

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

**Meeting Date: Wednesday, March 19, 2025 (8:30 a.m.)
Location: Empire State University Room #159**

1. Approval of Minutes – Receive and file minutes from March 5, 2025.
2. Request for Town Board to accept a grant award from the Justice Court Administration Program (JCAP) in the amount of \$300.00 (Justice Court) – Request from Lisa Pavlovych for Town Board action to accept a grant award from the Justice Administration Program in the amount of \$300.00 which will be used for an office furniture purchase will require a budget amendment increasing the revenue account A.JSTCE.1110.3390 - NYS Aid and increase the expense account A.JSTCE.1110.2.12 – Office Furniture (see letter from L. Pavlovych).
3. Request for Town Board to approve the updated Deposit and Investment Policy for March 26, 2025 as presented (Finance) – Request from Earl Johnson for Town Board action to approve the updated Deposit and Investment Policy as presented to increase maximum deposits with individual institutions due to the additional BAN funds which will be received and invested until necessary (see letter from E. Johnson).
4. Request for Town Board to accept the retirement of Officer James Denero after twenty years of service with distinction for the Town of Brighton effective March 27, 2024 (Police) – Request from Chief Catholdi for Town Board action to accept the retirement of Officer James Denero, with regret, after twenty years of service with distinction for the Town of Brighton effective March 27, 2024 (see letter from D. Catholdi).
5. Request for Town Board to approve disposal of certain Highway, Sewer and Town equipment as listed including an ambulance that has been retired from the Brighton Volunteer Ambulance Special District through auction or sale (Highway) – Request from Amy Banker for Town Board action to dispose of certain Highway, Sewer and Town equipment as listed that are no longer needed or able to support departmental operations including an ambulance that has been retired from the Brighton Volunteer Ambulance Special District. (see letter from A. Banker).
6. Discussion regarding the pending merger of NYCLASS (New York Cooperative Liquid Assets Securities System) and NYLAF (New York Liquid Asset Fund) effective July 1, 2025.

7. Town Hall Renovation progress update (ongoing when necessary).
8. Discussion regarding Town Hall sitework, including but not limited to stormwater and drainage management, landscaping, roadway improvements, paving and lighting.

EXECUTIVE SESSION – Discussion regarding collective negotiations

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, April 2, 2025, at 8:30 a.m.**

in ROOM #159 at Empire State University, 680 Westfall Road.

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

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

JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

JUSTICES

JOHN A. FALK

VIKRAM S. VILKHU

March 11, 2025

Supervisor William Moehle
Town Board Members
2300 Elmwood Avenue
Rochester NY 14618

Re: Grant Award from Justice Court Assistance Program

Dear Supervisor Moehle and Town Board Members:

Brighton Justice Court is requesting approval for acceptance of a grant award from the Justice Court Administration Program in the amount of \$300.00. The grant will be used to purchase an executive chair for Judge Vilkhu. We are also seeking approval to amend the 2025 budget as follows: increase the revenue account A.JSTCE. 1110.3390 (NYS Aid) by \$300.00 and increase the expense account A.JSTCE. 1110 2.12 by \$300.00. This is a budget neutral appropriation.

Thank you for your consideration.

Sincerely,



Lisa Pavlovych
Chief Court Clerk

Attachments

cc: E. Johnson, Finance Director
FASC Committee Members
File



Town of
Brighton

Finance Department

Earl Johnson
Director of Finance

March 13, 2025

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

RE: Deposit and Investment Policy for 2025

Dear Town Board Members:

I request that your Honorable Body adopt the attached the updated Deposit and Investment Policy for 2025 and authorize the Supervisor to execute any related banking and other documents as necessary to carry out such deposits and investments as required by the financial institutions in accordance with the Policy.

These charges are due to the Town Hall Renovation BAN and the necessity to invest those funds strategically without the current policy limitations. The only changes are the amount of funds we can keep with institutions as updated.

