

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

Meeting Date: Wednesday, September 6, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file meeting minutes from August 16, 2023.
2. Request for the Town Board to set two public hearings for the purpose of allowing for community input regarding the 2024 Town & Special District Budgets, Charges and Assessment Rolls (Finance) – Request from Earl Johnson for Town Board action to set two public hearings during the month of October as traditionally designated, at the regularly scheduled Town Board meetings of October 11, 2023 and October 25, 2023, for the purpose of reviewing the Assessment Rolls for Special District charges and improvements and for Sewer Rents as well as the 2024 Town Operating and Capital Improvement Budgets (see letter from E Johnson).
3. Request for the Town Board to approve a budget amendment allowing for Assessor's Fall Conference Attendance this October 3-6, 2023 (Assessor) – Request from Pamela Post for Town Board action to approve a budget amendment to transfer funds between Assessor accounts, in order to attend the NYSAA Annual Meeting and Conference on Assessment Administration, as follows (see letter from P Post).

From:	Exp Acct	A.ASSOR.1355.4.53	Attorney Fees	\$1,300.00
To:	Exp Acct	A.ASSOR.1355.4.74	Member/Training	\$1,300.00

4. Request for the Town Board to approve modifying the Highway Department of Authorized Table of Organization allowing for the promotion of a Laborer to a Motor Equipment Operator (Public Works) – Request from Evert Garcia for Town Board to approve modifying the Highway Department of Authorized Table of Organization to better reflect the job titles needed at the Highway Department promoting a Laborer position to a Motor Equipment Operator in 2023 as has been requested in the 2024 Budget (see letter from E Garcia).
5. Authorize the Town Supervisor to execute a contract for Data Works Plus to install the Data Works Plus System "DWP System" on Brighton Police Department desktop applications and MDTs (Police) – Request from Chief Catholdi for Town Board action to authorize the Town Supervisor to execute an intermunicipal agreement with Monroe County for Data Works Plus to install the Data Works Plus System "DWP System", which is a data exchange system for law enforcement, on Brighton Police Department desktop applications and MDTs (see letter from Chief Catholdi).

6. Authorize the Town Supervisor to execute a contract for a web-based platform Crime Watch for the Brighton Police Department using proceeds of Forfeited Property (Police) – Request from Chief Catholdi for Town Board action to authorize the Town Supervisor to execute a four year subscription for the web-based platform Crime Watch using proceeds for forfeited property approved by the United States Attorney's Office in the amount of \$7,427.40 each year from the A.889.JSTCE account to the A.POLCE.3125.4.49 Contracted Services account not to exceed \$30,000.00 over four years (see letter from Chief Catholdi).
7. Authorize the Town Supervisor to execute an agreement for veterinary and related services to be performed at our annual Rabies Clinic on October 7, 2023 (Police) – Request from Chief Catholdi for Town Board action to authorize the Town Supervisor to execute an agreement for professional services with two veterinarians and two veterinary technicians for veterinary and related services, to be performed at our annual Rabies Clinic on October 7, 2023, at the same terms and rates as last year and funded in this year's Animal Control Budget (see letter from Chief Catholdi).
8. Request for the Town Board to authorize the purchase of a new hybrid vehicle in 2023 through budget amendment (Police) – Request from Chief Catholdi for Town Board action to authorize the purchase of an identified new hybrid vehicle in 2023 through budget amendment to transfer funds between BPD accounts eliminating the need to purchase a vehicle in the 2024 budget year (see letter from Chief Catholdi).
From: Exp Acct A.POLCE.3120.1.10 FT Wages \$46,000.00
To: Exp Acct A.POLCE.3120.2.21 Automobiles \$46,000.00
9. Request for the Town Board to approve a budget amendment to transfer funds for the purpose of replacing a desk chair (Town Clerk) – Request from Dan Aman for Town Board action to approve a budget amendment to transfer funds between Clerk accounts for the purchase of one desk chair (see letter from D Aman).
From: Exp Acct A.CLERK.1410.4.41 Maint/Repair Svc \$250.00
To: Exp Acct A.CLERK.1410.2.12 Office Furniture \$250.00
10. Discussion regarding the Town Board's Final Draft of the Capital Improvement Plan for 2024-2026. (William Moehle, Town Supervisor).
11. Discussion regarding the Town Board's Tentative Draft of the Town & Special District Budgets for 2024. (William Moehle, Town Supervisor).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, SEPTEMBER 20 2023, at 8:30 a.m.**

in the **AUDITORIUM** of the Brighton Town Hall.

