					
Interest & Earnings	4,000.00	81.16	152.17	3,847.83	3.80
A2401.3000					
Interest & Earnings- Asset Forfeiture		0.79	0.79	0.79-	
A2545.0000					
Bus / Occupation License	40,000.00	1,887.50	2,025.00	37,975.00	5.06
A2590.0000					
Permits	5,000.00	2,000.00	2,000.00	3,000.00	40.00
A2610.0000					
Fines & Forfeitures	100,000.00	1,780.00	1,780.00	98,220.00	1.78
A2650.0000					
Scrap Sales	1,000.00	335.00	335.00	665.00	33.50
A2655.0000					
Minor Sales	3,500.00			3,500.00	
A2655.0001					
Minor Sales - Museum (Adopt A Picture)		390.00	410.00	410.00-	
A2680.0000					
Insurance Recoveries	6,500.00			6,500.00	
A2690.0000					
Other Comp - Reimbursement	2,500.00			2,500.00	
A2701.0000					
Refund of P/Y Exp	20,500.00		1,172.03	19,327.97	5.72
A2770.0000					

## Statement of Actual & Estimated Revenue

Village of Brockport  
 For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
Other Unclassified A3001.0000	500.00	50.29	54.79	445.21	10.96
State Aid - AIM A3005.0000	110,000.00			110,000.00	
State Aid-Mortgage Tax A3089.4000	25,000.00		12,630.34	12,369.66	50.52
State Aid-Other A3089.7000		1,122.30	7,418.30	7,418.30-	
State Aid - Other A3089.7001	10,975.00			10,975.00	
State Aid, CHIPS A3089.7004	84,291.00			84,291.00	
State Aid, Impact Tools Grant for PD A4089.4002	31,200.00			31,200.00	
New York Main St. Grant A4089.4003			11,487.00	11,487.00-	
Active Transportation Grant A9999.0000		10,198.85	10,198.85	10,198.85-	
Acct for Exp.Transfers		19,643.27	23,967.66	23,967.66-	
<b>Report Totals</b>	<b>5,142,387.00</b>	<b>75,893.49</b>	<b>153,039.02</b>	<b>4,989,347.98</b>	<b>2.98</b>

**Village of Brockport**

**Statement of Expenditures, Encumbrances & Appropriations - General Fund**

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport  
For Period Ending 07/31/2015  
Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1010.1000							
Trustees-Personal Services	13,777.00	2,296.00	2,296.00			11,481.00	16.67
A1010.4000							
Trustees-Contractual Expenses	35,000.00		8,500.00			26,500.00	24.29
A1010.4030							
Trustees-Conference Exp	2,000.00					2,000.00	
A1010.4031							
Publications	1,500.00					1,500.00	
A1010.4090							
Trustees-Miscellaneous	250.00					250.00	
A1110.1000							
Court - Personnel Services	66,049.00	9,135.53	10,528.71			55,520.29	15.94
A1110.2000							
Court - Equipment	500.00	133.23	133.23			366.77	26.65
A1110.4000							
Court - Contractual Services	1,500.00	91.77	176.72		384.77	938.51	37.43
A1110.4010							
Court - Bldg. Renovations	1,000.00	24.94	987.82			12.18	98.78
A1110.4060							
Court - Postage	500.00	116.39	116.39			383.61	23.28
A1210.1000							
Mayor-Personal Services	9,867.00	1,644.50	1,644.50			8,222.50	16.67
A1210.4000							
Mayor-Contractual Expenses	100.00					100.00	
A1210.4010							
Mayor-Telephone	1,500.00	131.94	264.06			1,235.94	17.60
A1210.4050							
Mayor-Conference Exp	1,500.00					1,500.00	
A1210.4090							
Mayor-Miscellaneous	50.00					50.00	
A1320.4000							
Auditor-Contractual Expenses	13,500.00					13,500.00	
A1325.1000							
Cirk/Treas-Personal Services	142,128.00	14,985.80	25,177.56			116,950.44	17.71
A1325.4000							
Cirk/Treas-Total Contractual Expense	2,000.00	25.00	50.00			1,950.00	2.50
A1325.4010							
Cirk/Treas-Telephone	8,000.00	329.84	660.14		300.00	7,039.86	12.00
A1325.4020							
Cirk/Treas-Office Supplies	4,500.00	436.75	499.73		1,715.25	2,285.02	49.22
A1325.4025							
Supplies (Grant for Records Mat)	1,650.00	1,643.84	1,643.84			6.16	99.63

