

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

**Meeting Date: Tuesday, September 4, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Acceptance of Retirement of Police Officer Thomas Schirmer (Police Dept.) – Request from Chief Mark Henderson for Town Board concurrence to accept, with best wishes, the retirement of Police Officer Thomas Schirmer effective September 22, 2012, after 31 years of service (see letters from M. Henderson and T. Schirmer).
2. Disposal of Fixed Assets at Auction (Information Systems) – Request from Sue Wentworth for Town Board action to declare various computers as surplus and to authorize disposal at auction (see memo from S. Wentworth).
3. Disposal of Fixed Assets as Junk (Information Systems) – Request from Sue Wentworth for Town Board action to declare various computer, printer, and IT equipment as surplus and to authorize disposal as junk as the items have no remaining value (see memo from S. Wentworth).
4. Budget Transfer for Certiorari Attorney Services (Assessor) – Request from Elaine Ainsworth for Town Board action to approve a budget transfer in the amount of \$15,000 from full-time wages to attorney fees in the Assessor's Office to cover anticipated certiorari attorney fees for the remainder of 2012 (see letter from E. Ainsworth).
5. Contract Amendment for Town Hall Roof (Facility Operations) – Request from Mike Guyon for Town Board authorization to amend the contract with Clark Patterson Engineers to provide emergency services for air quality monitoring during the installation of the new roof on Town Hall and the Public Safety Wing (communication to follow).
6. Authorization to Bid for Pick-Up Truck (Highway) – Request from Tim Keef for Town Board authorization to solicit bids for a new pick-up truck in the highway department to replace a recently totaled truck (see letter from T. Keef).
7. Contract with CIGNA for Voluntary Employee Short-Term Disability Plan (Personnel) – Request from Gary Brandt for Town Board action to authorize the Supervisor to sign a contract with CIGNA to provide a voluntary short-term disability (STD) plan for eligible full-time Town employees. This plan would compliment the existing long-term disability plan currently offered to this employee group, also through CIGNA (see letter from G. Brandt).

8. Budget Transfers and Appropriation (Finance) – Request from Suzanne Zaso for Town Board authorization to make various budget transfers and an appropriation based on current year expenditures verses the adopted 2012 budget (see memo from S. Zaso).
9. Discussion Only – Discussion with Dan Aman regarding online dog renewals.
10. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, September 18, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Town of Brighton

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



Mark T. Henderson
Chief of Police

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

August 24, 2012

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Board Members:

I recently received notice from Officer Thomas Schirmer that he is retiring from the Brighton Police Department, effective September 22, 2012. Officer Schirmer has served with distinction since February 18, 1981.

Officer Schirmer has served many roles throughout his career. He has held the position of Juvenile Officer, Criminal Investigator, was assigned to the FBI Joint Terrorism Task Force and most recently served as a Police Officer assigned to the Patrol Division.

It is with regret that I recommend the acceptance of Police Officer Thomas Schirmer's retirement from the Brighton Police Department, effective September 22, 2012. I know that we all wish Tom and his family success and happiness in his retirement and future endeavors.

Respectfully,

Mark T. Henderson
Chief of Police

Attachment

xc: Dan Aman, Town Clerk
Suzanne Zaso, Director of Finance
Gary Brandt, Director of Personnel

(16)



**BRIGHTON POLICE DEPARTMENT
INTRA-OFFICE CORRESPONDENCE**



To: Chief Mark Henderson
From: Officer Tom Schirmer
Date: 8/17/2012
Re: Retirement

Chief,

Please be advised that I will be retired effective Saturday September 22, 2012.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "T. Schirmer", written over a horizontal line.

Off. T. Schirmer



TOWN OF BRIGHTON
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5390 Fax (585) 784-5396

2a.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Susan Wentworth, Coordinator of Data Processing *SW*

