

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

**Meeting Date: Tuesday, May 15, 2018 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the May 1, 2018 meeting.
2. Appointment of Police Officer (Police Dept.) – Request from Police Chief Mark Henderson for Town Board action to appoint a new Police Officer effective 6/9/2018 (see letter from M. Henderson).
3. Use of Forfeited Funds for Security Camera purchase with budget amendment (Police) – Request from Police Chief Mark Henderson for Town Board action to approve the usage of Forfeited Funds in the amount of \$2,000 to purchase a video camera replacement and to amend the budget to facility the purchase accordingly (see memo from M. Henderson).
4. Authorize budget transfers within the Parks departments (Parks) – Request from Matt Beean for Town Board action to authorize a budget transfers in the amount of \$7,000 in the Parks Departments to complete unexpected facility repairs at Buckland Park (see memo from M. Beeman).
5. Authorize various services related to the acquisition of parkland adjacent to Buckland Park (Public Works) – Request from Mike Guyon for Town Board action to authorize and approve the services and related agreements necessary to exercise our due diligence, prepare surveys and any other necessary services related to the purchase of this land. All agreements will follow the Town's procurement policy and the Supervisor will be authorized and directed to execute such service agreements related to this parkland acquisition (see memo from M. Guyon).

The next regularly scheduled meeting of the FASC will be held WEDNESDAY, JUNE 6, 2018 at 8:30 a.m. in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings. ****NOTE NEW DAY AND TIME AS PER THE SUMMER SCHEDULE****



Town of Brighton

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



Mark T. Henderson
Chief of Police

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

May 9, 2018

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

Re: Conditional Offer of Employment: Bradley J. Clouston

Dear Board Members:

There currently exists a vacancy within the Brighton Police Department. I am recommending that Bradley J. Clouston be hired to fill the vacancy.

Bradley J. Clouston is presently a Police Officer with the Seneca Falls Police Department. Clouston has a Bachelor of Science Degree in Management from St. John Fisher College.

I hereby request that Bradley J. Clouston be appointed as a Police Officer effective June 9, 2018 at a starting salary of \$67,956.00 in accordance with Article 8 of the Collective Bargaining Agreement between the Town of Brighton and the Brighton Police Patrol Association. This appointment is contingent upon the successful completion of the all testing, evaluation, and approval as required by the Town of Brighton and the Monroe County Civil Service Commission and will be effective June 9, 2018 for a probationary period of twenty-six (26) weeks.

Respectfully,

Mark T. Henderson
Chief of Police

xc: Paula Parker, Director of Finance
Tricia Van Putte, Director of Personnel
Daniel Aman, Town Clerk



Town of Brighton

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



Mark T. Henderson
Chief of Police

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Administrative (585) 784-5150
Fax: (585) 784-5151

May 7, 2018

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

RE: Use of Forfeited Funds to purchase an additional camera for the video security system

Dear Board Members:

I would like to replace the current camera on the video security system that is located on the exterior of the prisoner intake area of the facility. The current equipment has areas that are not clear.

I am proposing to purchase a 3mp camera with 3-9mm camera viewing (as proposed by Day Automation).

I propose that the "Proceeds of Forfeited Property" be used to fund this request. 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 an appropriate use. I request that appropriations in account **A.POLCE.3125 2.60** Facility Improvements be increased by an amount not to exceed \$2,000.00. The total expenditure of \$2,000.00 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

Mark T. Henderson
Chief of Police

February 26, 2018

J.P. O'Brien
Brighton Police Department
2300 Elmwood Avenue
Rochester, New York
14618

Re: Additional cameras for the Brighton Police Department and Brighton Town Hall.

Mr. O'Brien,

Day Automation is pleased to provide the following proposal for your review and approval.

Project Summary:

Day Automation proposed (1) additional camera for the Brighton Police Department and (4) additional cameras for the Brighton Town Hall.

Scope of Work Brighton Police Department

- Supply and setup (1) exterior 3mp camera with 3-9mm camera viewing the exterior area outside the sally port.

Scope of Work Brighton Town Hall

- Supply and setup (1) exterior 5mp camera with 9-22mm lens for the Town Hall Main parking lot.
- Supply and setup (1) exterior 3mp camera with 3-9mm lens to view the general area outside the Town Hall Main Entrance
- Supply and setup (1) interior 3mp with 3-9mm lens for the Town Hall Main Entrance Foyer
- Supply and setup (1) interior triple head (3-3mp cameras in a single housing) camera in Town Hall lower level corridor.