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1325.4030							
Clrk/Treas-Computer Supplies	9,500.00		850.00		500.00	8,150.00	14.21
A1325.4050							
Clrk/Treas-Membership Fees	700.00	40.00	115.00			585.00	16.43
A1325.4060							
Clrk/Treas-Postage	5,000.00	1,064.64	1,594.22		340.36	3,065.42	38.69
A1325.4070							
Clrk/Treas-Copier Expenses	5,000.00	238.00	257.56			4,742.44	5.15
A1325.4080							
Clrk/Treas-Payroll Expense	4,250.00	306.94	491.67			3,758.33	11.57
A1325.4090							
Clrk/Treas-Miscellaneous	5,000.00	1,267.00	1,267.00		500.00	3,233.00	35.34
A1325.4100							
Clrk/Treas - Publications	4,500.00		120.31		26.30	4,353.39	3.26
A1325.4110							
Clrk/Treas-Training	2,500.00		475.00			2,025.00	19.00
A1325.4120							
Clrk/Treas-Tax Bill Processing	2,000.00		1,354.26			645.74	67.71
A1420.4000							
Law-Total Contractual Expenses	50,000.00	2,500.00	2,500.00			47,500.00	5.00
A1440.4000							
Engineer-Total Contractual Expense	5,000.00		350.00			4,650.00	7.00
A1450.4010							
Elections-Inspector Salaries	1,000.00		1,150.00			150.00-	115.00
A1450.4020							
Elections-Legal Notice Publication	210.00		203.28			6.72	96.80
A1450.4030							
Elections-Supplies	300.00		284.00			16.00	94.67
A1490.1000							
Pub Wrks Admin-Total Personal Ser	130,139.00	13,058.52	22,161.36			107,977.64	17.03
A1490.4020							
Pub Wrks Admin-Conference Exp	300.00					300.00	
A1490.4030							
Office Supplies/Postage	900.00	17.37	17.37			882.63	1.93
A1490.4040							
Permits, Licenses, Fees	300.00					300.00	
A1490.4090							
Pub Wrks Admin-Miscellaneous	500.00					500.00	
A1620.4020							
Natural Gas-DPW	6,000.00	22.60	71.65			5,928.35	1.19
A1620.4021							
Bldgs-Gas 1 Clinton Street	1,500.00	18.63	64.56			1,435.44	4.30

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1620.4022							
Bldgs-Gas 49 State Street	2,000.00	24.66	87.74			1,912.26	4.39
A1620.4030							
Electric-DPW	6,300.00	468.89	958.65			5,341.35	15.22
A1620.4031							
Bldgs-Electric-1 Clinton Street	10,000.00	1,007.40	2,078.76			7,921.24	20.79
A1620.4032							
Bldgs-Electric-49 State Street	6,000.00	458.32	862.00			5,138.00	14.37
A1620.4034							
Elec- Main St Sign	420.00	21.23	42.78			377.22	10.19
A1620.4050							
Bldgs-Janitorial Supplies	750.00	120.00	240.00			510.00	32.00
A1620.4051							
Bldgs-Janitor Supplies- Clinton St	4,150.00	387.27	774.54			3,375.46	18.66
A1620.4052							
Bldgs-Janitor Supplies-State Street	4,500.00	205.03	786.03			3,713.97	17.47
A1620.4060							
Bldgs-Repair Items	30,000.00	25,180.18	28,470.18			1,529.82	94.90
A1620.4070							
Telephone - DPW	1,800.00	112.23	223.87			1,576.13	12.44
A1620.4090							
Bldgs-Miscellaneous	3,710.00		1,713.27			1,996.73	46.18
A1640.4000							
Central Garage- Contractual Expens	1,750.00					1,750.00	
A1640.4010							
Fasteners	1,000.00	27.57	27.57			972.43	2.76
A1640.4020							
Auto -Electrical	650.00	14.96	333.66			316.34	51.33
A1640.4040							
Tools	1,000.00	135.79	135.79			864.21	13.58
A1640.4050							
Welding Supplies	500.00	392.50	392.50			107.50	78.50
A1640.4060							
Fuel Additives/Oil	2,875.00		190.00			2,685.00	6.61
A1640.4061							
Oil Expenditures (Not Fuel Oil)	500.00					500.00	
A1640.4070							
Shop Supplies	2,500.00	179.81	193.77			2,306.23	7.75
A1640.4080							
Hydraulic Supplies	500.00					500.00	
A1640.4090							
Miscellaneous	4,925.00	16.66	16.66			4,908.34	0.34

# Statement of Expenditures, Encumbrances & Appropriations

## Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A1670.4000							
Central Mailing	1,500.00	868.42-	868.42-			2,368.42	57.89-
A1680.2000							
IT Hardware Software	2,500.00					2,500.00	
A1680.4000							
IT Hardware Software	12,500.00	850.00	850.00			11,650.00	6.80
A1910.4000							
Unallocated Insurance	45,200.00	275.00	45,110.67			89.33	99.80
A1920.4000							
Municipal-Membership Dues	5,100.00	100.00	900.00			4,200.00	17.65
A1950.4000							
Taxes on Village Property	1,300.00					1,300.00	
A1990.4000							
Contingency-Allocation Only	100,000.00					100,000.00	
A3120.1000							
Police-Total Personal Services	1,139,784.00	127,694.30	190,637.68			949,146.32	16.73
A3120.1040							
Police-Crossing Guards	13,137.00					13,137.00	
A3120.1055							
Police-Secretaries P/T	55,329.00	6,547.20	10,729.60			44,599.40	19.39
A3120.1060							
Overtime	55,000.00	8,850.61	10,965.86			44,034.14	19.94
A3120.2010							
Police-Vehicles	47,000.00				22,957.83	24,042.17	48.85
A3120.2020							
Police-Firearms	15,860.00	3,037.42	3,037.42		3,957.62	8,864.96	44.10
A3120.2040							
Police-Office Furniture/Equip	8,800.00	7,227.95	7,227.95		3,993.11	1,572.05	82.14
A3120.2051							
Police-Computer Software	10,150.00	939.98	939.98			5,216.91	48.60
A3120.4000							
Police-Total Contractual	1,805.00					1,805.00	
A3120.4001							
Police - Insurance Law Enforcement	17,200.00		17,200.00				100.00
A3120.4010							
Police-Telephone	5,200.00	559.39	1,400.70			3,799.30	26.94
A3120.4020							
Police-Office Supplies/Postage	3,500.00	234.15	582.00			2,918.00	16.63
A3120.4030							
Police-Fleet Maintenance	3,300.00	88.09	100.56		571.28	2,628.16	20.36
A3120.4031							
Police-Fleet Repairs	1,500.00	88.25	88.25		117.22	1,294.53	13.70