Date: August 31, 2012

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

Auction Items

Susan Wentworth

DEPT. Information Systems

REQUESTING EMPLOYEE

Susan A. Wentworth

DATE August 31, 2012

DEPT. HEAD SIGNATURE

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
4259	Computer	Dell	OptiPlex 170L	2005	7RW5J61	\$1,210.24	
5089	Computer	Dell	OptiPlex GX280	2004	6JXF361	\$1,892.20	
5145	Computer	Dell	OptiPlex GX280	2005	4QQFG61	\$1,200.00	
5146	Computer	Dell	OptiPlex 170L	2005	50X5J61	\$1,024.64	
5186	Computer	Dell	OptiPlex Gx620	2007	F1PLNC1	\$1,120.02	
5262	Computer	Dell	Optiplex GX 620	2006	1DW7691	\$1,244.62	
5263	Computer	Dell	Optiplex GX 620	2006	D1M8691	\$1,195.20	
5266	Computer	Dell	Optiplex GX 620	2006	B1M8691	\$1,195.20	
5272	Computer	Dell	OptiPlex GX620	2006	2DBQ2B1	\$1,224.06	
5274	Computer	Dell	OptiPlex Gx620	2007	G2JMCC1	\$1,005.25	
5277	Computer	Dell	OptiPlex Gx620	2007	J2JMCC1	\$1,005.25	
5279	Computer	Dell	OptiPlex Gx620	2007	43JMCC1	\$1,005.25	
5340	Computer	Dell	OptiPlex Gx620	2007	33JMCC1	\$1,005.25	
5362	Computer	Dell	Precision 390	2008	1XF1MF1	\$1,488.02	

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

2b.



TOWN OF BRIGHTON
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5390 Fax (585) 784-5396

3a.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Susan Wentworth, Coordinator of Data Processing *AWW*

Date: August 31, 2012

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

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The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET

Retired-Obsolete/Broken

REQUESTING EMPLOYEE

DEPT. Information Systems

DATE August 31, 2012

DEPT. HEAD SIGNATURE

Susan Wentworth
Susan D. Wentworth

Note: Items less than \$1,000 have been included if they are still on the Finance System Fixed Assets Inventory

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
4260	Computer	Dell	OptiPlex 170L	2005	1YJ6J61	\$1,112.04	
4768	Computer	Dell	OptiPlex Gx270T	2004	5JPJ541	\$2,083.71	
4908	Computer	Dell	OptiPlex Gx240	2002	4P9PM11	\$1,471.00	
4942	Computer	Dell	OptiPlex Gx240	2001	GRYQ311	\$882.00	Inventory Update
4954	Computer	Dell	OptiPlex Gx240	2002	JQ1T711	\$2,072.01	
4982	Computer	Dell	Precision 340	2003	8LKH921	\$2,461.00	
4993	Computer	Dell	OptiPlex GX260	2002	9KLM421	\$1,487.00	
5066	Computer	Dell	Precision 360	2003	14BQT31	\$3,615.00	
5068	Computer	Dell	OptiPlex GX270T	2004	8X1Q541	\$1,422.47	
5083	Computer	Dell	Precision 360	2004	BQ82M51	\$1,732.05	
5153	Computer	Dell	OptiPlex 170L	2005	70X5J61	\$1,024.64	
5183	Computer	Dell	OptiPlex GX620	2005	HXP3481	\$1,427.28	
5185	Computer	Dell	OptiPlex 745	2007	J7G48F1	\$742.70	Inventory Update
5397	Computer	Dell	OptiPlex 745	2008	97Z0MF1	\$1,177.42	

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

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**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**
Retired-Obsolete/Broken

DEPT. Information Systems

REQUESTING EMPLOYEE

Susan Wentworth

DATE August 31, 2012

DEPT. HEAD SIGNATURE

Susan G. Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
5398	Computer	Dell	OptiPlex 745	2008	87Z0MF1	\$1,177.42	
4909	Computer	Dell	OptiPlex Gx240	2002	4LZQM11	\$1,471.00	
5069	Computer	Dell	OptiPlex Gx270T	2004	3N1K541	\$1,489.35	
5080	Computer	Dell	OptiPlex Gx270T	2004	7T1Q541	\$1,504.48	
4769	Computer	Dell	OptiPlex Gx270T	2004	CWP9441	\$922.95	Inventory Update
4932	Pocket PC	HP	Jornada 548	2002	SG13940296	466.65	Inventory Update
3973	Printer	HP	LaserJet 6Pxi	1998	USDH035703	\$696.56	Inventory Update
4472	Printer	HP	LaserJet 1100	2000	USLH055892	\$352.37	Inventory Update
3548	Printer	HP	LaserJet 6P	1998	USCD056023	\$696.56	Inventory Update
2942	Printer	HP	LaserJet 4P	1994	USCB099109	\$941.00	Inventory Update
3487	Printer	HP	LaserJet 6P	1996	USBB119962	\$719.25	Inventory Update
3492	Printer	HP	DeskJet 870xi	1996	US69G110HZ	\$449.25	Inventory Update
3493	Printer	HP	DeskJet 870xi	1996	USG9G110F3	\$449.25	Inventory Update
3504	Printer	HP	DeskJet 340	1996	SG69D120NS	\$338.10	Inventory Update

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

3c.

