

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Tuesday, January 31, 2017 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 17, 2017 meeting.
2. Grant Acceptance and Budget Amendment (Justice Court) – Request from Colleen Rogers for Town Board action to accept a JCAP grant in the amount of \$2,380.69 for video monitors in the court rooms and to amend the Court budget to appropriate the grant funds (see letter from C. Rogers).
3. Contract for Appraisal Services (Assessor) – Request from Elaine Ainsworth for Town Board action to authorize the Supervisor to execute an agreement with GAR Associates, Inc. for a restricted use appraisal relating to an outstanding certiorari case (see letter from E. Ainsworth).
4. Appropriate Seized Funds for Patrol Jackets (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$4,200 from seized funds for the purchase of winter jackets for use with body cameras (see letter from M. Henderson).
5. CDBG Grant Application (Public Works) – Request from Chad Roscoe for Town Board authorization to submit a grant application to Monroe County CDBG to fund ADA sidewalk improvements at the Town Park located at 777 Westfall Road (see letter from C. Roscoe).
6. CDBG Grant Acceptance and Budget Amendment for Sanitary Sewers (Public Works) – Request from Chad Roscoe for Town Board action to accept CDBG funding in the amount of \$40,000 for sanitary sewer repairs on Doncaster Road and Southland Drive and to amend the Sewer District budget for same (see letter from C. Roscoe).
7. Discussion – Responses to requests for qualifications for professional consulting services for the review of traffic impact studies as needed for future projects.
8. Discussion – funding for the purchase of a fume extractor and powered air purifying respirator (PAPR) and welding helmets to be used in welding operations at the DPW Operations Center.

9. Contract with Skycoasters for the 2017 July 4th Celebration (Parks) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters to perform at the Town's 2017 July 4<sup>th</sup> celebration for a total cost of \$3,500 (see letter from M. Beeman).
10. Contract for July 4<sup>th</sup> Fireworks Display (Parks) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with Young Explosives for the 2017 July 4th Town fireworks display for a total cost of \$11,400 (see letter from M. Beeman).
11. Executive Session – Employment of particular people.
12. 2016 Budget Transfers and/or Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2016 budget as part of the year-end financial close process (see letter from S. Zaso).
13. Amend Mitigation Agreement with Monroe Community College Association (Finance) – Request from Suzanne Zaso for Town Board action to amend the 2006 agreement between the Town of Brighton and the Monroe Community College Association, Inc. to provide mitigation of fire protection services provided to particular dorms owned by the Association on the campus of Monroe Community College (MCC) (see letter from S. Zaso).
14. Amend to Town's Travel Policy (Finance) – Request from Suzanne Zaso for Town Board action to amend the provisions for meal allowances provided to employees traveling on Town business per the Town's Travel Expense Policy dated 8/10/05 (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 14, 2017 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

# JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

<http://www.townofbrighton.org>

JUSTICES

KAREN MORRIS

JOHN A. FALK

COURT ADMINISTRATOR

COLLEEN M. ROGERS

ASSISTANT COURT CLERK

MARY KELLENBERGER

2a.

January 27, 2017

## Finance and Administrative Services Committee

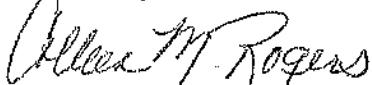
Dear FASC Members,

The court has received a grant in the amount of \$2,380.69 to use towards the purchase of two (2) 65" 4k TV's and mounting.

With your approval for this budget transfer, we ask that you accept the JCAP grant and amend the Court's budget to increase A/V and Equipment (A. JSTCE. 1110 2.14) by \$2,380.69 and increase our revenues for NYS grant by same (A.JSTCE. 1110 33390)

We would appreciate the Town's consideration of this request as it would seem an appropriate opportunity to improve the needs of the court at this time.

Sincerely,



Colleen M. Rogers  
Court Administrator

2b.

STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
Hall of Justice, Room 545  
99 Exchange Boulevard  
Rochester, NY 14614  
(585) 428-2885

**Lawrence K. Marks**  
Chief Administrative Judge

**Craig J. Doran**  
Seventh District Administrative Judge

**Michael V. Coccama**  
Deputy Chief Administrative Judge  
Courts Outside New York City

January 4, 2017

Ms. Colleen Rogers  
Court Clerk  
Brighton Town Court  
2300 Elmwood Avenue  
Rochester, NY 14618

Dear Ms. Rogers:

We are pleased to advise you the Brighton Town Court has been awarded a grant under the 2016-17 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system. Under the Court System's Action Plan for the Justice Courts, JCAP has been expanded, both in the level of funding and the scope of the projects funded.

The Brighton Town Court is one of 406 courts receiving JCAP funding this year. Details regarding your award are set forth on the enclosed 2016-17 Justice Court Assistance Program Award Reconciliation Form. Funds will be sent to your municipality via direct deposit or check and must be spent within 180 days. The Reconciliation Form is required to be returned to the the Office of Justice Court Support via fax at: (518) 438-3518 or e-mail at: jcáp@nycourts.gov.

Congratulations and thank you for your participation in the Justice Court Assistance Program.

Craig J. Doran  
Seventh District Administrative Judge

Alex Renzi  
Supervising Judge

cc: Hon. Gerald J. Whalen, Presiding Justice Appellate Division  
Hon. Michael V. Coccama, Deputy Chief Administrative Judge  
Courts Outside New York City

# 2016-2017 Justice Court Assistance Program Award Reconciliation Form

2c.

Please fax this form to 518-438-3518, email [jcap@nycourts.gov](mailto:jcap@nycourts.gov) or mail to:  
Office of Justice Court Support, 187 Wolf Road, Suite 103, Albany, N.Y.12205

Application ID # 3760

In the space provided below, indicate when the money was spent on the item described below and the exact amount spent.

## Funds to be spent within 180 days of receipt

Information about when  
you spent the grant:

### Brighton Town Court, Monroe County

District: 7

<b>Item Category</b>	<b>Grant Amount Approved</b>	Print Name: _____
Office Equipment	\$2,380.69	Signature: _____
<input type="checkbox"/> I affirm this was received	Date: _____	Amount actually spent: _____
<b>Total Amount of Grant</b>		Brighton Town Court \$2,380.69

#### SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

Please remember to save your receipts for at least three (3) years for audit and review purposes. If the amount you spend purchasing an item is less than the amount awarded in the grant, and that difference is less than 10% of the award for that item, then you may use that savings toward another grant item or towards consumable office supplies. If the savings exceeds 10% of the amount awarded for that item, please contact the Office of Justice Court Support at (800)-232-0630 for approval.

<b>FOR OJCS USE ONLY:</b>	Application # _____	Attachments _____
Vendor ID# 1000003978	AO Date _____	Approval Date _____
Voucher# _____	DN/SP _____	Grant Amt _____
Submit Date _____	Business Unit _____	Final Approval _____



TOWN OF BRIGHTON  
ASSESSOR'S OFFICE  
2300 Elmwood Avenue  
Rochester, NY 14618  
(585) 784-5216

3a

January 26, 2017

To: Supervisor William Moehle  
Finance Director Suzanne Zaso  
Finance Committee  
Honorable Town Board

From: Elaine Ainsworth, Assessor

Re: Restricted Use Appraisal  
Value Estimate July 1, 2015  
2835 Monroe Avenue  
262000 150.07-2-17

*Handwritten Note: 5/2017*

The 2017 Assessor's budget includes funds for certiorari appraisal fees. We currently have one outstanding certiorari case with a number of outstanding years.

In an effort to move this case toward settlement, I sent out a quote request to 4 reputable appraisal firms within the western portion of New York, from the Buffalo to Syracuse areas. Only two of the firms responded with quotes; their proposals provided the requested pricing for both the initial restricted and then the upgraded court ready appraisals. We have work with both firms and both are very reputable. The total pricing from GAR Associates LLC was most affordable.