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT	ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4032	Police-Fleet Supplies & Equip	7,200.00	1,345.00	1,345.00		5,477.21	377.79	94.75
A3120.4040	Police-Fuel	15,000.00	1,329.90	1,329.90			13,670.10	8.87
A3120.4060	Police-Maintenance Contracts	2,500.00		812.57		1,570.00	117.43	95.30
A3120.4065	Office Equip Lease/Rental	7,400.00	439.02	587.86			6,812.14	7.94
A3120.4080	Police-Quarter Master Unit	6,000.00				642.97	5,357.03	10.72
A3120.4090	Police-Miscellaneous	2,000.00					2,000.00	
A3120.4100	Affiliations	250.00					250.00	
A3120.4105	Training, School, Conferences	1,000.00					1,000.00	
A3120.4110	Police-Publications	600.00				97.00	503.00	16.17
A3120.4120	Police-Supplies/Life Safety Supplies	4,400.00		135.86			4,264.14	3.09
A3120.4130	Police-Computer Supplies	1,300.00		155.98			1,144.02	12.00
A3120.4140	Police-Medical/Psychological	850.00					850.00	
A3120.4150	Police-Special Enforcement	4,200.00				141.86	4,058.14	3.38
A3120.4155	Police- STOP DWI	13,064.00	670.13	670.13			12,393.87	5.13
A3120.4160	Police-Bike Patrol	2,400.00					2,400.00	
A3120.4165	Police - Traffic Safety Grant	4,225.00		114.06			4,110.94	2.70
A3120.4170	Police-Explorer Post	1,000.00					1,000.00	
A3120.4175	Police - Monroe County "Crackdown"	7,800.00					7,800.00	
A3120.4176	Impact Tools Grant	31,200.00	1,678.48	6,260.62			24,939.38	20.07
A3120.4180	Police-Community Service	300.00					300.00	
A3120.4220	Police-Special Events	250.00					250.00	

# Statement of Expenditures, Encumbrances & Appropriations

## Village of Brockport

### For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A3120.4230							
Police-NYS Accreditation	50.00					50.00	
A3120.4240							
Police-Less Lethal Training Equip	2,500.00					2,500.00	
A3310.4010		8.09-	39.43			560.57	6.57
Traffic Control-Signal	600.00						
A3310.4020						1,500.00	
Traffic Control-Paint	1,500.00						
A3310.4030						2,234.80	10.61
Traffic Control-Signs	2,500.00	265.20	265.20				
A3310.4040						1,300.00	
Traffic Control-Channels & Posts	1,300.00						
A3310.4090						400.00	
Traffic Control-Miscellaneous	400.00						
A3620.1000						88,383.82	18.19
Safety Insp-Total Personal Services	108,036.00	14,623.46	19,652.18				
A3620.2000						3,000.00	
Safety Insp-Equipment	3,000.00						
A3620.4000						100.00	
Safety Insp-Total Contractual Exps	100.00						
A3620.4010						1,368.67	8.76
Cellular/Telephone	1,500.00		131.33				
A3620.4020						2,708.84	22.60
Training	3,500.00	98.95	791.16				
A3620.4030						500.00	
Safety Insp-Computer Supplies	500.00						
A3620.4040						1,737.58	3.47
Fuel	1,800.00	62.42	62.42				
A3620.4050						326.00	6.86
Association Dues	350.00	24.00	24.00				
A3620.4080						1,800.00	
Safety Insp-Uniforms	1,800.00						
A3620.4090						1,811.00	9.45
Miscellaneous	2,000.00		189.00				
A3620.4200						764.64	36.28
Postage	1,200.00	435.36	435.36				
A3620.4210						450.00	
Vehicle Maintenance	450.00						
A5110.1000						363,649.36	19.24
Str Maint-Total Personal Services	450,282.00	56,356.75	86,632.64				
A5110.1001						19,570.00	
Streets O/T	19,570.00						

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.4190							
Str Maint-Grass Seed	500.00	239.94	239.94			260.06	47.99
A5110.4200							
Str Maint-Publications	150.00	69.54	69.54			80.46	46.36
A5110.4210							
Str Maint-Manholes & Covers	1,000.00					1,000.00	
A5110.4220							
Str Maint-Office Supplies	100.00					100.00	
A5110.4230							
Str Maint-Equip Rental	100.00					100.00	
A5112.2000							
CHIPS Work	84,291.00				3,716.40	80,574.60	4.41
A5142.2000							
Snow Plowing-Equipment-Plows	7,000.00					7,000.00	
A5142.4010							
Snow Plowing-Salt	34,000.00	1,008.00	1,008.00			32,992.00	2.96
A5142.4015							
Snow Plowing-Deicer	6,000.00					6,000.00	
A5142.4030							
Snow Plowing-Plow Parts	3,000.00					3,000.00	
A5142.4090							
Snow Plowing-Contractual Expenses	200.00					200.00	
A5182.4010							
Street Lighting-Electricity	92,000.00	2,198.80-	4,481.72			87,518.28	4.87
A5182.4030							
Street Lighting-Repairs	1,000.00					1,000.00	
A5182.4040							
Street Lighting-Parts	1,500.00					1,500.00	
A5182.4090							
Street Lighting-Contractual Expenses	100.00					100.00	
A5410.4010							
Sidewalks-Concrete	10,000.00					10,000.00	
A5410.4020							
Sidewalks-Stone	400.00					400.00	
A5410.4090							
Sidewalks-Contractual Expenses-Mis	500.00					500.00	
A5650.4020							
Paint	200.00					200.00	
A5650.4030							
Signs	200.00					200.00	
A5650.4040							
Posts	200.00					200.00	