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

Sincerely,
Earl Johnson
Earl Johnson
Director of Finance

TOWN OF BRIGHTON DEPOSIT AND INVESTMENT POLICY

Policy Scope:

The following Deposit and Investment Policy shall apply to all financial resources available to the Town of Brighton for deposit and/or investment for the benefit of the Town or other individuals or entities.

Policy Objectives:

The Policy objectives of the Town of Brighton's deposit and investment activities are (in the order of their importance):

- to conform to all applicable Federal, State, and local government requirements;
- to adequately protect the principal amount of all deposits and investments;
- to plan for and provide sufficient liquidity for such deposits and investments sufficient to provide for payment of all operating and capital budget requirements in a timely manner;
- to obtain a reasonable rate of return, dependent on market conditions, on such deposits and investments.

Delegation of Authority:

Responsibility for oversight of the Town's deposits and investments is vested in the Supervisor, as Chief Fiscal Officer of the Town (Town Law Sec 29). The Supervisor delegates daily responsibility for the administration of all deposits and investments to the Director of Finance, who shall establish procedures for daily program operation that are consistent with this Policy. All subsequent references regarding powers given to the Director of Finance shall be assumed to also extend to the Supervisor since he is the Chief Fiscal Officer.

Prudence and Care:

The Supervisor, Director of Finance, their designees, and all other Town employees involved in the deposit and/or investment process shall at all times act responsibly and with a great degree of care in that such financial resources are held in the public trust. They shall avoid any financial transaction that could, or might be construed to be, in violation of the public trust.

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

Diversification:

It shall be the policy of the Town of Brighton to diversify its deposits and investments. Diversification will further protect the principal amount of deposits and investments but may not serve to maximize interest earnings. No more than 80% of total available cash may be placed in any one particular bank, trust company or cooperative investment arrangement as established under General Municipal Law Article 3-A at any given time. It shall be the policy of the Town of Brighton to reasonably balance the needs for yield and protection of principal.

Internal Controls:

The Director of Finance shall establish and maintain an internal control structure to provide reasonable, but not absolute, assurance those deposits and investments are properly safeguarded and that such transactions are executed and recorded properly and made and managed in compliance with applicable laws and regulations and this Policy.

Deposits

As detailed in General Municipal Law Section 10 and this Policy, the Director of Finance may deposit funds in accordance with applicable statute and this Policy. In accordance with an annual resolution of the Town Board, the following commercial banks and/or trust companies have been designated as authorized depositories for funds of the Town and/or funds within the Town's control. This Policy further regulates such deposits by limiting deposits to the following maximum amounts:

<u>Bank Name</u>	<u>Maximum Amount</u>
Bank of America	\$25,000,000
Canandaigua National Bank and Trust	\$35,000,000
J.P. Morgan Chase Bank	\$35,000,000
Key Bank	\$20,000,000
M & T Bank	\$35,000,000

The above-listed maximum deposit amounts for M&T Bank and JP Morgan Chase Bank may be increased by an additional \$20,000,000, to a maximum of **\$55,000,000** when the Receiver of Taxes is collecting and disbursing school tax payments.

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

Collateralizing of Deposits:

In accordance with the provisions of General Municipal Law Section 10, all deposits of the Town of Brighton, including Certificates of Deposit, in excess of amounts insured under the provisions of the Federal Deposit Insurance Act shall, at all times, be secured:

-by a pledge of "eligible securities" with an aggregate market value equal to or greater than the aggregate amount of deposits, together with agreed upon interest, to be secured in this manner. Such "eligible securities" permitted to secure Town deposits are indicated in Appendix A to this Policy. Specific types of securities qualifying as "eligible securities" are further identified in the State Comptroller's Local Government Management Guide titled Investing and Protecting Public Funds. The Director of Finance shall have discretionary authority to reject the pledge of specific eligible securities if he/she believes the securities to be inappropriate for use as collateral.