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

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



Town of
Brighton

Finance Department

Earl Johnson
Director of Finance

August 30, 2023

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

Re: Notice of Hearings for the 2024 Town & Special District Budgets, Charges and Assessment Rolls

Dear Finance and Administrative Services Committee & Town Board Members:

The Town is required under Section 239 of Town Law to hold at least one public hearing prior to the adoption of the 2024 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 2024 Town Operating and Capital Improvement Budgets to review the preliminary budget. Such hearings must be held on or before December 10, 2023.

Traditionally, the Town of Brighton has provided two separate public hearings in October before the adoption of the budget to allow for appropriate community input. Therefore, I am requesting that the Honorable Town Board sets two Public Hearings for the above-mentioned issues at the regularly scheduled Town Board meetings of October 11, 2023 and October 25, 2023.

Sincerely,
Earl Johnson
Earl Johnson
Director of Finance

LEGAL NOTICE

NOTICE OF HEARING ON ASSESSMENT ROLLS FOR SERVICE CHARGES, MAINTENANCE CHARGES, CAPITAL IMPROVEMENTS AND SEWER RENT CHARGES FOR SPECIAL IMPROVEMENTS DISTRICTS AND FOR SPECIAL IMPROVEMENTS FOR FISCAL YEAR 2024

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Brighton, Monroe County, New York, acting in behalf of certain improvements districts in said Town, has caused to be completed the annual estimates and assessment rolls for and in connection with service charges, maintenance charges, capital improvements and sewer rent charges for the fiscal year commencing January 1, 2024, for special districts and for other special improvements in said Town, all as set forth below in Schedule A.

The same have been filed with the Town Clerk of the said Town of Brighton, and that the Town Board will meet at the Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 11th day of October, 2023 and the 25th day of October, 2023 at meetings commencing at 7:00 o'clock P.M. for the purpose of conducting a public hearing and considering any objection which may be made to the said estimates and assessment rolls.

BY ORDER OF THE TOWN BOARD Dated: September 13, 2023.

Daniel E. Aman, Town Clerk, Town of Brighton, Monroe County, New York

SCHEDULE A

Services

Brighton Fire District

Brighton Special Ambulance District

Brighton Consolidated Refuse District

Lighting Districts

Bel-Air, Council Rock, Council Rock Estates, East Ave, Houston Barnard, Ferndale Manor, Home Acres, Malvern, Meadowbrook, Roselawn, Struckmar, Sunnymede, Penfield Landing, Victory Lane, Clover-Elmwood, Elmwood Manor, MCC Complex, Dunn & Paul, Metro Industrial Park, Meridian Centre, Elmwood Terrace, Lac-de-Ville/Sn. Keating, Deerfield Woods, Penfield Rd, Mercy Park, Reserve, Browncroft

Sidewalk Snow Removal Districts

Bel-Air, Fairhaven, Home Acres, Meadowbrook, Roselawn, Struckmar, N Roselawn, Brookside, Council Rock, Council Rock Ext 2, Pelham Rd, Grosvenor Rd, Ambassador Dr, Sandringham Rd, Reserve, Rowlands, Clovercrest Dr, Thackery Rd, Trevor Court

Park Districts

Kirk-Astor, Reserve

Improvements & Maintenance

Consolidated Sewer District of the Town of Brighton
Brighton Sewer District 87A
Consolidated Sewer District Extension 67
Western Dr. Area Sanitary Sewer District
Consolidated Water District of the Town of Brighton
S Clinton/Westfall Water District
Brighton Meadows Water District
Brighton Consolidated Sidewalk District
Mercy Park Sidewalk District
Reserve Sidewalk District
Monroe Ave. Business Improvement District #1
Home Acres Neighborhood Improvement District