# Statement of Expenditures, Encumbrances & Appropriations

## Village of Brockport

### For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A5110.1060							
Str Maint-Overtime	35,535.00	1,615.31	2,822.85			32,712.15	7.94
A5110.2080							
Str Maint-Other Equip-Over \$10,000	90,250.00	9,272.00	9,272.00		26,933.00	54,045.00	40.12
A5110.4000							
Str Maint-Total Contractual Expense	100.00					100.00	
A5110.4010							
Str Maint-Telephone	1,500.00	98.95	258.96			1,241.04	17.26
A5110.4041							
Str Maint-Diesel Fuel	25,000.00	61.28-	61.28-			25,061.28	0.25-
A5110.4042							
Str Maint-Regular Fuel	19,000.00	3,690.76	5,934.75			13,065.25	31.24
A5110.4050							
Str Maint-Tools	1,100.00	1,007.53	1,073.99			26.01	97.64
A5110.4060							
Str Maint-Stone	2,000.00	1,232.37	1,943.11			56.89	97.16
A5110.4070							
Str Maint-Asphalt	80,000.00	2,967.46	2,967.46			77,032.54	3.71
A5110.4080							
Str Maint-Uniforms	3,500.00		559.00			2,941.00	15.97
A5110.4085							
Str Maint-Shoes/Boots	1,500.00					1,500.00	
A5110.4090							
Str Maint-Miscellaneous	4,800.00	116.61	430.40			4,369.60	8.97
A5110.4100							
Str Maint-Equipment Parts	5,800.00	2.47	2.47		611.80	5,185.73	10.59
A5110.4110							
Str Maint-Truck Parts	14,000.00	146.98	214.06		1,069.42	12,716.52	9.17
A5110.4130							
Str Maint-Physicals/Drug Testing	800.00	98.98	98.98			701.02	12.37
A5110.4140							
Str Maint-Buildings	1,200.00		42.25			1,157.75	3.52
A5110.4150							
Str Maint-Concrete	2,200.00	328.00	328.00			1,872.00	14.91
A5110.4160							
Str Maint-Fill Material	100.00					100.00	
A5110.4165							
Str Maint-Top Soil	1,000.00					1,000.00	
A5110.4170							
Str Maint-Shop Supplies	500.00					500.00	
A5110.4180							
Str Maint-Training/Travel	200.00					200.00	

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A6410.4000							
Economic Development	2,500.00		31.61			2,468.39	1.26
A6410.4200							
Welcome Center	2,000.00	795.94	1,949.17			50.83	97.46
A6520.4000							
Farmer's Mkt Manager	2,500.00	181.90	181.90			2,318.10	7.28
A7140.2000							
Parks/Playgrounds-Total Equipment	8,500.00	1,000.00	1,000.00		3,500.00	4,000.00	52.94
A7140.2010							
Park/Playgrounds-Playground Equip	1,000.00					1,000.00	
A7140.2020							
Parks/Playgrounds-Park Equipment	500.00	179.08	358.16			141.84	71.63
A7140.4000							
Parks & Playgrounds-Totals Contrac	1,500.00	165.45	165.45			1,334.55	11.03
A7140.4010							
Parks/Playgrounds-Equipment Repai	500.00	11.86	111.86			388.14	22.37
A7140.4020							
Parks/Playgrounds-Maintenance Sup	4,000.00	316.06	316.06			3,683.94	7.90
A7140.4030							
Parks/Playgrounds-Gardening	400.00	199.98	199.98			200.02	50.00
A7140.4090							
Parks/Playgrounds-Miscellaneous	500.00		54.10			445.90	10.82
A7415.4000							
Seymour Library	192,228.00		192,001.21			226.79	99.88
A7450.4000							
Museum-Contractual Expenses	2,500.00	90.03	364.57		200.00	1,935.43	22.58
A7450.4010							
Museum - Adopt A Picture Expenses	595.00	440.00	690.00			95.00-	115.97
A7470.4000							
New York State Main St. Grant - BI	167,100.00	11,487.00	11,487.00			155,613.00	6.87
A7470.4001							
Streetscape - Contractual	6,400.00					6,400.00	
A7470.4002							
New York Main St. Grant - Administ	15,000.00		4,000.00			11,000.00	26.67
A7470.4003							
New York Main St. Grant - Softcosts	8,750.00					8,750.00	
A7510.4000							
Total Contractual Expenses	1,200.00					1,200.00	
A7510.4090							
Historian-Miscellaneous	200.00					200.00	
A7515.4000							
Active Transportation Grant	2,534.00	368.00	2,534.00				100.00