-and/or by an eligible surety bond payable to the Town of Brighton for an amount equal to or greater than the aggregate amount of deposits, together with agreed upon interest, to be secured in this manner. Such surety bond must be issued by an insurance company authorized to do business in New York, and whose claims' paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

Safekeeping of Collateral Pursuant to Written Agreement:

Eligible securities used for collateralizing deposits shall be held by the depository bank or a third-party custodial agent, at the discretion of the Town of Brighton, and subject to written security and custodial agreements.

The legally required written security agreement shall provide that eligible securities are being pledged to secure deposits of the Town, together with agreed upon interest (if any), and any costs or expenses arising out of the collection of such deposits upon default. The agreement shall also provide any conditions under which securities may be sold, presented for payment, substituted, or released, as well as the events which would enable the Town to exercise its rights against the pledged securities should such action become necessary.

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

The legally required written custodial agreement shall provide those securities held by the depository bank or a third-party custodial agent will be kept separate from the general assets of the depository bank or custodial agent. The agreement shall also provide that the depository bank or custodial agent shall confirm, in writing, any receipt, substitution, or release of securities. The agreement must also provide for the frequency of valuation of the pledged securities, which shall be no less frequent than monthly, and any provisions needed to ensure the Town's perfected interest in the securities.

Investments

As detailed in General Municipal Law Section 11 and this Policy, the Director of Finance, or their designee, may invest monies not immediately needed for expenditure in the following types of legally permitted investments:

- Interest bearing Checking and/or Savings Accounts
- Certificates of Deposit
- Obligations of the United States of America
- Obligations guaranteed by Agencies of the United States, for which the United States of America guarantees the payment of principal and interest on the obligations
- Obligations of the State of New York
- Obligations issued pursuant to Local Finance Law Section 24 or 25 (with the approval of the State Comptroller) by any municipality, school district, or district corporation other than the Town of Brighton
- Obligations of Public Authorities, Public Housing Authorities, and Urban Renewal Agencies where the State statutes governing such entities or whose specific enabling legislation authorizes such investments
- Obligations issued by the Town of Brighton where such investment shall be made from monies on deposit in a Town Board authorized reserve fund, where such investment has been authorized by resolution of the Town Board

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

All investment obligations shall be redeemable, at the option of the Town of Brighton, as the proceeds of the investment(s) will be needed to meet expenditures for purposes for which the monies were provided. In addition, obligations purchased with the proceeds of bonds or notes shall be redeemable within two years of the date of purchase. For Repurchase Agreements, the repurchase date and not the maturity date of the underlying security(s) shall govern.

Authorized Financial Institutions and Security Dealers:

The Town of Brighton authorizes the following list of financial institutions, cooperative investment arrangements, and security dealers for investment purposes, and establishes the maximum dollar limits of investments that may be made with each. These maximum dollar limits are inclusive of the maximum deposit amounts indicated in the Deposits section of this policy, but do not include the additional \$20,000,000 in deposits authorized during the period September 1st through November 1st in that the Town is not authorized to invest school taxes collected on behalf of the five school districts levying taxes in the Town. All financial institutions with which the Town conducts business must be creditworthy. The Director of Finance, with the assistance of higher levels of government, is responsible for evaluating the financial condition of authorized financial institutions and security dealers. Security dealers not affiliated with an authorized depository bank must be classified as a reporting dealer and affiliated with the New York Federal Reserve Bank as a primary dealer.

<u>Bank/Security Dealer Name</u>	<u>Maximum Amount</u>
Bank of America	\$25,000,000
Canandaigua National Bank and Trust	\$35,000,000
J.P. Morgan Chase	\$35,000,000
Key Bank	\$20,000,000
KeyBanc Capital Markets	\$35,000,000
M & T Bank	\$35,000,000
NYCLASS	\$35,000,000
NYLAF (Liquid Asset Fund)	\$35,000,000

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

Purchase of Investments:

The Director of Finance may contract or place orders for the purchase of investments:

- Directly, through an authorized financial institution or securities dealer
- By participation in a cooperative investment program with another authorized governmental entity(s) pursuant to Article 5G of the General Municipal Law
- Through a repurchase agreement (REPO), subject to terms of a required Master Repurchase Agreement. For REPO's, trading partners are limited to those authorized banks and security dealers as identified above. Obligations purchased shall be limited to obligations of the United States of America and/or by obligations guaranteed by agencies of the United States.

