

**CERTIFICATE OF VILLAGE SURRENDER**

**FISCAL YEAR:**                    **2022-2023**

**VILLAGE NAME:** \_\_\_\_\_ **VILLAGE SWIS CD:** \_\_\_\_\_

**UNPAID VILLAGE TAX**            **ACCUMULATED INTEREST**            **RETURNED AMOUNT**

\_\_\_\_\_

The surrender of unpaid village taxes is due to the County on or before **NOVEMBER 10**.

Each board member must sign this document. Mail surrender to:

Susan Buck  
Monroe County Treasury  
39 W. Main St., Room B-2  
Rochester, NY 14614

Phone: 753-1186 - Fax: 753-1166  
e-mail: susanbuck@monroecounty.gov

The account of unpaid taxes, including interest through October 31, has been so compared and found to be correct. The total amount of the unpaid tax, including accumulated interest is:  
\$ \_\_\_\_\_.

**SIGNED**

**DATE**

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# Events Application

## Village of Brockport

127 Main Street • Brockport, NY 14420 • (585) 637-5300

Please submit this form to the Village Manager at [elinden@brockportny.org](mailto:elinden@brockportny.org). Submissions 30 days in advance of planned event are recommended.

Event Name: <b>Holiday of Lights Parade</b>	
Type of Event (Race/Walk, Festival, Concert, Parade Other, etc.): <b>Parade</b>	Location of Event: <b>Main Street</b>
Applicant Name: <b>Josh Sime / Tyler Dawson</b>	Event Date(s): <b>12/4/2022</b>
Event set up/break down times: <b>1500</b> to <b>2100</b>	Event times: <b>1700</b> to <b>2000</b>
Alternate Rain Plan: <b>N/A</b>	Rain Date: <b>N/A</b>
Individual/Group/Corporation Name Holding Event: <b>The Stetson Club</b>	Village Property Utilized (If Applicable) <b>Main Street</b>
Applicant Address, City, State, Zip: <b>1 Clinton Street Brockport, NY 14420</b>	Support Services Requested of the Village (If Applicable) <b>Brockport Police Brockport Fire Police Brockport DPW</b>
Applicant Email: <b>dawson@brockportpolice.org</b>	Applicant Phone: <b>585-747-1065</b>

**There must be an identified "in charge" person on premise during all hours of the event if on Village property.**

Event Contact Person:	Contact Cell Phone:	Date & Time(s) On-Premise at Event:
<b>Tyler Dawson</b>	<b>585-747-1065</b>	<b>12/5/21 1500-2000</b>
<b>Joshua Sime</b>	<b>585-747-7274</b>	<b>12/5/1 1500-2000</b>

Total Attendance Anticipated: (including attendees, participants, staff, vendors, etc.): <b>1000</b>
Will there be amplified sound or music? Please describe. <b>Yes</b>
Event Details: Parade route will be from West Ave / N Main St, SB onto Main Street and ends at Main St. / State St for tree lighting. Police and Fire Police will maintain traffic control at West Ave / N Main St and Main St / Adams Street. Parade will start at 5:00pm and usually finishes by 8:00pm. Possible Fireworks are in progress following the parade.

Events utilizing Village property require internal review and approval by the Village Board. Additional information and/or documentation may be requested.

**REQUEST FOR FIREWORKS DISPLAY PERMIT**

Ref. NY State Penal Law, Article 405.00

Application Date: 10/28/22

**(A) Sponsor of the show**

Name: Village of Brockport

Address: 127 Main Street

Phone: 585-747-1065 Contact Person: Tyler Dawson

**Display Company**

Company Name: Skylighters of New York, LLC

Address: P.O. Box 1357 Orchard Park, NY 14127

Phone: (716) 903-3291 Contact Person: Matt Shaw

NYS Dept. of Labor Explosives License# D-4895 Expires: 11/30/22

**Operator-Name of the certified pyrotechnician who will be in charge of the display**

Name	Certificate#	Expires
<u>Bill Kirsop</u>	<u>PR-360</u>	<u>04/25</u>

Authorized Assistants: Names of the individuals, who are authorized by the operator to work on the show, identified by either their certificate number and expiration date, if they are certified, or by their age and phone number, if they are not certified.