# Statement of Expenditures, Encumbrances & Appropriations

## Village of Brockport

### For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT	ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A7550.4035								
	Low Bridge High Water Festival			400.00			400.00-	
A7550.4040								
	Celebrations-Special Events	1,400.00	42.00-	54.00-			1,454.00	3.86-
A7550.4050								
	Celebrations-Electric	600.00	23.97	47.62			552.38	7.94
A7550.4090								
	Celebrations-Miscellaneous	1,725.00		180.32		1,524.00	20.68	98.80
A7551.4000								
	Grant Exp. - Bring Rowing To Brockp	25.00	25.00	25.00				100.00
A8010.4010								
	Zoning- Member Stipends	625.00					625.00	
A8010.4020								
	Zoning-Conference Expense	155.00					155.00	
A8010.4090								
	Zoning-Miscellaneous	60.00					60.00	
A8010.4300								
	Zoning-Publications	110.00					110.00	
A8020.1000								
	Planning Board-Personal Services	6,706.00	1,142.76	1,142.76			5,563.24	17.04
A8020.4000								
	Planning Board-Total Contractual Ex	500.00					500.00	
A8020.4300								
	Planning Board-Publications	200.00					200.00	
A8140.400M								
	Storm Sewer - Monroe Ave. CDB	8,000.00	3,449.99	7,655.51			344.49	95.69
A8140.4010								
	Storm Sewer-Supply Parts	6,000.00	951.30	951.30			5,048.70	15.86
A8140.4020								
	Storm Sewer-Maintenance Supplies	1,200.00					1,200.00	
A8140.4090								
	Storm Sewers-Miscellaneous	4,000.00		3,671.00			329.00	91.78
A8160.4010								
	Refuse Collection-Monthly Trash Ren	3,950.00	344.02	688.04			3,261.96	17.42
A8160.4030								
	Refuse Collection-Brush Pick-up	600.00					600.00	
A8160.4040								
	Refuse Collection-Special Pick-up (	50.00					50.00	
A8160.4050								
	Refuse Collection-Coolant Removal	200.00					200.00	
A8170.4010								
	Str Cleaning-Sweeper Repairs	1,000.00					1,000.00	

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A8170.4020							
Str Cleaning-Sweeper parts	4,000.00		280.06			3,719.94	7.00
A8170.4090							
Str Cleaning-Miscellaneous	250.00					250.00	
A8189.4000							
Sanitation-Landfill Monitoring	8,000.00				8,000.00		100.00
A8189.4002							
Sanitation-Landfill- Testing	10,600.00				7,800.00		73.58
A8560.4000							
Shade Trees-Contractual Expenses (	500.00		480.00			20.00	96.00
A8560.4010							
Equipment Repairs	1,200.00					1,200.00	
A8560.4020							
Shade Trees-New Tree Purchases	1,000.00					1,000.00	
A8560.4030							
Shade Trees-Supplies	500.00					500.00	
A8560.4090							
Shade Trees-Miscellaneous	3,000.00		282.96			2,717.04	9.43
A9010.8000							
NYS Retirement	218,078.00					218,078.00	
A9015.8000							
Police Retirement System Payments	258,961.00					258,961.00	
A9030.8000							
Social Security	172,256.00		29,518.34			142,737.66	17.14
A9040.8000							
Workers Compensation	125,000.00					125,000.00	
A9045.8000							
Life Insurance	8,200.00		1,332.50			6,867.50	16.25
A9050.8000							
Unemployment Expense	10,000.00					10,000.00	
A9055.8000							
Disability Insurance	6,000.00		1,008.00			4,992.00	16.80
A9055.8100							
Wellness Insurance	1,300.00					1,300.00	
A9060.8000							
Medical Insurance	440,000.00		68,039.17			371,960.83	15.46
A9061.8000							
HRA	148,500.00		11,681.57			136,818.43	7.87
A9070.8000							
Dental Insurance	61,500.00		11,885.92			49,614.08	19.33
A9950.8240							
Cap Resrv Transfer-DPW Equip Rep	10,000.00					10,000.00	

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from A to A

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
A9950.8510							
Cap Resrv Transfer-Smith St Bridge	10,000.00					10,000.00	
Totals for Fund: A (Fund - A)	5,377,726.00	416,202.92	918,418.00	0.00	96,647.40	4,362,660.60	18.88
Report totals	5,377,726.00	416,202.92	918,418.00	0.00	96,647.40	4,362,660.60	18.88

**Village of Brockport**

**Statement of Actual & Estimated Revenues - Water Fund**

**Statement of Actual & Estimated Revenue**

Village of Brockport  
 For Period Ending 07/31/2015

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
F2140.0000					
Metered Water Sales	600,000.00	57,394.83	107,273.38	492,726.62	17.88
F2141.0000					
Meter Water Sales O/G	505,000.00	30,320.82	63,684.67	441,315.33	12.61
F2144.0000					
Water Service Charges	8,000.00	20.00	20.00	7,980.00	0.25
F2148.0000					
Interest & Penalties	7,550.00	707.07	1,687.21	5,862.79	22.35
F2401.0000					
Interest & Earnings	1,000.00	31.50	58.03	941.97	5.80
F2401.1000					
Int Earned-Spec Reserves	250.00			250.00	
<b>Report Totals</b>	<b>1,121,800.00</b>	<b>88,474.22</b>	<b>172,723.29</b>	<b>949,076.71</b>	<b>15.40</b>