All purchased obligations, unless registered in the name of the Town of Brighton, shall be purchased through, delivered to, and held in the custody of a custodial bank. All purchased obligations shall be held separately from the general assets of the custodial bank or securities dealer. Such obligations shall be purchased, sold, or redeemed in accordance with prior authorization of the Director of Finance. All transactions shall be confirmed in writing by the custodial agreement as described in General Municipal Law Section 10. Such an agreement shall include all provisions necessary to provide the Town a perfected interest in the obligations(s) purchased.

Review and Amendment of Policy:

This Policy shall be reviewed on no less than an annual basis and modified by formal action of the Town Board as necessary.

This Policy was reviewed and first approved by the Town Board on 4/28/93. The Policy was subsequently updated and reaffirmed by Town Board on 5/24/95; 2/14/96; 6/12/96; 2/24/99; 3/8/00; 4/11/01; 1/14/04; 1/3/05; 1/3/06; 1/10/07; 1/3/08; 1/2/09; 1/4/10; 1/5/11; 1/3/12; 2/8/12; 1/2/13; 1/2/14; 1/5/15; 1/4/16; 1/3/17; 1/2/18, 1/2/19, 4/24/19, 8/28/19, 1/2/20, 1/4/21, 1/3/22, 1/3/23, 1/2/24, 1/2/25.



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

March 7, 2025

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

RE: Retirement of Police Officer James Denero

Dear Board Members:

I received notice from Officer James Denero that he is retiring from the Brighton Police Department, which will be effective March 27, 2025. He has served with distinction at the Brighton Police Department since March 5, 2005.

During the course of his career, Officer Denero made significant contributions to the police department and to the community. His law enforcement career began with the Monroe County Sheriff's Department serving as a part-time police officer from 2000 to 2005 when he joined the Brighton Police Department.

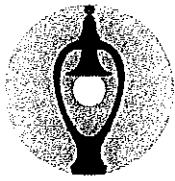
It is with regret that I recommend the acceptance of Officer Denero's retirement from the Brighton Police Department, effective March 27, 2025. I know that we all wish Jim and his family success and happiness in his retirement.

Respectfully,

David Catholdi
Chief of Police

CDC:jp

c: Tricia Van Putte, Director of Personnel
Daniel Aman, Town Clerk
Earl Johnson, Director of Finance



Town of
Brighton

Brighton Police Department

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



MEMORANDUM

David Catholdi
Chief of Police

To: Chief Catholdi

From: Ofc. Denero

Subject: Retirement

Date: 2/21/2025

Chief Catholdi,

It is my intent to retire from employment. My last day will be March 26, 2025 and my first day of retirement will be March 27, 2025.

I have fulfilled a dream of becoming a Police Officer and I am so appreciative and thankful that I was able to serve in the community that I have lived in for over thirty years. I will forever remember my time as a Brighton Police Officer. Thank You.

Respectfully Submitted,

Ofc. Denero

Ofc. Denero



March 17, 2025

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

Re: Authorize Disposal of Equipment

Dear Committee Members,

I recommend the disposal of certain Highway, Sewer and Town equipment as listed below including an ambulance that has been retired from the Brighton Volunteer Ambulance Special District. The items listed are no longer needed or able to support departmental operations.