Name	Certificate#/Age	Expires / Phone
<u>Mark Mongeon</u>	<u>PR-479</u>	<u>06/25</u>
_____	_____	_____
_____	_____	_____

(Continue on a separate sheet, if necessary)

I hereby affirm that all authorized who are not certified pyrotechnicians are at least eighteen (18) years old, have been trained in the performance of the tasks assigned and have been educated with regards to safety hazards/

(B) Display Date/Time: 12/4/22 7-8pm Expected Duration: 15-20 Minutes

(C) Display Location: 22 North Main St.

(D) Display Content: 2.5" Shells and cakes

(E) How will fireworks be stored prior to display: Brought to the site the day of the show

(F) Rain Date for display: N/A

(G) If rained out how will fireworks be stored: Returned to the magazine

(H) For outdoor displays not before a proximate audience, attach a diagram (including all dimensions) of the area where the display will take place, showing locations where the fireworks will be discharged from, the location of and distance to: all the buildings, highways, and other means of transportation, lines of communications, location of the he audiences, spectator viewing areas, parking areas, fallout areas, trees, telephone/utility lines, overhead obstructions or other structures or devices that could be affected by the display or fallout from it.

(I) Proof of Insurance or Bond (Minimum One Million Dollars). Please attach a copy of the policy certificate or other proof of insurance or Bond.

(J) For Indoor displays, displays before a proximate audience, in addition to the information provided above, include a written plan for how you intend to use the pyrotechnics as required by the New York State Penal Law 405.10. That plan shall be submitted at least five days prior to eh performance and included, in addition to all the applicable information listed above for outdoor displays:

- In addition to the State Licenses and Certificates already included in this applications, proof of Federal ATF Licenses if required.
- Proof of experience of the pyrotechnician in charge,
- Proof of experience with the types of devices being used and a description of duties of any authorized assistants,
- Manner and place of storage of the pyrotechnic materials and devices,
- Material Safety Data Sheets(MSDS) for the pyrotechnic materials to be used,
- Certification that set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy,
- Certification that all materials worn by performers in the fallout area during the use of pyrotechnic effects are inherently flame-retardant or have been treated to achieve flame retardancy,
- For indoor displays attach a diagram of the area where the display will take place, showing location where the fireworks will be discharged from, the location of, and distance to the audience, the location of sprinklers and the fallout radius for each pyrotechnic device used.
- A copy of the approved permit and plan shall be kept on site and available for review,
- Any significant changes to the plan shall be approved prior to the performance.

## VILLAGE OF BROCKPORT RESOLUTION

I, Erica Linden, Village Clerk of the Village of Brockport, <sup>127 Main</sup>~~49 State Street~~, Brockport, NY 14420, do hereby certify that the following resolution was adopted at a meeting of the Village Board held on November 7th, 2022, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

RESOLVED, to authorize the Village's grantwriters, Robert J. Miller and Associates, to prepare an application to the Genesee Valley Council on the Arts for a Community Arts grant in an amount not to exceed \$5,000 to cover the Brockport Symphony Orchestra's 2023 concert series for Brockport and Monroe County. There is no cost to the Village.

Water/Sewer Billing Procedures  
Updated 10/26/2022 – Village Board approved \_\_\_\_\_

**Billing**

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

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

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

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

**Penalty**

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

**Delinquent Notices**

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

**Payment Arrangements**

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

**Shut Off Notices**

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

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

Service restoration hours: Business days before 3:00PM.

Service will not be interrupted the day before the weekend or the day before a holiday.

**To: Village Board**

**From: Daniel P. Hendricks**

**Date: October 24, 2022**

**Re: Establish Reserve Account for K – 9 Expenditures**

I hereby request that a Special Reserve Account be established by the Village of Brockport, to be used at the discretion of the Trustees for future expenditures associated with the K-9 program. These expenditures can include all necessary expenditures as approved by the Trustees.

Funding for this reserve account will come from various revenue sources including grants, donations, fund raising, etc...

To date we have received \$4,500.00 from donations and funding from Crimestoppers.