**Village of Brockport**

**Statement of Expenditures, Encumbrances & Appropriations - Water Fund**

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from F to F

ACCOUNT	ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F1440.4000	Engineer-Contractual Exp	5,000.00				3,440.00	1,560.00	68.80
F1620.4060	Bldg. Repairs - Water Dept.	1,000.00		510.41			489.59	51.04
F1680.2000	It Hardware Software	1,000.00					1,000.00	
F1680.4000	IT Hardware Software	2,500.00					2,500.00	
F1910.4000	General Insurance	22,500.00		22,500.00				100.00
F1990.4000	Water-Contingency	29,250.00					29,250.00	
F8310.1000	Water-Supervision		12,693.38				18,540.76-	
F8310.1010	Water Clerk/Clerical Support	91,720.00		18,540.76			91,720.00	
F8310.4000	Water Admin Total CE	1,400.00					1,400.00	
F8310.4010	Payroll Charges	250.00					250.00	
F8310.4040	Office Expense	2,200.00					2,200.00	
F8310.4090	Miscellaneous	900.00					900.00	
F8310.4200	Postage	2,000.00	173.32				1,826.68	8.67
F8320.4000	Water Purchases	460,000.00					460,000.00	
F8340.1000	Water-Labor	101,987.00	16,093.25	24,864.23			77,122.77	24.38
F8340.2020	Vehicles	68,130.00	30,000.00	30,000.00			38,130.00	44.03
F8340.2040	Meters	30,000.00					30,000.00	
F8340.2050	Wtr Transm - Equipment Other	12,500.00					12,500.00	
F8340.4000	Wtr Transm-Ttl Cont Exp	39,225.00	41,179.43	82,540.33			43,315.33-	210.43
F8340.400W	Water Main Replacement West Ave.		21.60	171.60			171.60-	
F8340.4010	Water Main Supplies	8,000.00	2,702.68	2,841.11		1,412.15	3,746.74	53.17

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from F to F

ACCOUNT	ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F8340.4020								
	Vehicle Parts & Supplies	7,427.00				643.83	6,783.17	8.67
F8340.4030								
	Meter Supplies	500.00	37.50-	37.50-			537.50	7.50-
F8340.4040								
	Curb Box Supplies	2,100.00					2,100.00	
F8340.4041								
	Fuel	5,000.00	180.45	180.45			4,819.55	3.61
F8340.4050								
	Stone	1,000.00		1,137.99			137.99-	113.80
F8340.4060								
	Asphalt	2,500.00					2,500.00	
F8340.4070								
	Dirt	4,100.00		408.00			3,692.00	9.95
F8340.4080								
	Water Transm-Uniforms	1,250.00		70.00			1,180.00	5.60
F8340.4090								
	Miscellaneous	5,750.00	795.14	2,194.94			3,555.06	38.17
F8340.4100								
	Water Transm-Telephone	2,500.00	112.24	276.51			2,223.49	11.06
F8340.4110								
	Water Transm-Electricity	5,000.00	352.07	689.61			4,310.39	13.79
F8340.4120								
	Transm - Sample Testing	26,000.00	5,040.00	5,040.00			20,960.00	19.38
F8340.4130								
	Wtr Transm-Drug/Alcohol Testing	250.00		20.13			229.87	8.05
F8340.4140								
	Wtr Trans-Equip Repair	850.00					850.00	
F8340.4150								
	Wtr Trans-Training	250.00					250.00	
F8340.4160								
	Wtr Trans-Concrete	200.00					200.00	
F8340.4171								
	Heating Oil	3,000.00	65.94	88.19			2,911.81	2.94
F8340.4180								
	Water Transm-Publications	4,000.00					4,000.00	
F9010.8000								
	NYS Retirement	33,484.00					33,484.00	
F9030.8000								
	Social Security	14,850.00	2,189.01	3,403.62			11,446.38	22.92
F9040.8000								
	Workers Compensation	20,471.00					20,471.00	

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from F to F

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
F9045.8000							
Life Insurance	660.00					660.00	
F9050.8000							
Unemployment Insurance	504.00					504.00	
F9060.8000							
Hospital Insurance	23,746.00					23,746.00	
F9061.8000							
HRA	12,100.00					12,100.00	
F9070.8000							
Dental Insurance	4,250.00					4,250.00	
F9710.6000							
Serial Bond - Principle payments	30,768.00					30,768.00	
F9710.7000							
Serial Bond - Interest payments	29,728.00					29,728.00	
<b>Totals for Fund:</b>	<b>1,121,800.00</b>	<b>111,561.01</b>	<b>195,613.70</b>	<b>0.00</b>	<b>5,495.98</b>	<b>920,690.32</b>	<b>17.93</b>
<b>F (Fund - F)</b>							
<b>Report totals</b>	<b>1,121,800.00</b>	<b>111,561.01</b>	<b>195,613.70</b>	<b>0.00</b>	<b>5,495.98</b>	<b>920,690.32</b>	<b>17.93</b>

