

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

**Meeting Date: Tuesday, January 14, 2020
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 2nd, 2020 meeting.
2. Authorize the continuance of Monroe's County's Towing rates for 2020 as approved in February of 2019 (Police Dept.) – Request from Chief David Catholdi for Town Board action to authorize the continued use of the Monroe County's Towing Rate schedule for 2020. There are no changes to these rates and the same rates will be applied to the Town's contracts with our towing vendors (see letter from D. Catholdi).
3. Accept donation of \$500 and amend the 2020 budget to utilize these donated funds (Police Dept.) – Request from Chief David Catholdi for Town Board action to accept a donation of \$500 from Howard and Daphne Cohen and further to authorize an amendment to the budget by appropriating \$500 to revenue account A.POLCE.3120.2705 Gifts & Donations and the same amount to expense account A.POLCE.3120.4.18 Programs & Supplies (see letter from D. Catholdi).
4. Authorize budget amendment in the amount of \$35,000 to utilize forfeited funds in upgrade building securing access in the Public Safety wing (Police Dept.) – Request from Chief David Catholdi for Town Board action to authorize a budget appropriation in the amount of \$35,000 to expense account A.POLCE.3125.2.60 Facility Improvements. These funds will be utilized from the A.889.JSTCE Proceeds of Forfeited Property reserve to upgrade the electronic access hardware in the Public Safety wing and Police Department areas (see letter from D. Catholdi).
5. Accept DASNY grant for \$500,000 for the Brighton Year Round Farmer's Market Facility, Authorize the Supervisor to execute contracts/related documents (Public Works/Recreation Depts.) – Request from Mike Guyon for Town Board action to accept the DASNY Grant in the amount of \$500,000 for the Brighton Year Round Farmer's Market facility. Further authorize the Supervisor to execute contracts and other related documents. Finally authorize any amendments to the Capital Projects budget to facilitate the receipt of revenue and the expense as for this ongoing project (see letter from M. Guyon).

6. Authorize the NYSERDA Charge Ready NY application for an \$8,000 rebate to install a Level 2 charging station at Town Hall (Public Works Dept.) – Request from Evert Garcia for Town Board action to authorize the submission of a NYSERDA rebate application in the amount of \$8,000 to install two charging stations at Town Hall. Also authorization for the Supervisor to sign any related application documents. Each charging station is eligible for a \$4,000 rebate (see letter from E. Garcia).
7. Discussion Item: The annual Tax Cap as related to Special Districts.
8. Executive Session: RE: Matters of Real Estate

The next regularly scheduled meeting of the FASC will be held on TUESDAY, FEBRUARY 4, 2020 at 3:30 p.m. in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****



Town of
Brighton

Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



2a
David Catholdi
Chief of Police

January 9, 2020

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

Re: 2020 Towing Rates

Dear Board Members:

The Brighton Police Department has agreements with tow vendors that were to expire on December 31, 2019.

The towing rates identified in the current agreements are the same Towing Rates set by the Monroe County Sheriff's Office on February 1, 2019. Attached to this communication are the published rates for associated services. We have been using this pricing structure since February 14, 2019, and all other Monroe County municipalities use this pricing structure.

I am proposing that the Honorable Town Board allow the continuance of the February 1, 2019, Monroe County Sheriff's rates into the current tow vendor agreements effective immediately.

Respectfully,

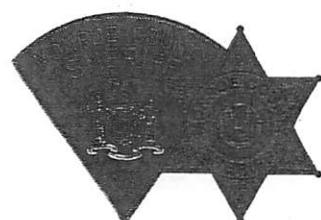
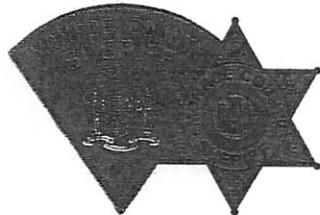
David Catholdi
Chief of Police

CDC:dm

Monroe County Sheriff's Office

Todd K. Baxter

Sheriff



Towing Rates

<u>TYPES OF SERVICE</u>	<u>RATES</u>
A. STANDARD TOW FEE (All hours) (Regular / Flatbed) Driving Violations/Arrests, Mechanical Trouble, Motor Vehicle Accidents (fee includes general accident debris clean up)	\$160
B. WINCHING & RECOVERY	
0-30 Minutes	\$55*
Each additional 30 minutes	\$55*
C. SERVICE CALLS (Tire changes, lockouts, vehicle starts, out of gas, etc. Note: fuel/part cost is additional)	\$50
D. VEHICLE STORAGE (Daily fee applies after 24 hours)	\$40*
E. Motor Vehicle Accident Crash Wrap (In addition to tow fee)	\$25*
F. NOTIFICATION FEE (Vehicle Owner / Lienholder notification fee is applicable after 5 business days)	\$20*

*Fee is in addition to Standard Towing or Service Call.

All above fees are payable to the tow operator's place of business or storage.

Transport of vehicle(s) to locations other than the tow operator's place of business or storage is subject to an additional fee negotiated between the vehicle owner and the tow operator.



Town of
Brighton

Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



3
David Catholdi
Chief of Police

January 3, 2020

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

RE: \$500 Donation to the Police Department from the Cohens

Dear Board Members:

Recently, the Police Department received a donation of \$500.00 from Howard and Daphne Cohen.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2020 Police Department operating budget. I further request that the 2020 Police Department operating budget be amended to **increase line A.POLCE.3120.4.18 Programs and Supplies by \$500.00**, to be fully supported by an increase in **A.POLCE.3120.2705 Gifts and Donations**.