At this time, I would like to ask that you authorize the Supervisor to enter into a professional services agreement with GAR Associates LLC for the restricted appraisal with a cost of \$4,000. Tom Fink, Town Certiorari Attorney, will use the document to work toward settling the case. If he is not successful, we will need to upgrade to the court ready appraisals. I am hopeful that we will be able to settle this case without the upgrade.



# Town of Brighton

POLICE DEPARTMENT  
2300 Elmwood Avenue  
Rochester, New York 14618-2196



Mark T. Henderson  
Chief of Police

4  
Emergency 911  
Administrative (585) 784-5150  
Fax: (585) 784-5151

January 30, 2017

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

## RE: PURCHASE USING SEIZED ASSETS ACCOUNT

Dear Board Members:

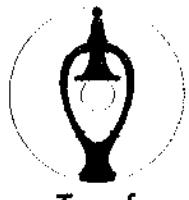
I hereby request that an amendment be approved to the 2017 Police Department operating budget to provide for sufficient appropriations for the purchase of the following item:

### **Patrol Soft Shell Winter Jackets for use with Axon Body Cameras**

I propose that the **Proceeds of Forfeited Property** be used to fund this purchase. I request that appropriations in account **A.POLCE.3125.4.71 Uniform/Clothing** be increased by \$4,200.00. The total expenditure will be supported with the use of Forfeited Property account **A.889.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for this purpose is appropriate.

Respectfully,

Mark T. Henderson  
Chief of Police



Town of  
**Brighton**

**Public Works Department**

Commissioner of Public Works – Tim Keef, P.E.

5.

**Chad Roscoe**  
Junior Engineer

January 23, 2017

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, NY 14618

Re: Community Development Block Grant (CDBG) Application  
Monroe County

Dear Council Person Diponzo and Committee Members:

We are requesting that the FASC recommend that the Town Board authorizes the preparation of a Monroe County CDBG grant application to fund ADA improvements to the Carmen Clark Lodge located at 777 Westfall Park or Town Park.

The proposal will include replacing all existing asphalt sidewalks with new concrete sidewalk along the front of the building and continuing to the furthest trail head entrance. A new asphalt trail will also be installed from the existing trail dead end and tie into the new concrete sidewalks. We are also proposing new ADA curb cuts and ramps at the parking lot and a new ADA push button door at the Lodges main entrance.

Monroe County's CDBG funds are intended to be used in suburban towns and villages for projects located within Low-Moderate income areas as determined by HUD. This project does not fall within a Low-Moderate Income area but our discussion with the CDBG representative suggests that these improvements will be considered for funding provided the Town can demonstrate that the location serves the appropriate demographic. Town staff is presently gathering data which will be submitted with the Grant application.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 31, 2017 meeting in the event that you have any questions regarding this matter.

Sincerely,

Chad Roscoe  
Junior Engineer

CC: Tim Keef  
Suzanne Zaso  
Mary Ann Hussar  
Mike Guyon



Town of  
**Brighton**

# Public Works Department

Commissioner of Public Works - Tim Keef, P.E.

*(Signature)*  
**Chad Roscoe**  
Junior Engineer

January 23, 2017

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, NY 14618

Re: Community Development Block Grant (CDBG) Application  
Monroe County

Dear Council Person DiPonzo and Committee Members:

In February of 2016 the DPW submitted a CDBG application to fund the Doncaster Road & Southland Drive Sanitary Sewer Repair. There is approximately 2500 LF of sewer on Southland Drive which is primarily made up of old tile pipe which has deteriorated over the years and now is full of tree roots. Doncaster Road has approximately 300 LF of sewer that also needs to be repaired. CDBG funding in the amount of \$40,000 was provided to cover the project.

We are requesting Town Board authorization to accept the Community Development Block Grant (CDBG) in the amount of \$40,000 and to appropriate the funds in the 2017 Consolidated Sewer District budget by increasing expenses in Sewer Construction/Repairs (SS.SEWER.8120 2.80) by \$40,000 and increasing revenues in Federal Aid-CDBG (SS.SEWER.8120 4895) by \$40,000.