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

Retired-Obsolete/Broken

DEPT. Information Systems

REQUESTING EMPLOYEE Susan Wentworth

DATE August 31, 2012

DEPT. HEAD SIGNATURE Susan Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
3546	Printer	HP	DeskJet 890Cxi	1998	U5787120TT	\$391.50	Inventory Update
3547	Printer	HP	LaserJet 6P	1998	USCD056033	\$696.56	Inventory Update
3548	Printer	HP	LaserJet 6P	1998	USCD056023	\$696.56	Inventory Update
3549	Printer	HP	LaserJet 6P	1998	USCD056045	\$696.56	Inventory Update
3550	Printer	HP	DeskJet 340	1998	SG78U130FN	\$265.11	Inventory Update
3633	Printer	Okidata	ML 591	1996	62409301	466.65	Inventory Update
3692	Printer	HP	LaserJet 6Lxi	1997	SUSHB024183	\$362.44	Inventory Update
3695	Printer	HP	LaserJet 6Lxi	1997	SUSHB044874	\$362.44	Inventory Update
3702	Printer	Okidata	ML 591	1997	B2KML591	\$549.24	Inventory Update
3780	Printer	HP	LaserJet 6MP	1998	SUSCF021954	\$834.56	Inventory Update
3832	Printer	Okidata	ML 591	1998	Unknown	\$549.24	Inventory Update
3894	Network Switch	3Com	SuperStack II	1998	7ZLVEF48F8	\$1,023.00	
3896	Tape Drive	HP	External	1998	Unknown	\$3,504.86	
3897	Server	Dell	PowerEdge 2300	1998	HL92S	\$8,507.14	

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

3d

TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET
 Retired-Obsolete/Broken

DEPT. Information Systems

REQUESTING EMPLOYEE Susan Wentworth

DATE August 31, 2012

DEPT. HEAD SIGNATURE Susan A. Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
3917	Printer	HP	LaserJet 2100	1999	C4172A	\$860.81	Inventory Update
3972	Printer	HP	DeskJet 720	1998	SG7C91W187	\$265.11	Inventory Update
3973	Printer	HP	LaserJet 6Pxi	1998	USDH035703	\$696.56	Inventory Update
3997	Printer	HP	OfficeJet K60xi	2001	SG07EA2040	\$353.00	Inventory Update
4011	Printer	HP	DeskJet 1120	1999	SG88L132KD	\$427.73	Inventory Update
4256	Computer	Dell	OptiPlex Gx260	2003	C8SG921	\$1,223.00	
4257	Computer	Dell	OptiPlex Gx260	2003	58SG921	\$1,175.00	
4270	Server	Dell	PowerEdge 1420	2006	BVT7691	\$3,449.05	
4271	Printer	HP	DeskJet 880	1999	SMX93V1BOJN	\$262.21	Inventory Update
4288	Computer	Dell	OptiPlex Gx240	2002	7C9PL11	\$1,088.00	
4472	Printer	HP	LaserJet 1100	2000	Unknown	\$352.37	Inventory Update
4485	Printer	HP	OfficeJet T65xi	2000	SG05QC30JY	\$436.53	Inventory Update
4541	AS400	IBM	iSeries 270	2001	S105D9TM	\$26,279.40	
4542	Network Switch	3Com	SuperStack II	2001	KZLS4EF1258	\$755.25	Inventory Update

* For vehicles use the last 6 characters of the VIN number.

Finance Office _____ Insurance Notification Date _____
 Use: _____ Town Board Authorization Date _____

Se.