Respectfully,

David Catholdi
Chief of Police

CDC:dm



Town of
Brighton

Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



4
David Catholdi
Chief of Police

January 3, 2020

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

RE: USE OF FORFEITED FUNDS TO UPGRADE BUILDING SECURITY ACCESS

Dear Board Members:

There is a need to upgrade our building security access throughout the police department. I would like to upgrade all of the department keys and locks, as well as have electronic key card readers installed on exterior and interior doors.

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 \$35,000. The total expenditure of \$35,000 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

David Catholdi
Chief of Police

CDC:dm

Public Works
Department



Town of
Brighton

Mike Guyon, P.E.
 Commissioner of Public
 Works

January 6, 2020

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

Re: State and Municipal Facilities Program Grant, (SAM)
 Brighton Year Round Farmer's Market
 Grant Disbursement Agreement, GDA
 Project ID #9461

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton applied for and received a State and Municipal Facilities Program Grant in the amount of \$500,000 to fund a portion of the Brighton Year Round Farmer's Market. The funding agency, DASNY, has indicated that the Town has fulfilled all of the criteria to receive a SAM Grant and requests that the Town execute the Grant Disbursement Agreement. I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse this document. Two copies of the document are attached for your reference. I am also requesting that FASC recommend that the Town Board authorize the Town Attorney to review the GDA and prepare an Opinion of Counsel as required by DASNY.

I will be in attendance at your regularly scheduled January 14, 2020 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon
 Department of Public Works

Cc Bridget Monroe
 Rebecca Cotter

This **GRANT DISBURSEMENT AGREEMENT** includes all exhibits and attachments hereto and is made on the terms and by the parties listed below and relates to the project described below:

DORMITORY AUTHORITY OF THE STATE OF NEW YORK ("DASNY"):

515 Broadway
Albany, New York 12207
Contact: Karen Hunter
Phone: (518) 257-3177
E-mail: grants@dasny.org

THE GRANTEE:

Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618
Contact: Mr. Michael Guyon
Phone: (585) 784-5225
Email: mike.guyon@townofbrighton.org

THE PROJECT:

Creation of a Year-Round Farmers Market

PROJECT LOCATION:

Buckland Park

PROJECT ADDRESS:

1435 Westfall Road, Rochester, NY

GRANT AMOUNT:

\$500,000

FUNDING SOURCE:

State and Municipal Facilities Program
("SAM")

For Office Use Only:

PRELIMINARY APPLICATION OR PROJECT INFORMATION SHEET DATE:

04/10/19

DATE GDA SENT TO GRANTEE:

12/6/19

DATE AGREEMENT SIGNED BY GRANTEE:

DATE AGREEMENT SIGNED BY DASNY:

EXPIRATION DATE OF THIS AGREEMENT:

Project ID: 9461

FMS#: 146471

GranteeID: 1408

GrantID: 10542



Public Works Department

Commissioner of Public Works – Michael Guyon, P.E.

6a
Evert Garcia
Assistant Engineer

January 7, 2020

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

Re: Charge Ready NY
Charging Station Rebate Application

Dear Councilperson DiPonzo and Committee Members:

In 2018 NYS announced the launch of the Charge Ready NY initiative. Through Charge Ready NY, NYSERDA, provides rebates of \$4,000 per charging port, up to \$8,000, for Level 2 charging stations installed at public, workplace, and multi-unit dwelling parking lots. The Town has expressed interest in replacing the existing charging station at the Town Hall as the current station is not connected to the internet and does not provide a way to monitor usage or chargeback users for recharging their vehicles while at the Town Hall. The existing Town Hall charging station is being considered for relocation to Buckland Park. The Charge Ready NY initiative provides the Town with an opportunity to replace the existing station with a new networked station which can connect to the internet, collect data, and can process payments, at minimum cost to the Town. A recent quote obtained from a local vendor indicates that the cost for a networked station along with four years of network subscription is \$8,165.00.

I am requesting that recommendation be given to submit a rebate application which will reserve the funds for the purchase of a new charging station. Additionally, I am requesting that the Town Supervisor be authorized to execute all documents related to the rebate application. Once the funds are reserved with NYSERDA, the Town will have 180 days to install the station and submit documentation for processing of the rebate. I am also requesting that the Town Board amend the Town budget accordingly to fund the purchase of the station and subsequently receive the rebate from NYSERDA. We request that the rebate funds be placed in account A.DPW.1620 2.60, Facility Improvements.

I will be in attendance at your schedule January 14, 2020 meeting in the event that you have any questions related to this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Evert Garcia, P.E.
Department of Public Works

Cc: Paula Parker
Mike Guyon, P.E.

EV Charge Solutions

Proposal

6b

a Multi-Line EVSE Distributor

7464 W. Henrietta Rd.
Rush, NY 14543
Phone (585) 533-4051

DATE December 19, 2019
Quotation # 20191219-JB4
PO #
Terms:
Project: Brighton Town Hall

To:
Town of Brighton
2300 Elmwood Ave
Rochester, NY 14618
Evert Garcia

585-784-5250
evert.garcia@townofbrighton.org



evCHARGEsolutions.com

www.evCHARGEsolutions.com

Sales / Use Tax (as required by state & local jurisdiction)

Installation to be performed by qualified technicians, as per manufacturer specs.

TOTAL | **\$8,165.00**

If you have any questions concerning this proposal, please contact us at 585.533.4051-M-F, 8am-5pm Eastern Time Zone or customerservice@evCHARGEsolutions.com

THANK YOU FOR YOUR BUSINESS