

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

Meeting Date: Tuesday, September 20, 2022 (3:30 p.m.)

Location: *AUDITORIUM*, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the September 6th, 2022 meeting.
2. Approve Agreements for professional services for the Annual Rabies Clinic (Police Dept.) – Request from Police Chief Catholdi for Town Board action to authorize the Supervisor to enter into agreements for professional services for two veterinarians (\$60/hour each) and two veterinary technicians (\$25/hour each) for the services to be performed on Saturday, October 8, 2022 at the annual Rabies Clinic. Total of all contracts will not exceed \$510 (no changes in terms or rates from the 2021 contracts). Funding is available in the Animal Control Budget (see letter from D. Catholdi).
3. Authorize the promotion of Nick Valenti from Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) effective on October 3rd, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the promotion of Nick Valenti from a Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) in the Highway Department. The promotion will be effective October 3rd, 2022, and is subject to a 26 week probationary period and is in accordance with the CSEA contract (see letter from M. Guyon).
4. Authorize agreement with Bero Architects to review the condition of the Entry Monuments for the Home Acres Neighborhood in the amount of \$3,600 (Public Works Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute and agreement with Bero Architects for the assessment of the entry monuments for the Home Acres Neighborhood. Bero will evaluate the condition of the existing monuments and provide a list of recommended repairs and their associated costs. The contract amount will not exceed \$3,600 and funds are available in the 2022 Home Acres District (see letter from M. Guyon).
5. Approval of the certificate of bonding for the collection of 2023 taxes per NYS Town Law section 25 (Town Clerk) – Request from Dan Aman for Town Board action to approve the certificate of bonding for the collection of the 2023 taxes. This is done pursuant to New York State Town Law Section 25. The certification and sample resolution are attached (see letter from D. Aman).
6. Recommend adoption of the 2023 – 2025 Capital Improvement Plan. The plan has been reviewed by the Budget Review Task Force. The Sustainability Committee will also review this plan. The plan will serve as a financial planning tool for our 2023 budget preparation, and therefore is subject to change (see letter from P. Parker).

7. Set Public Hearings to consider the 2023 Special Districts Budgets, to review the Assessment Rolls for Special District charges and improvements and for Sewer Rents and to consider the 2023 Preliminary Town Operating and Capital Budgets. Hearings to be set on October 12th and October 26th, 2022 (see letter from P. Parker).
8. Set Public Hearing for Local Law to exceed the Tax Cap (Finance Dept.) – Review with the committee the Tax Cap data for 2023

**The next regularly scheduled meeting of the FASC will be held on
TUESDAY, October 1, 2022 at 1:00 p.m. in the
AUDITORIUM at the Brighton Town Hall.**

All members of the public are invited to attend FASC meetings.

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

****Note time change****

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, September 6, 2022 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
Robin Wilt
William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Mike Guyon (Highway/Public Works)
Evert Garcia (Public Works)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 330 p.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approval of Minutes – Receive and file the minutes of the August 17, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid for the purchase of one (1) trailer mounted boom lift to Integra Supply Corporation in the amount of \$54,950 (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to award the bid for the purchase of a trailer mounted boom lift to Integra Supply Corporation in the amount of \$54,950. Integra Supply Corp. was the only respondent. This purchase is budgeted and the bid price is below the budget amount of \$60,000 (see letter from E. Garcia).

The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Adopt the Bridge NY standard resolution award in the amount of \$757,681 for the French Road Bridge maintenance project (as approved on 8/24/2022) (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to adopt the standard resolution accepting the Bridge NY funding in the amount of \$757,681. This award represents 2021 NY Bridge program application amount for \$757,681 which is inclusive of all anticipated design and construction services (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

*****Action taken at the August 24th Town Board meeting:***

*****Accept the Bridge NY Funding award in the amount of \$757,681 for the French Road Bridge maintenance project and authorize the Finance Department to make the necessary budget amendments (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to accept the Bridge NY funding in the amount of \$757,681 and authorize the Supervisor to execute any contracts and related documents to this award.***

This award represents 2021 NY Bridge program application amount for \$757,681 which is inclusive of all anticipated design and construction services for the French Road Bridge maintenance project. The Town will have to provide a 5% cash match of \$37,885 (see letter from M. Guyon).