Monroe County's CDBG funds are intended to be used in suburban towns and villages for project located within Low-Moderate income areas as determined by HUD. The proposed project will repair the deteriorating pipes and add structural support. The project area is within the Census Block Group 013001 BG:1 which is considered a Low-Moderate Income area.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 31, 2017 meeting in the event that you have any questions regarding this matter.

Sincerely,

Chad Roscoe  
Junior Engineer

CC: Tim Keef  
Suzanne Zaso  
Mary Ann Hussar  
Mike Guyon

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Town of  
**Brighton**

# Public Works Department

Commissioner of Public Works - Tim Keef, P.E.

**Michael Guyon, P.E.**  
Town Engineer

Discussion

January 30, 2017

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, New York 14618

Re: Request for Qualifications, (RFQ), for Professional Consulting Services for Review of  
Traffic Impact Studies  
Professional Services

Dear Councilperson DiPonzo and Committee Members:

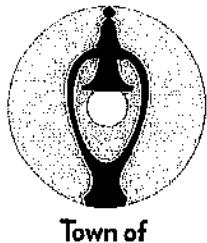
The Town Board authorized the solicitation for qualifications for professional consulting services for review of future traffic impact studies at their December 14, 2016 meeting. The intent of the RFQ is to develop a short list of consultants who would be available to assist with the review of future traffic studies as needed. Six responses to this request for qualifications were received on January 10, 2017. Town staff reviewed each of the responses and identified Stantec, Fisher Associates and TY Lin as the most qualified to perform the requested services.

Once it has been determined that a future project will require a Traffic Impact Study, town staff will select one of the three consultants based upon their experience with similar projects, availability and perceived conflicts of interest. At that time staff will also request a price quote to provide the requested professional services. It is anticipated that the costs for the consulting services will be reimbursed by the project applicant. We will then request authorization from the FASC to enter into an agreement with the selected consultant. We are not requesting action to award a contract at this time.

As always thank you for your consideration. I will be in attendance at your January 31<sup>st</sup> meeting in the event that you have any questions regarding this matter.

Respectfully

Michael E. Guyon



## **Brighton**

### **TOWN OF BRIGHTON PARKS DEPARTMENT**

220 Idlewood Road  
Rochester, NY 14618  
[www.townofbrightonton.org](http://www.townofbrightonton.org)

Phone: (585) 784-5260  
Fax: (585) 784-5365  
TTY: (585) 784-5381

*[Signature]*

January 12, 2017

Honorable Finance Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Dear Finance Committee Members:

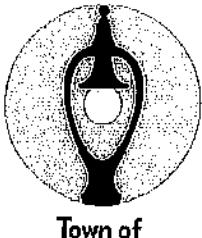
I respectfully request that you authorize the Supervisor to execute a contract with the Skycoasters for the 2017 July 4<sup>th</sup> celebration. The cost for their performance will be \$3,500, and funding will be available from donations and through our celebrations budget if needed. As part of their agreement, the Skycoasters are required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured. The certificate will be received prior to the event.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Matt Beeman  
Superintendent of Parks  
Town of Brighton

Cc:  
M. Hussar  
S. Zaso



**Brighton**

## **TOWN OF BRIGHTON PARKS DEPARTMENT**

**220 Idlewood Road  
Rochester, NY 14618  
[www.townofbrightonton.org](http://www.townofbrightonton.org)**

**Phone: (585) 784-5260  
Fax: (585) 784-5365  
TTY: (585) 784-5381**

10a.

January 12, 2017

Honorable Finance Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with Young Explosives for the 2017 July 4<sup>th</sup> fireworks display. The cost will be \$11,400 and funding is available in our 2017 celebration budget. As part of their agreement, the contractor is required to submit a certificate of insurance naming the Town of Brighton as additionally insured.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Matt Beeman  
Superintendent of Parks



Town of

**Brighton**

*Ra.*  
**Finance Department**

**Suzanne Zaso**  
Director of Finance

January 30, 2017

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

RE: 2016 Budget Transfers and Appropriations

Dear Board Members:

I am requesting Town Board authorization to record the attached 2016 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect actual activity that has occurred relative to the 2016 amended budget (see attached).

I would be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Suzanne Zaso  
Director of Finance

Attachment