Drainage Districts

Brighton Meadows, Heatherstone, Meridian Centre, Deerfield Woods, LacDeVille/Sn.
Keatng, Barclay Square, Mercy Park, Reserve, Susquehanna/Northumberland, Pinnacle
Hills



Town of
Brighton

Assessor's Office

Pamela Post
Town Assessor

August 30, 2023

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

Re: 2023 Budget Transfer for Fall Conference Attendance

Dear Honorable Members:

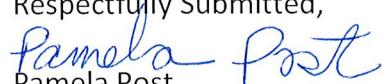
The NYSAA Annual Meeting and Conference on Assessment Administration will take place this year, October 3-6 in Saratoga. Last year, I completed the education classes online. This year, I would like to attend in person. This is an opportunity not only to earn the required continuing ed credits, but also to network with assessment professionals from across our state and collaborate on the changes taking place in our offices. Often, it is the informal conversations at these events where tips and tricks of the trade are picked up that I find most useful.

The total cost to attend is roughly \$1350.00. This figure includes (\$200.00 conference fee; \$429 for the all-inclusive meal plan; \$189 for a room x 3 nights; \$145 for gas). I am requesting a transfer of funds from within my budget to cover the expense as follows:

From: A.ASSOR.1355 4.53 (Attorney Fees) \$1300.00
To: A.ASSOR.1355 4.74 (Memberships & Training) \$1300.00

There is a potential for reimbursement from NYS Office of Real Property Tax Services. There is a limited fund available so if there are more requests than the allocated funds, the reimbursement will be prorated against all that have requested it. I will have 30 days after the completion of the conference to submit the claim form and all required receipts.

Thank you for your consideration. I will be happy to answer any questions you might have.

Respectfully Submitted,

Pamela Post
Assessor



Town of
Brighton

Public Works Department

Evert Garcia, P.E.
Commissioner of Public Works

September 1, 2023

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

Re: Highway Department Sub-Department Road Repair
Authorized Table of Organization

Dear Councilperson DiPonzo and Committee Members:

Recent retirements at the Highway Department have created vacancies that should be filled in order to maintain the operational efficiency of the department. This need is especially evident during winter plowing operations as not all equipment have drivers assigned to them. As a result, we are requesting to modify the Highway Department Authorized Table of Organization to better reflect the job titles utilized at the Highway Department and to allow the promotion of a Laborer to a Motor Equipment Operator.

Table-1 below reflects the proposed modifications:

Table – 1

CSEA Titles	2023 Actual	2023 Requested
Senior Automotive Mechanic	1	1
Automotive Mechanic	3	3
Construction Equipment Operator	3	3
Senior Motor Equipment Operator	7	7
Motor Equipment Operator	11	12
Highway Skilled Laborer	2	2
Laborer	9*	8*
Total	36	36

* One Laborer position is unfunded for 2023 and 2024

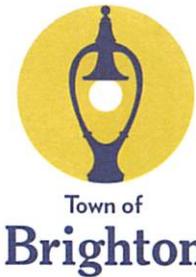
For 2023, funding is available in the Highway Department's full-time wages account (D.HWY.5110.1.10 Full-Time Wages) as the Highway Department has not been fully staffed year to date. For 2024, the draft 2024 Budget currently considers the proposed Highway Department Authorized Table of Organization.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 6, 2023, meeting in the event that you have any questions regarding this matter.

Respectfully submitted,

Evert Garcia
Department of Public Works

Cc Bridget Monroe
Earl Johnson
Steve Zimmer



Brighton Police Department

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



David Catholdi
Chief of Police

August 25, 2023

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

RE: Data Works Plus LLC, Contract

Dear Board Members:

I am writing to request that you authorize the Town Supervisor to execute a contract with Data Work Plus, LLC, which will authorize the County and Data Works Plus to install Data Works Plus System “DWP System” on our desktop applications and MDTs.

Please feel free to let me know if you have any questions.

Respectfully,

David Catholdi
Chief of Police

INTERMUNICIPAL AGREEMENT

This Agreement is made pursuant to General Municipal Law Section 119-o, as of the date last executed below, by and between the Town of Brighton, a municipal corporation having offices at 2300 Elmwood Avenue, Rochester, New York 14618 ("Town"), and the County of Monroe, a municipal corporation having offices at 39 West Main Street, Rochester, New York 14614 ("County"), collectively, the "Parties."