Accept a SAM grant in the amount of \$100,000 for the Elmwood Avenue Sidewalk Project (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to accept a SAM grant in the amount of \$100,000 for the Elmwood Avenue sidewalk project. These funds will be utilized in conjunction with the CDBG funds for this sidewalk project (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

No matters for this meeting.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was a motion made by Robin Wilt at 3:35 pm to enter an executive session to discuss the employment of particular people. This was seconded by Supervisor Moehle and all voted aye.

There was a motion made by Supervisor Moehle at 3:58 pm to end the executive session and end the meeting. This was seconded by Robin Wilt and all voted aye. The meeting was adjourned at 3:58 pm.

**The next regularly scheduled meeting of the FASC will be held on
Tuesday, September 20th, 2022 at 3:30 PM
in the **AUDITORIUM**** at 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



David Catholdi
Chief of Police

September 19, 2022

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

RE: Annual Rabies Clinic

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians for veterinary and related services to be performed at our annual Rabies Clinic on October 8, 2022.

The terms and rates for the services provided pursuant to this agreement are unchanged from the last year with total amount for services not to exceed \$510.00. There is sufficient funding in the 2022 Animal Control Budget to support this request.

Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

David Catholdi
Chief of Police

CDC:jpo

A G R E E M E N T

THIS AGREEMENT, made this _____ day of September, 2022, by and between the Town of Brighton, a municipal corporation, with offices at 2300 Elmwood Avenue, Rochester, New York 14618, hereinafter referred to as the "Town", and (NAME), with offices at (or residing at) (address) hereinafter referred to as the "Contractor".

W I T N E S S E T H

WHEREAS, the Town of Brighton is desirous of obtaining the services of the Contractor to perform the scope of services set forth in Section 1 hereof; and

WHEREAS, the contractor is willing, able and qualified to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The Contractor hereby agrees to perform the following services for the Town of Brighton:

- a. Perform intramuscular immunization of cats and dogs and domesticated ferrets against rabies at clinics to be held at the Town of Brighton Police Department located at 2300 Elmwood Avenue, Rochester, New York 14620.
- b. Supervise animal handler technicians to assist in restraint of animals for safe immunizations. These animal handlers are direct employees of the Contractor, and will be directly compensated by the Contractor per the payment terms specified in Clause 3.
- c. Sign a certificate of immunization to be provided to each pet owner after the pet is immunized, to be used by the owner for documentation as required within Monroe County for pet licensing by the municipalities.
- d. Vaccine and other supplies will be provided by the County.

2. The term of this agreement shall be from October 8, 2022 to October 8, 2022. This contract may be terminated by the Town of Brighton upon written notice to the Contractor.

3. The Town hereby agrees to pay the Contractor a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed \$60.00 per hour for veterinarian services and 25.00 per hour for animal handlers technician services, total amount not to exceed \$510.00. Said sum shall be paid as follows:

Upon submission of properly completed and executed Town of Brighton claim vouchers for all services rendered. Such voucher shall specify the number of hours of veterinarian services provided, the number of animal handlers technician services provided, and the respective reimbursement amounts due.

Payment by the Town for the sum(s) herein contracted for shall be made upon the submission of properly executed Town of Brighton claim vouchers, supported with such information and documentation necessary to substantiate the voucher, approved by the Chief of Police, or by his/her designee, audited by the Director of Finance of the Town of Brighton, and approved for payment by the Town Board. If this contract is terminated by the Town pursuant to paragraph 2, and Contractor will be paid a pro rata share of the contract amount based upon the proportion of its satisfactory performance of the contract at the time of termination to the total performance required by this contract.

4. Upon the completion of the work required hereunder by the Contractor, title to all work performed shall vest in the Town of Brighton.

5. This contract shall be deemed executory only to the extent of funds available and the Town shall incur no liability beyond the funds annually budgeted therefor.

