

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

**Meeting Date: Wednesday July 18, 2018 (8:30 a.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the July 3, 2018 meeting.
2. Executive Session: Discuss employment of a particular person(s).
3. Resignation of Police Officer (Police Dept.) – Communication from Police Chief Mark Henderson accepting, with regret, the resignation of Police Officer Ryan W. Arnold effective July 30<sup>th</sup>, 2018.
4. Acceptance of 60 carbon monoxide alarms from First Alert (Fire Marshal's Dept.) – Request from Christopher Roth for Town Board action to accept 60 carbon monoxide alarms from First Alert with a value of \$2,099.40 as part of the "60 Years of Thank Yous" Sweepstakes. These carbon monoxide detectors will be available to the residents of the Town of Brighton (see letter from C. Roth).
5. Acceptance of Clean Energy Grant in the amount of \$5,000 (Public Works Dept.) – Request from Mike Guyon for Town Board action to accept a grant award in the amount of \$5,000 from the Clean Energy Community Grant. This grant will be used to replace the current Town Hall interior fluorescent and incandescent lighting fixtures with LED fixtures. Also authorization needed to amend the current budget to facilitate the related expense and revenue. (Note: The Town has received the funds for this project. See letter from M. Guyon).
6. Amend Table of Organization / add position to Group 4 of Non-represented Salary Schedule (Public Works Dept.) – Request from Mike Guyon to for Town Board action to amend the table of organization for the Public Works Department to add one position of Geographic Information Systems Analyst. Also authorization needed to place said position on Group 4 of the Non-Represented Salary and Wage Schedule (35 hr/week range: \$44,954 (Step 1) through \$57,330 (Step 6) (see letter from M. Guyon).

**The FASC will hold a special meeting on Friday, July 20, 2017 at 8:30 a.m. in the Downstairs Meeting Room to review the 2019-2021 Capital Improvement Plan (CIP).**

**The next regularly scheduled meeting of the FASC will be held on WEDNESDAY, August 1, 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 TIME AS PER THE SUMMER SCHEDULE\*\***



# Town of Brighton

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

3a



Mark T. Henderson  
Chief of Police

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

July 11, 2018

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

**Re: Resignation of Police Officer Ryan W. Arnold**

Dear Board Members:

I have received written correspondence from Police Officer Ryan W. Arnold that he is resigning from the Brighton Police Department effective July 30, 2018.

Officer Arnold transferred to the Brighton Police in August 2017.

It is with regret that I recommend the acceptance of Police Officer Ryan W. Arnold's resignation.

Respectfully,

Mark T. Henderson  
Chief of Police

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



**Mark T. Henderson**  
Chief of Police

# Town of Brighton

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

3b



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

7/11/18

Chief Mark T. Henderson  
Chief of Police  
Town of Brighton Police Department

Chief Henderson,

It is with great thought and deliberation, I have decided to lateral transfer to the Monroe County Sheriff's Office effective July 30th 2018. My last day of service for the Town of Brighton will be July 29th 2018. This decision comes with great regret and gratitude to the Town of Brighton Police Department. I am grateful to have been given the opportunity to work for such an established organization and will forever carry the knowledge I have gained with me.

Respectfully submitted,

Ryan W. Arnold



OFFICE OF THE FIRE MARSHAL  
TOWN OF BRIGHTON

2300 ELMWOOD AVENUE – ROCHESTER, NEW YORK 14618  
(585) 784-5220 OFFICE (585) 784-5207 FAX

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Christopher A. Roth

[christopher.roth@townofbrighton.org](mailto:christopher.roth@townofbrighton.org)

Monday, July 09, 2018

Honorable Town Board  
Finance & Administrative Services Committee  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: Carbon Monoxide Alarm – Donation

Dear Board Members:

Recently, the Office of the Fire Marshal was selected to receive 60 carbon monoxide alarms total maximum retail value of \$2,099.40 from the First Alert "60 Years of Thank Yous" Sweepstakes (the "Sweepstakes").

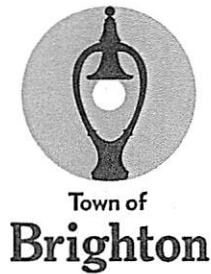
I request that the Town Board authorize the acceptance of the gift and the carbon monoxide alarms be available to the residents of the Town of Brighton.

Where First Alert is happy to play a role in making a positive impact within our community helping to make our residents safer from the dangers of fire and carbon monoxide, and want to thank our first responders for all our efforts through fire prevention.

If you have any further questions or wish to discuss this matter in greater detail, please feel free to contact me directly.

A handwritten signature in black ink that reads "Christopher A. Roth".

Christopher A. Roth  
Chief Fire Marshal



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**Public Works  
Department**

Mike Guyon, P.E.  
Commissioner of Public  
Works

July 13, 2018

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

Re: Clean Energy Community Grant  
Monroe County

Dear Council Person DiPonzio and Committee Members:

In May 2018 the Town of Brighton submitted a Clean Energy Community Grant application for a "Block 3" grant in the amount of \$5,000. On June 19, 2018 via the attached email we received notification that this grant application was approved. This funding will be used to replace the Town Hall facility existing interior fluorescent and incandescent lighting fixtures with LED fixtures.

We are requesting that the FASC recommend that the Town Board accept the \$5,000 Clean Energy Communities Grant Award and amend the Town budget.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 18, 2018 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon  
Commissioner of Public Works

CC: Evert Garcia  
Paula Parker  
Angela Borsa

Attachment

7/13/2018

Town of Brighton Mail - CEC - Town of Brighton (Monroe County) - Block 3 Grant Award



Mike Guyon <mike.guyon@townofbrighton.org>

## CEC - Town of Brighton (Monroe County) - Block 3 Grant Award

1 message

erda.sm.clean.energy.communities <cec@nyserra.ny.gov>  
To: "mike.guyon@townofbrighton.org" <mike.guyon@townofbrighton.org>  
Cc: "dave.zorn@gltrpc.org" <dave.zorn@gltrpc.org>

Tue, Jun 19, 2018 at 10:47 AM

Hello,

**Congratulations!**

This is to advise you that your application submitted on behalf of the Town of Brighton for a Block 3 Grant Award of \$5,000 under NYSERDA's Clean Energy Communities program has been APPROVED.

You can expect to receive the check within two weeks.

If you have any questions regarding your grant, please do not hesitate to contact your local Clean Energy Communities Coordinator who is working on NYSERDA's behalf to help you navigate the program:

David Zorn  
Genesee/Finger Lakes Regional Planning Council  
(585) 454-0190 Ext. 14  
dave.zorn@gltrpc.org

Again, congratulations.

**Clean Energy Communities Team**

**NYSERDA**

17 Columbia Circle | Albany, NY 12203-6399

nyserra.ny.gov

follow : friend : connect with NYSERDA

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