WHEREAS, the County previously entered into a contract with DataWorks Plus LLC, a limited liability company with offices at 728 North Pleasantburg Drive, Greenville, South Carolina 29607 ("DataWorks Plus") to supply software and services for the design, installation and implementation of a fingerprint and mugshot capture and data exchange system for law enforcement in Monroe County ("DWP System");

WHEREAS, the Parties anticipate that the DWP System will be installed at the Town during 2023 and desire to enter into this Agreement in order to formalize the relationship between the Parties with regard to the Town's use of the DWP System; and

WHEREAS, the Town duly authorized this Agreement pursuant to a resolution adopted by the Town Board and the Monroe County Legislature authorized this Agreement pursuant to Resolution 223 of 2023.

NOW THEREFORE, in consideration of the terms and conditions herein, it is hereby agreed by and between the parties as follows:

Section 1. Acknowledgements and Responsibilities of the Parties

A. County

- i. Pursuant to its contract with DataWorks Plus, the County shall install the DWP System on the Town's workstations and mobile data terminals ("MDTs") at the County's expense.
- ii. Except in the event of misuse of equipment or software, at its discretion the County may provide or bear the cost of upgrades and maintenance to the DWP System once installed at the Town during the term of this Agreement.
- iii. Except in the event of misuse of equipment or software, at its discretion the County may undertake the on-going maintenance, repair, or replacement of the DWP System during the term of this Agreement.
- iv. The County has provided the DWP System to the Town "as-is" and disclaims all warranties of any kind, whether express or implied, including, without limitation, any warranties of merchantability, fitness for a particular purpose, accuracy, quality, reliability, and non-infringement of intellectual property or other violation of rights.

B. Town

- i. The Town has authorized the installation of the DWP System for the Town's workstations and MDTs. All Town workstations shall comply with the applicable standards of the Criminal Justice Information Services Division of the Federal Bureau of Investigation.
- ii. During the term of this Agreement, the Town authorizes the use of the DWP System for its workstations and MDTs for the design, installation and implementation of a fingerprint and mugshot capture and data exchange system. The DWP System shall be used by the Town for authorized law enforcement purposes only.
- iii. The Town acknowledges that the DWP System is made available for the Town's use pursuant to a license issued by DataWorks Plus to the County and confers to the Town no right of ownership to such products. The Town shall not alter or modify the DWP System or permit anyone else to do so except as expressly authorized in writing by DataWorks Plus and the County.
- iv. In order to facilitate the use of the DWP System, the Town authorizes the data to be stored at County data centers.
- v. At all times during the term of this Agreement the Town shall provide secure connections for operation of DataWorks Plus.
- vi. The Town authorizes the County to perform at its discretion on-going maintenance, repair, upgrade, and replacement of the DWP System during the term of this Agreement.
- vii. The Town acknowledges that in response to antivirus/endpoint detection and response ("EDR") provided by the County, any adverse security events may result in disconnection from the County's resources until remediated. Issues related to the antivirus/EDR should be directed to County Information Services at 585-753-3333.
- viii. In the event that the Town desires to acquire products and services intended to interface with the DWP System, such products and services shall be purchased at the Town's expense and shall require the County's written consent prior to purchase.

Section 2. Term

This Agreement shall commence as of the date of its execution by the Parties hereto and expire exactly five years thereafter, and may be renewed in writing by the parties for two additional five year terms.

Section 3. Termination

This Agreement may be terminated by either party upon 120 days' prior written notice sent by U.S. Mail to the other party at the address set forth in this Agreement. In the event that the County's agreement with DataWorks Plus is terminated, the County may also terminate this Agreement upon 30 days' prior written notice to the Town.

Section 4. Liability and Indemnification

The Town hereby covenants and agrees to indemnify, defend and hold harmless the County and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, whether contingent or otherwise, including reasonable attorney's fees and costs of defense, incurred by the County as a result of the negligence, omission, breach, fault, or intentional misconduct of the Town under this Agreement.

The County hereby covenants and agrees to indemnify, defend and hold harmless the Town and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, whether contingent or otherwise, including reasonable attorneys' fees and costs of defense, incurred by the Town as a result of the negligence, omission, breach, fault, or intentional misconduct of the County under this Agreement.