**Recommend resolution:**

That a Special Reserve account be established for future K – 9 expenditures, and that \$4,500 be placed in the account from prior receipts.

Annual Report - June 1, 2021 — May 31, 2022

*Emily L. Knapp*

## Museum

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

### Emily L. Knapp Museum Board

1. Sue Savard, Historian/Museum Director
2. Kirstin Gebhart, Vice Chair
3. Allen Berry, Secretary
4. Joshua Stilwell, Treasurer
5. Karen Owen, Board Member
6. Norm Knapp, Board Member
7. Maggie LaPierre, Board Member
8. Bruce Leslie, Board Member
9. Bill Andrews, Board Member
10. Kate Vreeland, Board Member
11. Shawn Halquist, Village Liaison to Museum Board
12. OPEN, College Representative

### BY THE NUMBERS

Attendance: Approximately 180 visitors. (Estimated as many do not sign the visitor's book and many sign as a family.)

Volunteers: Approximately 220 volunteer hours.

### FINANCES

Carryover from Prior Year	\$ 3,927.89
Donations/Sales	\$ 290.00
<b>Total Revenue</b>	<b>\$4,217.89</b>
Contractual Expenditures	\$ 272.11
Adopt-A-Picture	\$ 435.00
<b>Total Expenditures</b>	<b>\$ 707.11</b>

**Total in Reserve (Trust)      End of June - \$61,533.97 in Trust Account. Earnings dropped to \$410 per month.**

### ANNUAL PROJECTS AND ACHIEVEMENTS

#### Acquisitions

In conjunction with other small museums in Western Monroe County, Sue submitted a photograph and short description of ELK to be included in the Museum Trail brochure.





For a \$75 fee we received 100 professional brochures. This is a great way to promote all museums in the area – including ours.

#### Board Activity

- Kate Vreeland joined the museum board.
- Sue Savard became the interim Historian/Museum Director until the end of October, 2022
- Kirstin Gebhart resigned from the board and she and her husband moved from Brockport.
- Before leaving, Kirstin updated the ELK website to include the addition of QR codes in the museum, which connect to four new documents on our website that highlight the Brockport Fair, Mary Jane Holmes, the Reaper's development, and Fannie Barrier Williams. ([knappmuseum.org](http://knappmuseum.org))
- The board developed a job description for a new combined Historian/Director position.
- In collaboration with the Village Trustees, a stipend is now offered for this position.

#### Facility

- In the center hall of the Museum's third floor, Sue and volunteers Gregg Lawrence, Allen Berry, Doug Bull, Russ Bosch, Maggie LaPierre, and Roberta Heseck created a new Brockport Fair display.
- In the third floor War Room, a new display features the costume collection found in James Horatio Seymour's trunk, along with four magnificent playbills, which we had framed by Richard Gloor of Frame Wright.
- The Reaper Room had a total revamp, thanks to the generous \$2,000 donation of a local resident, which covered the cost of painting. Members of the Pi Kappa Phi Fraternity washed the walls in preparation and moved furniture and artifacts into the center of the room.
- Josh Stilwell reorganized the Reaper Room and labeled many artifacts. It's now a showcase room!
- The museum was professionally cleaned in April and September.

#### Collaboration

- Fiona Stockdale (SUNY student) volunteered at the museum, working some Wednesday afternoons with Sue and joined Sarah Hart on Tuesday evening from six to eight.
- College student Mattie Linden is developing an exciting PowerPoint tour of the museum. Once completed, it will be uploaded to our website, advertised in the Suburban News, and a notice on Remembering Brockport.
- The Morgan Manning house continues to deaccession items, some of which are more appropriate for the Knapp Museum's collection.

#### Events and Activities

- Night At The Museums event on May 21, 2022 was again a resounding success, bringing in approximately 80 visitors to the Knapp Museum. Each of the other participating museums: Capen Hose #4, Western Monroe Historic Society, Seymour Library Local History Room, Clarkson Academy, and Brockport Community Museum all benefited from this fun evening. This year, as part of the evening's fun, the committee included a drawing for two Strand Theater tickets, a large Perri's pizza, and a \$10 Lift Bridge Book Shop gift card.
- In September of 2021, Sue Savard and Dan Burns conducted a bus tour of Brockport's historic sites for residents of Highlands Living Center in Pittsford. Approximately 40



residents, along with staff members, enjoyed the hour-long tour, including a stop at the Morgan Manning house for a tour and ending at 58 Main Street for lunch. The reviews were excellent and fun for both Sue and Dan to show off Brockport.