6. The Contractor agrees that it will not assign, transfer, convey, sublet or otherwise dispose of this contract or its right, title or interest therein, nor any part thereof, nor any monies which are or will become due

and payable thereunder without the prior written consent of the Town of Brighton.

7. The Contractor covenants and agrees that it will conduct itself consistent with its status, and said status being that of an independent contractor, and that is, its employees or agents will neither hold themselves out nor claim to be an officer or employee of the Town of Brighton, nor make claim to any rights accruing thereto, including, but not limited to, Workers' Compensation, unemployment benefits, Social Security or retirement membership or credit.

8. The Contractor agrees that in carrying out its activities under the terms of this Agreement that it shall not discriminate against any person, due to such person's race, color, creed, sex or national origin, and that at all times it will abide by the applicable provisions of the Human Rights Law of the State of New York as set forth in Section 290-301 of the Executive Law of the State of New York.

9. The Contractor agrees to indemnify, defend and hold the Town of Brighton harmless from and against any claims or clauses of action, including reasonable attorney's fees, which may be asserted against the Town or any of its officers and/or employees, and arising out of this Agreement or out of services which the Contractor may perform for the Town pursuant to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement
the day and year first above written.

TOWN OF BRIGHTON

By: _____
William W. Moehle, Supervisor

By: _____

(Print Name)



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 16, 2022

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

re: Proposed Promotion
Motor Equipment Operator, MEO, to Construction Equipment Operator, CEO

Dear Chairman DiPonzo and Committee Members:

As you are aware Joe Wesley recently resigned, leaving a vacant CEO position. Two candidates applied for this position and Nick Valenti was selected to fill the vacancy. Therefore, I am recommending:

- 1) Nick Valenti be promoted from Motor Equipment Operator, MEO, to Construction Equipment Operator, CEO, effective Monday, October 3, 2022 subject to Town Board action;
- 2) The promotion is subject to a 26-week probationary period effective as of October 3, 2022;
- 3) The other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2022 budget. Nick Valenti is a well-qualified candidate as demonstrated by his experience.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 20, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Guyon".

Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
M. Guyon
P. Parker
B. Monroe
T. Van Putte
K. Gordon
N. Valenti



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 16, 2022

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

re: Home Acres Neighborhood Improvement District
Entry Monument Study

Dear Chairman DiPonzo and Committee Members:

The Home Acres Neighborhood Association has expressed concern regarding the condition of the historic monuments marking the entries of the neighborhood. A visual inspection of these monuments by Town staff suggests that they may need substantial improvement to address their deterioration. In 2000 Bero Architecture conducted a visual assessment of the entry monuments which led to a masonry rehabilitation project in 2003. This project included the design and construction of the Home Acres gateways. Because Bero Architecture is uniquely familiar with the historic significance and construction of the neighborhood gateway monuments, we requested a price proposal to evaluate the extent of the monument deterioration and develop a list of recommended repairs and their associated costs. A copy of this proposal is attached.

We are requesting that the FASC authorize the Supervisor to enter into an agreement with Bero Architects to provide those professional services as outlined in the attached proposal for a fee not to exceed \$3,600. There are sufficient funds in account SN.NID.NIDHA – Neighborhood Improvement District, Home Acres Entranceway to support this project.

I will be in attendance at your regularly scheduled September 20, 2022 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: P. Parker
B. Monroe
K. Gordon
C. Roscoe



32 Winthrop Street, Rochester, NY 14607
p.585.262.2035 | www.beroarchitecture.com

PROPOSAL FOR CONDITION REPORT

WORKLIST UPDATE FOR HOME ACRES MONUMENTS | TOWN OF BRIGHTON

August 31, 2022

Mr. Mike Guyon, Commissioner of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Dear Mike:

Thank you for requesting this proposal. We would be pleased to help you develop a plan for the care of the Town's historic monuments.