Clarifications and Exclusions:

- All required programming, testing, and system commissioning performed by Day Automation.
- All cable furnished and installed by customer.
- All Day Automation supplied field devices to be installed by customer. Day Automation will provide cable specifications.
- All network switch/ switches furnished and installed by customer.
- Management of network switches by the customer
- All network connectivity and static IP addresses will be provided by the customer.
- All field terminations by customer.
- All camera terminations and connections performed by customer.
- All work to be performed during regular business hours (7:00AM to 3:30PM, Monday – Friday, excluding holidays).
- Day Automation technicians assume either free access or escorted access to all required areas of the facility during the installation.
- Includes 1-year warranty. Warranty does not apply to existing equipment/cable.
- Prices quoted herein will be honored for a period of 60 days.
- Hazardous material abatement not included
- Sales or use tax not included

System Engineering to include the following:

- Submittals to include site specific riser diagrams, termination details, floor plans showing device locations and spec sheets. Day Automation requires the customer to furnish facility drawings in order to provide system As-Built drawings.
- Warranty, Close-Out Documentation.

Project management / Field Implementation:

- Coordinate the implementation of the project with the customer.
- Programming.
- Field testing.

Headquarters
7931 Rae Blvd
Victor, NY 14564

Syracuse
102 Newbury Hollow Lane
Syracuse, NY 13210

Elmira
707C Chemung St
Elmira, NY 14845

Albany
23 Computer Dr
Albany, NY 12205

New Paltz
594 Route 299
Highland, NY 12528

3c

Day Automation

dayautomation.com

Pricing Summary:

Police Department camera (1)	\$1,914.89
Town Hall Cameras (4)	\$7,844.15

Total Project Cost.....\$9,759.04

Please be advised that this proposal was prepared and is in strict accordance with the requirements of Day Automation Systems' NYS OGS contract PT-64059.

This proposal has been prepared prior to final project engineering and as such the selection of the equipment is preliminary and subject to change as a function of the project design.

The project pricing is firm and fixed unless the engineering selection ultimately results in an overall lower cost for the project.

The project will be progress billed monthly.

Please contact me if you have any questions, or would like additional information.

Sincerely,

Eric Hylbert
Day Automation
Account Executive
(585)851-1532 Cell
eric.hylbert@dayautomation.com



Parks Department

Matthew Beeman
Superintendent of Parks

May 14, 2018

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

Re: Transfer of funds –park maintenance equipment repair

Honorable Members:

I would like to recommend that a budget transfer be approved from the following:

Parks Department Corbett's Glen trail maintenance supplies (A.PARKS 7122 4.11) in the amount of \$5,000.

Parks Department Frankel Park trail maintenance supplies (A.PARKS 7126 4.11) in the amount of \$2,000.

To the following:

Parks Department Buckland Park vehicle/equipment repair (A.PARKS 7115 4.65) in the amount of \$5,000.

Parks Department Buckland Park maintenance repair service (A.PARKS 7115 4.41) in the amount of \$2,000.

Various unexpected equipment and facility repairs have impacted our available repair budgets at Buckland Park. The \$7,000 is an estimated amount to finish some needed equipment and facility repairs while keeping some funds available for the remainder of the budget year. This transfer will still keep an ample amount available in the Corbett's Glen and Frankel Park budgets to complete any needed maintenance should the need arise. I would be happy to answer any questions regarding this matter.

Sincerely,

Matt Beeman
Superintendent of Parks

Cc: M. Hussar, P. Parker, S.Zaso, A. Banker

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works



May 11, 2018

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

Re: Buckland Park
Property Acquisition

Dear Councilperson DiPonzio and Committee Members:

The Town of Brighton intends to purchase approximately 26.3 acres of parkland adjacent to and east of the Buckland Park. The Town is in the process of conducting "due diligence" to identify any issues associated with the property. The "due diligence" period within the purchase agreement is compressed and requires an expeditious review.

We are requesting that the FASC recommend that the Town Board authorize the Town attorney and staff to solicit agreements and procure the necessary services to complete the due diligence regarding the purchase of the additional parkland. The Town attorney and staff will work closely with the finance department to insure that the process complies with the Town of Brighton procurement policies. Additionally, we are requesting that the FASC recommend that the Town Board authorize the Supervisor to execute all contracts and agreements associated with the "due diligence" services related to the purchase of the parkland.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 15, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael Guyon
Town Engineer

Attachment

cc: K. Gordon
P. Parker
M. Hussar