#14 – 2008 Ford F350 Dump Truck	Asset #D57264	VIN 1FDWF36R38ED57263
#16 – 2010 John Deere Tractor	Asset #622820	VIN LV3720H62280
#28 – 2012 Ford F450 Utility Truck	Asset #A33337	VIN 1FDUF4HY5CEA33337
#54 – 2010 John Deere Loader	Asset #628859	VIN 1DW624KZEA0628859
2018 – Ford Explorer, Police	Asset#B20198	VIN 1FM5K8AR9JGB20198
#3069 – 2018 Demer Ambulance	Asset #620109	VIN WDAPE7CD4JP620109

I further recommend that I be authorized to dispose of the above equipment through an online or in person auction or through Enterprise Fleet.

Amy Banker

Amy Banker
Accountant

Cc: W. Haefner
 B. Monroe
 E. Johnson



Join us for a webinar at 2:00 P.M. EST today (3/14) for more information:

REGISTER FOR WEBINAR

Dear Participant,

On behalf of the New York Liquid Asset Fund (NYLAF) Board of Directors, I'd like to thank you for your partnership and support over the decades.

Recently, it was announced that PMA Financial Network, LLC ("PMA"), which serves as the Investment Advisor/Consultant, Marketing Agent, and Administrator for the New York Liquid Asset Fund ("NYLAF"), has completed a merger with Public Trust Advisors, LLC ("Public Trust"). Public Trust serves as the Investment Advisor and Administrator for the New York Cooperative Liquid Assets Securities System ("NYCLASS"). Together, Public Trust and PMA now collectively serve approximately 12,000 local governments and school districts nationwide, creating a strong, mutually beneficial network of local government investment pools and associated financial services.

What does this mean for NYLAF and NYCLASS?

As a result of this merger of these companies, there is now an overlap in fund administration and investment advisory service providers between NYLAF (PMA) and NYCLASS (Public Trust). After careful consideration and a thorough evaluation of the best path forward, both our Board and the Governing Board of NYCLASS have agreed to merge our cooperative programs. As such, NYLAF will become a part of NYCLASS, effective **July 1, 2025**.

This decision was not made lightly. Our priority has always been to serve the best interests of our Participants, striving to ensure long-term stability, enhanced investment opportunities, and continued service. Both NYLAF and NYCLASS have built strong reputations since their founding's in 1998 and 1989 respectively, consistently providing Participants with reliable performance and high-quality service. We believe that bringing these two well-respected funds together will create even greater value for our Participants.

Key Benefits of the Merger:

- **Expanded Professional Resources:** The combination of Public Trust and PMA will enhance the team of investment professionals (which will still include our current team) dedicated to providing a first-rate client experience for all participating entities.
- **Alignment with Core Objectives:** The transition to NYCLASS will allow us to maintain the primary objectives of NYLAF, including **safety of principal, daily liquidity, competitive rates of return, and financial transparency**.
- **Expanded Products and Services:** Under the expanded capabilities of NYCLASS, all products and services currently available to NYLAF Participants, including NY Choice Fixed Income Investments, will continue seamlessly.
- **Continuity of Leadership:** As part of this integration, current NYLAF Directors **Dr. Jennifer Avery (Otsego Northern Catskills Board of Cooperative Educational Services)** and **Mr. Jim Fregelette (Erie 1 Board of Cooperative Educational Services)** have joined the NYCLASS Governing Board. Additional current NYLAF Board Directors will also serve in an advisory capacity.

Seamless Integration for NYLAF Participants

The NYLAF Board is committed to ensuring a smooth and seamless transition. Behind the scenes, the combined team of PMA and Public Trust have been working on systems to ensure funds will transfer automatically to your chosen account. Below are key highlights of the transition plan:

- **Account Structure(s):** The combined Relationship Management team will assist each Participant in identifying the current accounts at both NYLAF and NYCLASS to ensure that all accounts are structured for each Participant's need.
- **Investment Holdings:** NYLAF investments will be transferred to NYCLASS on **July 1st, 2025:**
 - NYMAX investments will transition to the NYCLASS liquid series.
 - All fixed (FRI) investments will transfer seamlessly to NYCLASS.
 - For audit purposes, you will receive a NYLAF statement for June and then a NYCLASS statement for July.
- **Secure Online Access:** Your existing GPS site login credentials will remain unchanged. Upon your first login after the transition (7/1/25), you will be automatically redirected to your new NYCLASS account(s) with an identical user experience.
- **State Aid and Checking Services:** NYLAF participants who currently receive State Aid deposits or utilize checking services will experience **no disruptions**. These services will continue as they do today, requiring no action on your part.