DESCRIPTION OF THE PROJECT

We understand you wish to understand the extent of deterioration of the historic Home Acres masonry monuments and plan for required maintenance. In order to proceed in an orderly fashion it is necessary to have an overall plan. We conducted a 2000 Report of Site Visit that developed into a masonry rehabilitation project in 2003. You requested that we review existing conditions and provide a comprehensive worklist update in order to understand the costs of potential repairs.

ARCHITECTURAL SERVICES

We propose to furnish the following services:

1. Site evaluation. We will survey existing conditions at both street entrance locations with our structural engineer, Stephen Rudnicki, Jensen/BRV Engineering, PLLC.
2. Photograph deficiencies. Photographs will be included in our report so existing conditions and work we propose can be presented to you and other interested parties in an understandable fashion.
3. Review historic maintenance data. We will review information you provide and include pertinent information in the report.
4. Write a report. We will summarize our findings in a brief report including a list of recommended repairs, their urgency, and estimated costs. We will furnish two printed color copies and one digital copy in .pdf format.
5. Meeting. At the conclusion, we will meet with you virtually to review the report, answer questions, and discuss how to proceed.

ADDITIONAL SERVICES

If requested, at the conclusion of this survey, we will provide a proposal for construction documents, assistance with bidding or negotiation, and construction contract administration. This proposal is for a survey and report update only.

CLIENT TO PROVIDE

You will provide all available documentation of the building's construction and history, including drawings, historic photographs, site surveys, etc.; historic records of maintenance you wish reviewed; and names of contractors who have recently worked on your building and the work they have done, including the cost of the work if available.

Many existing buildings contain hazardous materials and abatement can be a significant expense. Bero Architecture PLLC has no expertise in the identification, treatment, repair, or removal of lead or asbestos-containing products; mold, mildew, fungi, or other biological dangers; or other hazardous or toxic materials.

We have not provided a cost for engaging a professional engineer to survey for hazardous materials. In the event that such materials are suspected to be present you will retain an independent expert consultant to deal with the problem.

SCHEDULE

We will place this report on our schedule as soon as we receive your notice to proceed. We have tentatively scheduled the site survey for early October, and plan to complete the report within six weeks of the site visit.

ARCHITECTURAL FEES

We will charge you a lump sum of **\$ 3,500** plus reimbursable expenses. Reimbursables include postage and printing, and are not expected to exceed **\$ 100**.

Please refer to the attached fee spreadsheet for detail on our services and fees. Billing will be at the conclusion of the work; payment is due within 30 days of billing. The service charge for unpaid amounts is 1% per month.

TERMS AND CONDITIONS

Your signature on the copy of this proposal, returned to this office, signifies understanding of and agreement to the terms and conditions stated and will serve as the notice to proceed. Please keep the original of this agreement for your files. If we do not have your approval by January 2023 this proposal will expire.

Mike, we hope this proposal is acceptable to you. If you have any questions, please call us at (585) 262-2035.

Very truly yours,



Jennifer Ahrens, Principal
BERO ARCHITECTURE PLLC

Attachments: 1. 2022 - Schedule of Fees
2. Fee Spreadsheet

(Client) Approved by:

Date:



32 Winthrop Street, Rochester, NY 14607
p.585.262.2035 | www.beroarchitecture.com

2022 - SCHEDULE OF FEES

Principal Architect / Preservation Architect	\$ 140 - \$ 150 / hour
Project Architect / Senior Architectural Associate	\$ 110 - \$ 130 / hour
Architectural Associate	\$ 75 - \$ 90 / hour
Interior Designer	\$ 85 / hour
Clerical Staff	\$ 65 / hour
Expert Witness Services - preparation and testimony	\$ 300 / hour
Consultants	Invoice Cost + 10%, or hourly as indicated in Agreement
• Civil, Landscape, MEP, Soils, Structural, etc.	
• Architectural Historian, Archaeologist	

Reimbursable Expenses	Invoice Cost + 10%
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- Drawing and document reproduction, supplies, lodging, postage, building models, renderings, fees paid to governmental authorities, and other expenses incurred in the performance of the work; mileage for projects beyond a twelve (12) mile radius from our office will be billed at the current IRS rate.