- In the spring of 2022, Sue Savard was asked to speak at the Brockport History Club's end-of-the-year luncheon. The topic dealt with the less well-known stories from Brockport's past. It was very well received.
- Approximately 250 visitors came to the museum between June 2021 and May, 2022, many from other states such as Indiana, Ohio, New Mexico, and Washington State. In all cases, they were surprised by the professionalism of our local museum. Also, we are noticing more visitors researching family histories. Because of the Museum's new organization, we are usually able to supply researchers with family letters, pictures, bibles, burial locations, etc. This is as rewarding for our museum volunteer staff as it is for the visitors.
- Sarah and Benton Hart now bring their Canal Tour Bicycle groups to the museum for a tour. This year four groups from all over the United States visited.
- Sarah Hart has been spreading the word about Brockport's History by frequently posting pictures and information on the Remembering Brockport's site and gets many hits.
- As word of the Knapp Museum has spread, we have noticed an uptick in the number of requests for family history information received from across the country. In October, four appeals came in. Because of the better organization of our files, we are generally able to respond favorably.
- On October 24/25 Sue Savard and Maggie LaPierre drove to Massachusetts to pick up a treasure trove of documents, artifacts, and pictures from Margaret Ulmer, great granddaughter of William and Nancy Seymour. Margaret has been the keeper of family history for many years and has been sending packages to the Knapp Museum for about three years. As her need to move looms large, she requested that we pick up the items held in a storage unit. The collection filled our rental vehicle and sorting and documenting will take a considerable amount of time, but is invaluable.

## THANK YOU

The museum is indebted to the people of the greater Brockport community who continue to give their time and energy to help us thrive.

### **Volunteers**

Sue Savard, Director of Volunteers  
Marilyn Brown  
Doug Bull  
Leslie Bull  
Dan Burns  
Patricia Coon  
Sarah Hart  
Alicia Kerfoot  
Maggie LaPierre  
Mattie Linden  
Roberta Heseck  
Andrea Perry

### **Local Partners**

Brockport Carpeting Co.  
Rich Gloor, Frame Wright  
Greg Lawrence  
Jim Glidden  
Harry Snyder  
Russ Bosch  
Doug Bull  
Bruce Newell  
Jim Bolthouse  
Roger Dowd  
Christopher R. Martin

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Harley (Skip) Perry  
 Rosemary Smith  
 Fiona Stockdale

Dan & Julie Izzo  
 Peter Sharpe & his BOCES students  
 Norm Frisch

ADDENDUM

Note: While not an agenda item, the following goals for the Museum were adopted after a Strategic Planning/SWOT Analysis at a planning meeting on October 24, 2020.

Years to Accomplish	Goal	Status
1	Establish Village Board expectations for ELK.	
1	Propose to the Village Board that non-residents be permitted to be voting members of the Board. An ad hoc committee consisting of Kirstin and Allen will prepare a recommendation for the ELK Board.	Completed 2.19.2021 (Awaiting a reply from Erica Linden about attending the Village Board Meeting at which this letter will be discussed.) Approved 4.19.2021 (Approved by the Village Board)
1	Complete the Strategic Planning Process by including it on the agenda for each meeting.	Completed 12.9.2020
1	Prepare an annual report to the Village Board and submit a version for the Village newsletter	Completed 10.28.2022
5	Establish a communication plan.	In progress
5	Establish and implement a timeline with the Village Board for the completion of climate control.	In progress
5	Increase annual ELK events and community engagement.	
5	Expand the hours of operation for the Museum.	
5	Increase Museum attendance.	
5	Create an ad hoc committee to explore the hiring of a Historian/Museum Director with a job description to be developed by the Board.	Completed 3.21.2022
5	Accessioning the collection.	In progress
10	Address the issue of handicapped accessibility in the current building or move to a location that is handicapped accessible.	Removed