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

Retired-Obsolete/Broken

Susan Wentworth

DEPT. Information Systems

REQUESTING EMPLOYEE

DATE August 31, 2012

DEPT. HEAD SIGNATURE

Susan D. Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
4544	Server	Dell	PowerEdge 2300	1999	7VE5N	\$5,207.00	
4547	UPS Battery Backup	PowerWare	Prestige	1999	BR321W0033	\$1,988.00	
4728	Laptop	Gateway	Solo 9500	2001	BDA11130108	\$3,208.00	
4903	Computer	Dell	OptiPlex Gx240	2001	FPSX211	\$2,278.00	
4934	Laptop	HP	OmniBook XE3	2002	TW20723947	\$2,228.00	
4935	Laptop	HP	OmniBook XE3	2002	TW20800517	\$2,228.00	
4941	Computer	Dell	OptiPlex Gx240	2001	1MNT311	\$882.00	Inventory Update
5060	Laptop	HP/Compaq	nx9010	2003	CNF3352BW0	\$1,325.00	
5061	Computer	Dell	Precision 360	2003	88Y3H31	\$3,431.00	
5062	Server	Dell	PowerEdge 2600	2003	B07YG31	\$4,715.00	
5064	Laptop	HP/Compaq	nx9010	2003	CFN3303016	\$1,325.00	
5069	Computer	Dell	OptiPlex Gx270	2004	3N1K541	\$1,489.35	
5081	Laptop	HP/Compaq	nx9010	2004	CNF4020PST	\$2,070.00	
5082	Laptop	HP/Compaq	nx9010	2004	CNF4020PTV	\$2,070.00	

* For vehicles use the last 6 characters of the VIN number.

Finance Office
Use:

Town Board Authorization Date

Insurance Notification Date



TOWN OF BRIGHTON
ASSESSOR'S OFFICE
2300 Elmwood Avenue
Rochester, NY 14618
(585) 784-5216

August 20, 2012

To: Town of Brighton Finance Committee
Town Board Members
Supervisor Moehle

From: Elaine Ainsworth, Town Assessor

Elaine Ainsworth

Re: Certiorari Attorney Invoices
Budget Transfer
September 4, 2012, FASC meeting
Town Board September 12, 2012, meeting

Payment of the July 2012 Certiorari Invoices will cause my 400 accounts to be over budget for 2012. We are in the negotiating stages of several large outstanding certiorari cases and there will certainly be substantial costs for the balance of 2012 as we work through settlement of these cases. Therefore, I request the funds be transferred from the full-time wages (A. Assor.1355.1.10) account in the amount of \$15,000 to the attorney fees (Attorney A. Assor 1355.4.53) budget line to cover these anticipated costs.

As a result of a reorganization of the Assessor's Office, the 100 account line does allow for the transfer of funds without causing that line to be over budget at the end of 2012.

The \$15,000 transfer amount requested is an estimate, based on the expenses up to this point in the budget year.



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Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585)784-5250 FAX: (585) 784-5368

August 29, 2012

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

re: Authorization Bid for Pick Up Truck (Highway)

Dear Chairman Werner and Committee Members:

As you may recall, Truck #7 of the Highway Department was totaled earlier this year when a vehicle failed to observe a stop sign at the intersection of Highland Avenue and Grosvenor Road. While we are in the process of settling this claim with the other driver's insurance agency, authorization is requested to solicit bids for replacement of the above item. This item has not been budgeted for in the current fiscal year, however, unanticipated revenues from the insurance settlement will be used to offset this expense. We will return to your Committee with a recommendation for award prior to doing so, as well as amending the budget for said revenues.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 4, 2012 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wp

cc: T. Anderson
M. Hussar
S. Zaso
A. Banker
D. Aman



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

TO: Christopher Werner, Chair, Finance & Admin. Services Committee
FROM: Gary Brandt, Director of Personnel & HR 
DATE: August 30, 2012
RE: Town Board Approval to Sponsor Employee-Paid Short Term
Disability Insurance Brokered Through Brown & Brown of NY

As a companion benefit option to our current employee-paid CIGNA Long Term Disability (LTD) insurance plan, I request that the Town Board also approve a CIGNA Short Term Disability (STD) insurance option. The Town would serve as the plan sponsor and sponsorship would be at no cost to the Town for the special benefit offering to employees.

NYS Disability Law does NOT require governmental units to carry NYS disability benefit policies. Since our CIGNA LTD policy has a 90 day waiting period for claims to begin, non-represented employees must rely on accumulated sick leave balances and personal savings in the event of an illness or accident that would prevent them from working for up to three months (90 days). New employees are especially vulnerable to this risk since it would take a new employee 5 years to accumulate 60 days, assuming that they did not use *ANY* sick time during the first 5 years of employment.

The CIGNA STD policy will minimize this risk by paying up to 60% of lost wages (tax free) for the first 90 calendar days of absence due to illness or injury. The cost is minimal for this important coverage, and rates will be discussed at the FASC meeting with you (see attached rate chart).