Archive Fee

- For access to stored drawings, including electronic or paper drawings, reports and correspondence, we charge \$1 per document per year of storage, with a minimum charge of \$50. Reproduction is billed as a reimbursable expense in addition to the Archive Fee.

CAD File Use and Fees

- Bero Architecture PLLC, at its sole discretion, may provide CAD drawing files in electronic form (.dwg or .pdf), to others if requested by the client and approved by the building Owner. A processing fee of \$35 per drawing will be billed to cover employee preparation and transmission time, with a minimum fee of \$75. This fee will apply in addition to Archive Fees for projects that have been completed.

Terms & Conditions

- Billings are every four weeks, typically as a percentage completion of phase. Payment is due within 30 days of billings. Service Charge for unpaid amounts is 1% per month.

Note: Rates for staff are based on payroll expenses and are subject to change.

Home Acres Monuments
Town of Brighton, NY

FEE ESTIMATE
WORKLIST UPDATE

August 31, 2022

Report of Site Visit/Worklist Update	Secretary \$65/hour	Architect \$140/hour	Intern \$80/hour	Structural Engineer \$180/hour	Totals (rounded)
Field survey		4			3
Sketch plan				1	
Research / contacts					
Organize / label photos			2		
Worklist			8		
Estimates of probable construction costs					
Writeup			4		
Proof and edit					
Assemble appendices				1	
Collate, print, bind, and deliver		1			
Assemble electronic document				1	
Meet with owner (Zoom)					
		1			
subtotal: hours	1	19	3	3	
subtotal: fees	\$ 65	\$ 2,660	\$ 240	\$ 540	\$ 3,500

Total: fees					\$ 3,500
Reimbursables: assume 3% of fees.					\$ 100

Total: fees + reimbursables budget					\$ 3,600
Notes:					
Reimbursables and subconsultants are billed at 1.1 x invoice cost					
No hazardous materials testing					



Brighton

Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

To: Honorable Town Board
From: Daniel Aman, Town Clerk & Receiver of Taxes
Date: September 8, 2022
Re: 2023 Town & County Tax Collection

New York State Town Law Section 25 requires that a certification of bonding for the collection of taxes be filed in the Town Clerk's Office and that the Town Board must approve same. Attached please find this required certificate.

I hereby request that you adopt the resolution before you, approving this Official Undertaking for the collection of taxes.

Thank You,

Daniel Aman
Town Clerk / Receiver of Taxes
Town of Brighton

Sample :

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 22d day of September, 2021 via Video Conference pursuant to Chapter 417 of the Laws of 2021

PRESENT VIA VIDEO CONFERENCE:

WILLIAM W. MOEHLE,

Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated September 8, 2021 from Town Clerk Daniel Aman regarding a request to approve, pursuant to New York State Town Law Section 25, the certificate of bonding for collection of taxes issued by Travelers Casualty and Surety Company of America through Paris-Kirwan Associates, Inc., be received and filed; and

BE IT RESOLVED, that the Town Board hereby approves, pursuant to New York State Town Law Section 25, the certificate of bonding for collection of taxes issued by Travelers Casualty and Surety Company of America through Paris-Kirwan Associates, Inc.

Dated: September 22, 2021

William W. Moehle, Supervisor	Voting	_____
Christopher K. Werner, Councilmember	Voting	_____
Jason S. DiPonzio, Councilmember	Voting	_____
Robin R. Wilt, Councilmember	Voting	_____
Christine E. Corrado, Councilmember	Voting	_____