Next Steps for Participants

As part of the transition to NYCLASS, in the coming weeks each current NYLAF Participant will receive an outreach from our Relationship Management team to answer your questions and identify the accounts for the transfer.

On March 31st, each Participant will receive an email to authorize the transfer of their assets from NYLAF to NYCLASS through a simple online process. Should you, as a Participant, elect not to have your NYLAF funds transferred to NYCLASS, our team will work with you to return Participant funds to a bank account of your choice on June 30th.

With the hard work that both PMA and Public Trust have been doing, we anticipate a smooth transition of our funds. Please feel to reach out to a NYLAF board member or a member of the Relationship Team with any questions you may have. The NYLAF Board is continuing to meet and to oversee the transition.

The NYLAF Board, PMA, and Public Trust remain steadfast in our commitment to providing you with the outstanding service you have come to expect, and we look forward to the continued success of these merged entities. Thank you for your attention to this important matter as we know you look to provide the best investment outcomes for your organization. We are here to serve you!

Sincerely,



Carol Stein

Chair - NYLAF Board of Directors

PMA Financial Network, LLC, PMA Securities, LLC, and PMA Asset Management, LLC (hereinafter "PMA") operate under common ownership. PMA Securities, LLC is an SEC and MSRB registered broker-dealer and municipal advisor and a member of FINRA and SIPC. PMA Asset Management, LLC is an SEC registered investment adviser. For more information, please visit us at <http://www.pmanetwork.com/>.

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Town Hall Renovation – Abatement Contract – Additional Work (as of 3/17/25)

First Floor (Line Items 1-16) Costs (\$44,267)

Basement Floor (Line Items 17-19) Costs (\$58,438)

Current total additional work \$102,705 (+18% of contract amount)

Current total Project Cost (\$ 585,000 contract) + (\$102,705 add) = \$687,705

Contract-02	Asbestos Abatement-DSA	\$ 585,000.00	18%	Percent of Original Contract
1 Auditorium Flooring	\$ 3,261.00		comp	
2 Corridor 1A Ceiling	\$ 2,619.00		comp	
3 Stair A Duct Work	\$ 8,053.00		comp	
4 Public Works Flooring	\$ 1,947.00		comp	
5 Public Works Office Ceiling	\$ 2,619.00		comp	
6 1st Floor Roof Drains	\$ 4,930.00		comp	
7 Stair A Ceiling	\$ 1,385.00		comp	
8 Stair B & Lobby Flooring	\$ 1,698.00		comp	
9 Stair Vestibule Flooring	\$ 849.00		comp	
10 Corridor & Stair B Ceiling	\$ 4,158.00		comp	
11 Town Attorney Office Flooring	\$ 1,515.00		comp	
12 Town Clerk Office Ceiling	\$ 1,385.00		comp	
13 Town Clerk Office Flooring	\$ 1,149.00		comp	
14 Town Supervisor Office Flooring	\$ 1,837.00		comp	
15 Vestibule Ceiling	\$ 2,509.00		comp	
16 Supervision and Bonding	\$ 4,353.00		comp	
17 Bathrooms-Storage-Server	\$ 48,776.00			
18 Electrical (ceiling/piping)	\$ 7,924.00			
19 Historian Flooring & Mastic	\$ 1,738.00			
Sub-Total (COs)	\$ 102,705.00			
Total after COs		\$ 687,705.00		

First Floor – Additional work not included in CO #1