Another important element in seeking to establish this benefit program is to be able to have one vendor (CIGNA) for both disability policies, thus allowing seamless administration of any employee claims that transcend from a short term illness or injury (first 90 days) into a long term illness or injury (after 90 days).

Our designated employee benefit insurance broker, Brown & Brown of NY, has been instrumental in assisting us in placing and coordinating this coverage. I recommend approval.



Proposed "new" STD & Current LTD Benefits

Proposed New Short-Term Disability (STD) Benefit

STD Plan Features	CIGNA
Eligibility	All active employees working 30 hours per week
Weekly Benefit	60% \$1,150
Elimination Period	7 days
Accident Sickness	7 days
Maximum Benefit Period	12 weeks
Pre-Existing	None
Contributions	Voluntary
Additional Service	FICA withholding & W-2 reporting
Rate per \$10 of Covered Weekly Payroll	
20 - 49	\$0.397
50 - 54	\$0.399
55 - 59	\$0.488
60 - 64	\$0.575
65 - 69	\$0.631
70 +	\$0.631
Rate Guarantee	24 months
Participation Requirement	25%

Current Long Term Disability (LTD) Benefit

LTD Plan Features	CIGNA Class 1 - (All Other)	CIGNA Class 2 - (Police)
Eligibility	All active employees working 30 hours per week	All active Police Officers working 30 hours per week
Monthly Benefit	60% up to \$5,000	60% up to \$5,000
Elimination Period	90 Days	90 Days
Definition of Disability	24 month own occ	24 month own occ
Duration of Disability	SSNRA	SSNRA
Pre-Existing Cond.	3/12	3/12
Mental Health Exclusion	24 months	24 months
Survivor Benefit	3 x lump sum	3 x lump sum
EAP	Included	Included
Contribution	Voluntary	Voluntary
Rate per \$100 of Covered Monthly Payroll	Rate	Rate
< 20	\$0.053	\$0.078
20 - 24	\$0.053	\$0.078
25 - 29	\$0.068	\$0.101
30 - 34	\$0.131	\$0.192
35 - 39	\$0.204	\$0.299
40 - 44	\$0.305	\$0.448
45 - 49	\$0.411	\$0.603
50 - 54	\$0.569	\$0.835
55 - 59	\$0.603	\$0.886
60 - 64	\$0.637	\$0.935
65 - 69	\$0.661	\$0.971
70 - 74	\$0.678	\$0.995
75 +	\$0.678	\$0.995
Rate Guarantee	36 Months	36 Months

This plan design contains only a general description of the coverage and does not constitute a policy contract. For complete information including exclusions, limitations and conditions, refer to the policy document. Neither the carrier nor Brown & Brown will be held responsible for typographical or clerical errors.

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TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

To: The Honorable Town Board
Attn: Finance and Administrative Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: August 31, 2012
Subject: Budget Transfers and Appropriations

Based on a review of year-to-date expenditures, I am seeking Town Board authorization to make various budget transfers and appropriations to reflect actual expenditures in various departments and special districts versus the original adopted budgets.

The following budget transfers are requested:

Finance Dept. - \$4,626 from A.FINCE.1310 4.49 (other contracted services) to A.FINCE.1320 4.56 (accounting fees) to cover additional Federal and State auditing requirements for fiscal year end 12/31/11.

Recreation Dept. - \$26 from A.REC.7116 4.25 (special district charges at Buckland Farmhouse) with \$17 going to A.REC. 7122 4.25 (special district charges at Corbett's Glen Park) and \$9 going to A.REC.7123 4.25 (special district charges at the park on Crittenden Rd.) to cover higher than anticipated Monroe County Pure Water charges.

In the Heatherstone Drainage District, \$9 from SD.DRAND.8541 4.43 (landscaping services) to SD.DRAND.8541 4.25 (special district charges) to cover higher than anticipated Monroe County Pure Water charges.

In the Barclay Drainage District, \$9 from SD.DRAND.8545 4.01 (highway dept. charges) to SD.DRAND.8545 4.25 (special district charges) to cover higher than anticipated Monroe County Pure Water charges.

The following budget appropriation is requested:

Brighton Memorial Library – increase appropriations by \$2,354 in L.LIBRY.7410 7.10 (interest on bonds) to be fully supported by an increase in revenues of \$2,354 in L.LIBRY.7410 2770 (misc. revenues) as a result of a bond refunding where excess in escrow was returned directly to the Town to make interest payments on the refunded bond.

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.

Copy to: J. LaVigne, J. Reis-Taggart, A. Banker