CERTIFICATE OF PROPERTY INSURANCE

CDARLING

DATE (MM/DD/YYYY)
09/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER Paris-Kirwan Associates, Inc. PO Box 40420 Rochester, NY 14604	CONTACT NAME: Cheryl Darling, CPCU, AAI, AIS	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS: cheryld@paris-kirwan.com	
	PRODUCER CUSTOMER ID: BRIGHTO-01	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Travelers Casualty & Surety Co of America	31194
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	PROPERTY				BUILDING	\$
	CAUSES OF LOSS	DEDUCTIBLES			PERSONAL PROPERTY	\$
	BASIC	BUILDING			BUSINESS INCOME	\$
	BROAD	CONTENTS			EXTRA EXPENSE	\$
	SPECIAL				RENTAL VALUE	\$
	EARTHQUAKE				BLANKET BUILDING	\$
	WIND				BLANKET PERS PROP	\$
	FLOOD				BLANKET BLDG & PP	\$
						\$
						\$
	INLAND MARINE	TYPE OF POLICY				\$
	CAUSES OF LOSS					\$
	NAMED PERILS	POLICY NUMBER				\$
A	X CRIME				X Employee Theft	\$ 2,000,000
	TYPE OF POLICY				X On Premises	\$ 25,000
	Crime	106380569	06/01/2022	06/01/2023	X In Transit	\$ 25,000
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
						\$
						\$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Form C (On Premises) incr to \$50,000 from 9/1/22 to 10/15/22 and from 1/1/23 to 2/15/23

CERTIFICATE HOLDER	CANCELLATION
County of Monroe Treasurer's Office Room 2B 39 West Main St. Rochester, NY 14614	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



Finance Department

Paula Parker
Director of Finance

September 20, 2022

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

RE: Capital Improvement Plan Adoption for 2023-2025

Dear Board Members:

I am recommending that Your Honorable Body adopt the attached proposed 2023-2025 Capital Improvement Plan (CIP). This annually updated planning tool has been subject to the review of the Finance and Administrative Services Committee and the Supervisor's Budget Review Task Force. It will be reviewed by the Sustainability Oversight Committee in the next few weeks.

We believe the proposed 2023-2025 CIP meets all critical Town and Special District capital needs for infrastructure management, park planning and development, major equipment purchases and replacements, and Town facility improvements and repairs. However, it is important to note that the CIP serves primarily as a financial planning tool and that the Capital Budget for each of these years ultimately determines the level of cash capital funding to be provided in each year.

I would be happy to respond to any questions that the Town Board may have regarding this matter.

Sincerely,


Paula Parker
Director of Finance



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

September 20, 2022

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Set Public Hearings for the 2023 Town and Special District Budgets, Charges, and Assessment Rolls

Dear Honorable Members:

The Town is required under Section 239 of Town Law to hold at least one public hearing prior to the adoption of the 2023 Special District Budgets to review the Assessment Rolls for Special District charges and improvements and for Sewer rents. The Town is also required under Section 108 of Town Law to hold at least one public hearing prior to adopting the 2023 Town Operating and Capital Improvement Budgets to review the preliminary budget. Such hearings must be held on or before December 10, 2022.

Historically, the Town has provided two separate public hearings in October before the adoption of the budget to allow for appropriate community input. Therefore, I recommend that your Honorable Town Board hold two Public Hearings for the above mentioned issues at the regularly scheduled Town Board meetings of October 12, 2022 and October 26, 2022.

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

Sincerely,

Paula Parker
Director of Finance

Cc: Daniel Aman, Town Clerk
Suzanne Zazo, Asst. Director of Finance



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

September 20, 2022

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

Re: Local Law and Public Hearing to Enable Override of 2023 Tax Levy Limit

Dear Honorable Board Members,

I am requesting that your honorable body set a public hearing and adopt a local law authorizing the Town Board to adopt a budget commencing on January 1, 2023 that possibly may exceed the tax levy limit as defined in General Municipal Law Section 3-c.

This measure is being requested due to the uncertainty surrounding the current economic conditions we are facing. With a current inflation rate of 8.5% and the anticipated escalation of fuel and energy prices, as well as everyday operating supplies, we are experiencing cost increases which are negatively impacting the 2023 budget and our ability to stay within the 2.0% tax cap.

Since adoption of this Local Law does require a public hearing, I am requesting the Town Board set such hearing to take place at the regularly scheduled Board meeting on Wednesday, October 12th, 2022 at Town Hall.

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,

Paula Parker
Director of Finance