Section 5. Notices

Any notice or demand by the Town to County shall be deemed to be duly given if sent by regular U.S. Mail, addressed to:

County Executive, County of Monroe
County Office Building
39 West Main Street
Rochester, New York 14614

With a copy to:

Director, Monroe County Public Safety
City Place Building
50 West Main Street, 4th Floor
Rochester, New York 14614

Any notice or demand by the County to Town shall be deemed to be duly given if sent by regular U.S. Mail, addressed to the Town Supervisor at the address set forth in the first paragraph of this Agreement. Either party may change its address by serving notice to the other party as provided above.

Section 6. Relationship of Parties

Nothing contained in this Agreement shall be deemed or construed by the Parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the Parties.

Section 7. Prohibition Against Assignment

The Parties are prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or any of its contents, or of any right, title or interest therein, or of the power to execute this Agreement, to any other person or corporation without the previous consent, in writing, of the other party.

Section 8. Extent of Agreement

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral.

Section 9. Law

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

Section 10. No Waiver

In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent either party from enforcing each and every term of this Agreement thereafter.

Section 11. Severability

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date first written above.

TOWN OF BRIGHTON

By: _____
William W. Moehle
Town Supervisor

COUNTY OF MONROE

By: _____
Adam J. Bello
Monroe County Executive

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On this ____ day of _____, 2023, before me the subscriber, personally came William A. Moehle, to me known, who being by me duly sworn, did depose and say that he resides in the County of Monroe; that he is the Town Supervisor for the Town described in and which executed the above instrument; and that he signed his name to the foregoing instrument by virtue of the authority vested in him by the laws of the State of New York.

Notary Public

STATE OF NEW YORK)
COUNTY OF MONROE) SS:

On this ____ day of _____, 2023, before me the subscriber, personally came Adam Bello, to me known, who being by me duly sworn, did depose and say that he is the County Executive of Monroe County, the municipal corporation described in and which executed the above agreement; that he signed his name to the foregoing instrument by virtue of the authority vested in him by the laws of the State of New York and the local laws and ordinances of Monroe County.

Notary Public



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

August 31, 2023

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

RE: Use of Forfeited Funds to Implement a Community Communication Tool

Dear Board Members:

I would like to purchase a 4-year subscription to a web-based platform known as Crime Watch. After four years we would evaluate the platform and if it still meets our needs we would continue funding the application out of our annual operating budget.

The application will create a direct channel for the Brighton Police Department to connect with the community and the citizens we serve by eliminating the disparate systems we currently operate. Providing a clear, concise, and reliable communication channel for consistent engagement and community policing is critical in today's environment.

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 4.49 Contracted Services be increased by \$30,000.00. The annual cost for the service is \$7,427.40 each year and the total expenditure over four years is \$29,709.60. The four-year costs are fully supported with the use of Forfeited Property account A.889.JSTCE.

Respectfully,

David Catholdi
Chief of Police



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

August 25, 2023

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 7, 2023.

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 2023 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:jp



Brighton Police Department

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



David Catholdi
Chief of Police

August 25, 2023

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

RE: Budget Transfer – Vehicle Purchase

Dear Board Members:

I am proposing we transfer \$46,000.00 from **A.POLICE.3120 1.10 FULL-TIME WAGES** to **A.POLICE.3120 2.21 AUTOMOBILES** to purchase a new Hybrid vehicle in 2023.

By purchasing a vehicle in 2023 we will be able to eliminate the need to purchase one vehicle in the 2024 budget year.

Please do not hesitate to contact me should you need any further clarification or have any questions.

Respectfully,

David Catholdi
Chief of Police



Town of
Brighton

Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of
Taxes

August 28, 2023

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

Dear Board Members:

I am requesting Town Board authorization to transfer an amount up to \$250 from A.CLERK.1410 4.41 to A.CLERK.1410 2.12. This transfer will allow for the purchase of one desk chair. One of my clerks is leaving and will be bringing the chair they purchased with them.

Respectfully,

Daniel Aman
Brighton Town Clerk

Cc: Earl Johnson