**Village of Brockport**

**Statement of Actual & Estimated Revenues - Sewer Fund**

<b>Statement of Actual &amp; Estimated Revenue</b>
--

Village of Brockport  
For Period Ending 07/31/2015

Selecting on FUND from G to G

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
G2122.0000					
Sanitary Sewer- Sewer Charges	146,419.00	11,900.70	23,020.92	123,398.08	15.72
G2128.0000					
Sanitary Sewer- Interest and Penalties	100.00			100.00	
G2401.0000					
Interest and Earning- Sewer Fund		0.88	1.75	1.75-	
<b>Report Totals</b>	<b>146,519.00</b>	<b>11,901.58</b>	<b>23,022.67</b>	<b>123,496.33</b>	<b>15.71</b>

**Village of Brockport**

**Statement of Expenditures, Encumbrances & Appropriations - Sewer Fund**

# Statement of Expenditures, Encumbrances & Appropriations

Village of Brockport

For Period Ending 07/31/2015

Selecting on FUND from G to G

ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
G8120.2000							
Sanitary Sewers- Equipment	15,000.00					15,000.00	
G8120.4000							
Contractual	30,121.00	362.17	8,606.17			21,514.83	28.57
G8120.4010							
Sanitary Sewers- Truck Parts	4,500.00					4,500.00	
G8120.4020							
Sanitary Sewers- Supply Parts	100.00					100.00	
G9710.6000							
Bond Principal	49,232.00					49,232.00	
G9710.7000							
Bond Interest	47,566.00					47,566.00	
<b>Totals for Fund:</b>	<b>146,519.00</b>	<b>362.17</b>	<b>8,606.17</b>	<b>0.00</b>		<b>137,912.83</b>	<b>5.87</b>
<b>G (Fund - G)</b>							
<b>Report totals</b>	<b>146,519.00</b>	<b>362.17</b>	<b>8,606.17</b>	<b>0.00</b>		<b>137,912.83</b>	<b>5.87</b>

---

**Village of Brockport**

**Budget Amendments & Budget Transfers**

Village of Brockport

Budget Amendment Form

Account Number	Description	Amount
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)
	<b>Total Expenditures</b>	<b>\$ 19,010.00</b>
A2770.0000	Other Unclassified	7,000.00 (4)
A2690.0000	Other Compensation	8,000.00 (5)
	<b>Total Revenues</b>	<b>\$ 15,000.00</b>

Purpose:

- (1) Expenditures associated with new Firearms from Asset Fofreiture Funds
- (2) Expenditures associated with Body Cameras from Asset Fofreiture Funds
- (3) Expenditures associated with landfill monitoring
- (4) Revenue adjustment to reflect purchase of Guns, and Body Cameras from Asset Fofreiture Funds
- (5) Revenue adjustment to reflect chargeback per agreement

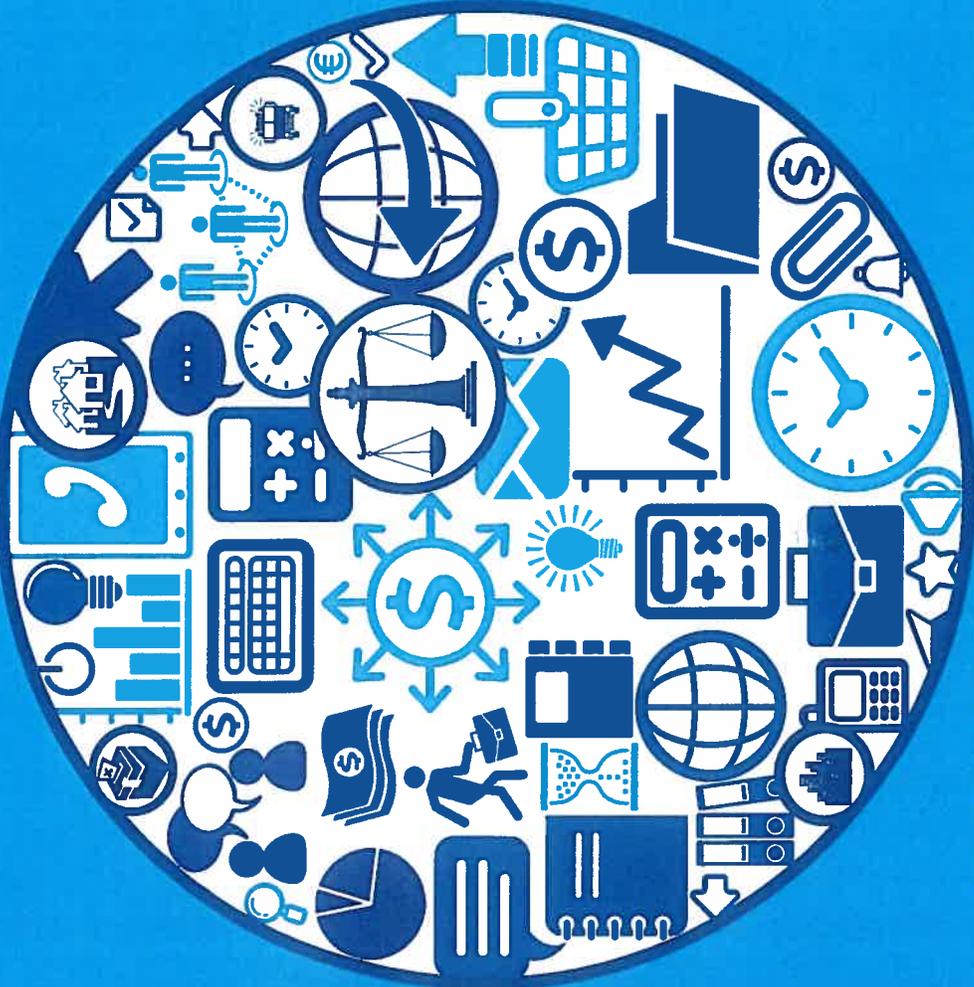
Requested By:

Daniel P. Hendricks  
(Treasurer)

# FALL TRAINING SCHOOL

for City & Village Officials

September 28 - October 2, 2015  
Crowne Plaza, Lake Placid



REGISTER NOW ONLINE AT [WWW.NYCOM.ORG](http://WWW.NYCOM.ORG)

*Clerk - Treasurer  
line -  
budgeted for  
1 to attend -  
send  
Treasurer  
Henricks*

First-Class Mail  
U.S. POSTAGE  
**PAID**  
ALBANY, NY  
Permit #389

**NYCOM**  
NYS Conference of Mayors  
119 Washington Avenue, Albany, NY 12210  
(518) 463-1185 • www.nycom.org

**ONLINE REGISTRATION**

Please visit our website at [www.nycom.org](http://www.nycom.org) for our online Meeting Registration System and Hotel Registration Information.

- Workers' Compensation Costs \*
- Finance Officers' Seminar
- Credit Card Use & Acceptance
- The Open Meetings Law A to Z \*

- Officers, Terms of Office & Filling Vacancies \*
- Effective Hiring Strategies

- Monday, September 28, 2015  
2:00 - 3:15 p.m.
- Overview of Governmental Accounting
- How to Conduct & How Not to Conduct Meetings \*

- Evening - Reception, Annual Banquet & Certificate of Attendance Awards

- THURSDAY, October 1, 2015  
9:00 - 10:15 a.m.
- Health Insurance Options for Retires
- Employment Practices Liability \*
- Managing & Investing Public Funds
- Financial Condition Analysis
- Where Do Elected Officials Come From? A Primer on Addressing Distressed & Abandoned Properties \*

- TUESDAY, September 29, 2015  
9:00 - 10:15 a.m.
- Albany Update
- Cybersecurity Best Practices
- OSC Audits: Procedures & Findings
- Managing Vital Records
- Minimum Wage & Overtime Essentials \*

- 10:45 a.m. - 12:00 p.m.
- Retirement System Update
- Local Libraries: The Next Chapter
- Understanding the OSC Reporting Requirements
- How to Avoid Being Sued When You Purchase Goods & Services \*
- Workplace Violence & Prevention \*

- WEDNESDAY, September 30, 2015  
9:00 - 10:15 a.m.
- Getting Results Without Authority
- Volunteer Fire Dept. Administration \*
- The Latest on the Affordable Care Act
- Procedures for Amending the Budget
- Records Management
- Ethics for Local Government Officials \*

- 10:45 a.m. - 12:00 p.m.
- Notary Exam
- The Seven C's of Leadership
- Developing an Effective Fund Balance Policy
- The Importance of Multi-Year Planning
- Dealing With Peddlers, Solicitors & Signs: Thorny First Amendment Issues \*
- You're Hired: Understanding the Civil Service Process \*

- 11:30 - 2:45 p.m.
- Declaring a Local State of Emergency & What You Can Do \*
- SEQR: An Overview
- Property Tax Potpourri \*
- Clerks' Association Seminar

- 10:45 a.m. - 12:00 p.m.
- Employer Reporting for Retirement Purposes
- Cybersecurity Beyond Basics
- Collective Bargaining & the Role of the Municipal Finance Officer \*
- Proper Accounting for Indebtedness
- Stump the Staff: Ask Your NYCOM Staff Pressing Questions \*
- The Freedom of Information Law: Soup to Nuts \*

- 1:30 - 2:45 p.m.
- The Local Gross Receipts Tax & Cable Franchising
- State Funds for Local Governments
- Accounting for Capital Projects
- Property Tax Cap: Cumulative Data Analysis & Summary

- 3:00 - 4:30 p.m.
- Were You Paying Attention? We Shall See in BOOT CAMP
- Dinner - Theme Party "Mardi Gras"

- 1:00 - 2:30 p.m.
- I Choose Rock! Wait, No, I Choose the Hard Place! Decision Making Tips for Local Officials

- NYS Society of Municipal Finance Officers' Luncheon

Village of Brockport  
49 State Street,  
Brockport, NY 14420

\* Denotes CLE





**DRAFT**

**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

---

# Emily L Knapp Museum Policies

Author – Pat O'Brien

Revision 2



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

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

**Table of Contents**

**Purpose**..... 2  
**Scope**..... 2  
**Mission Statement**..... 2  
**Museum Board** ..... 2  
**Volunteers** ..... 3  
**Goals and Objectives** ..... 3  
**Record Management**..... 3  
**Collections Management**..... 4  
**Partnership with SUNY Brockport** ..... 5  
**Preservation and Handling**..... 5  
**References:** ..... 6

**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**

<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

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

---

- ✓ 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

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

---

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.

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

---

**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

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

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 \_\_\_\_\_

## **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

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

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

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

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 \_\_\_\_\_

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

Disposition

- Approved
- Not Approved

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

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 \_\_\_\_\_

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

---

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

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

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

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 \_\_\_\_\_

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

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

## 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