

MINUTES OF TOWN BOARD MEETING  
OF THE TOWN OF BRIGHTON, COUNTY OF  
MONROE, NEW YORK, HELD AT THE  
BRIGHTON TOWN HALL, 2300 ELMWOOD  
AVENUE, ROCHESTER, NEW YORK  
NOVEMBER 28, 2012

**PRESENT:**

Supervisor William Moehle	
Councilmember James Vogel	
Councilmember Christopher Werner	Kenneth Gordon, Attorney for the Town
Councilmember Jason DiPonzio	Daniel Aman, Town Clerk
Councilmember Louise Novros	Mark Henderson, Chief of Police
Suzanne Zaso, Director of Finance	Jerry LaVigne, Director of Recreation
Timothy Keef, Commissioner of Public Works	Maryann Hussar, Assistant to the Supervisor

**EXECUTIVE SESSION:**

Motion by Councilmember Louise Novros seconded by Councilmember Jason DiPonzio to go into executive session at 6:45PM to discuss the appointment of a particular person and litigation

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio to come out of executive session at 7:01PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MEETING CALLED TO ORDER AT 7:04 PM**

**OPEN FORUM:**

Judy Schwartz

Motion by Councilmember Jason DiPonzio seconded by Councilmember James Vogel to go back into executive session at 7:09 PM to discuss a matter of litigation

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio to come out of executive session at 7:32 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**APPROVAL OF AGENDA WITH AMENDMENTS:**

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner to approve the agenda with amendments

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**COMMITTEE REPORTS:**

Community Services – Next meeting January 28, 2012 at 4:30 PM at Brookside  
Finance and Administrative Services – Next meeting December 4, 2012 at 3:30 PM in the Stage Conference Room  
Public Safety Services – Next meeting December 11, 2012 at 8:00 AM in the Downstairs Meeting Room

Public Works Services – Next meeting December 2, 2012 at 9:00AM in the Downstairs Meeting Room

**NEW BUSINESS:**

**MATTER RE:** Reading and approval of claims

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio that the Supervisor read and approve the payment of claims as set forth in Exhibit No. 1 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Accept donation for \$228.05 from the Kirk-Astor Neighborhood (see Resolution #1 and letter dated November 16, 2012 from Suzanne Zaso, Director of Finance).

Motion by Councilmember Christopher Werner seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 2 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize Supervisor to execute agreement and associated documents with the Rochester Monroe County Youth Bureau for the Town's 2012 youth program funding requirements (see Resolution #2 and letter dated November 19, 2012 from Jerry LaVigne, Director of Parks and Recreation).

Motion by Councilmember Louise Novros seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 3 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Declare one Chevy 2004 pickup truck from the Parks and Recreation Department as surplus, and approve disposal of same through sale or auction (see Resolution #3 and letter dated November 19, 2012 from Jerry LaVigne Director of Parks and Recreation).

Motion by Councilmember Jason DiPonzio seconded by Councilmember Louise Novros that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 4 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize bid award to Cirilian, Inc. with approval for Supervisor to execute agreement with same to provide hosted on line registration services for the Brighton Parks & Recreation Department (see Resolution #4, letter dated November 20, 2012 from Jerry LaVigne, Director of Parks and Recreation and bid summary sheet).

Motion by Councilmember Louise Novros seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit 5 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Approval to increase Town Hall meeting room rental rates effective January 1, 2013 (see Resolution #5 and letter dated November 20, 2012 from Daniel Aman, Town Clerk).

Motion by Councilmember Louise Novros seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 6 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Approval to increase returned check processing fee for the town effective January 1, 2013 (see Resolution #6 and letter dated November 20, 2012 from Daniel Aman, Town Clerk).

Motion by Councilmember Christopher Werner seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 7 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize reappointment of Karen Berger to the Conservation Citizen Board effective nunc pro tunc, from July 1, 2012 through June 30, 2014 (see Resolution #7).

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 8 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize reappointment of John Steinbrenner to the Recreation, Parks & Community Service Citizens Advisory Board effective January 1, 2013 through December 31, 2015 (see Resolution #8).

Motion by Councilmember Louise Novros seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 9 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize reappointment of Mark Kokanovich to the Recreation, Parks & Community Service Citizens Advisory Board effective January 1, 2013 through December 31, 2015 (see Resolution #17).

Motion by Councilmember Louise Novros seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 10 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize reappointment of Laura Civiletti to the Planning Board effective nunc pro tunc, from January 1, 2011 through December 31, 2017 (see Resolution #9).

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 11 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize reappointment of Erinn Ryen to the Conservation Citizens Board effective nunc pro tunc, from July 1, 2012 through June 30, 2014 (see Resolution #10).

Motion by Councilmember Jason DiPonzio seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 12 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize renewal of agreement with Holfoth Risk Management for municipal insurance consulting services for 2013 (see Resolution #11 and letter dated November 13, 2012 from Gary Brandt, Director of Personnel & Human Resources).

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 13 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize bid award and approval for Supervisor to execute agreement with Electronic Field Productions, Inc. to provide video production and cable television management services for 2013 (see Resolution #12, memorandum dated October 25, 2012 from MaryAnn Hussar, Assistant to the Supervisor and bid results summary sheet).

Motion by Councilmember Christopher Werner seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 14 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize approval of official undertaking for the Collection of Taxes for 2013 as required by Town Law Section 25 (see Resolution #13, letter dated November 20, 2012 from Daniel Aman, Town Clerk/Receiver of Taxes and Kevin Tubiolo, Monroe County Tax Collector).

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 15 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Receive and file letter dated November 20, 2012 from Timothy Keef, P.E. Commissioner of Public Works regarding condition assessment of farmhouse located at 1435 Westfall Road and declare same as unsafe, with approval for its demolition (see Resolution #15).

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 16 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Approval for Supervisor to execute agreement with Sue Gardner Smith to provide Farmers Market and Community Garden management services for the year 2012 (see Resolution #16 and letter dated November 26, 2012 from Jerry LaVigne, Director of Parks and Recreation).

Motion by Councilmember Louise Novros seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 17 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Approval to nominate Sara Rubin as Town's representative on the Monroe County Environmental Management Council (see Resolution #EX.2)

Motion by Councilmember Louise Novros seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 18 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Approval to reappoint Sandra Frankel to a three year term as Inter-municipal Cooperation Official without compensation, for a term commencing May 1, 2013 and expiring April 30, 2016.

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 19 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember Louise Novros seconded by Councilmember James Vogel to adjourn at 8:24 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**CERTIFICATION:**

I, Daniel Aman, 131 Elmore Road, Rochester, NY do hereby certify that the foregoing is a true and accurate record of the proceedings of the Town of Brighton, County of Monroe, State of New York meeting held on the 28<sup>th</sup> day of November 2012 and that I recorded said minutes of the aforesaid meeting of the Town Board of the Town of Brighton, New York.

CLAIMS FOR APPROVAL AT TOWN BOARD MEETING

November 28, 2012

THAT THE CLAIMS AS SUMMARIZED BELOW HAVING BEEN APPROVED BY THE RESPECTIVE DEPARTMENT HEADS AND AUDITED BY THE TOWN BOARD AUDIT COMMITTEE ARE HEREBY APPROVED FOR PAYMENT.

A - GENERAL	\$	<u>253,555.78</u>
D - HIGHWAY		<u>161,821.44</u>
H - CAPITAL		<u>3,738.53</u>
L - LIBRARY		<u>36,264.42</u>
SA - AMBULANCE DIST		<u>193.32</u>
SB - BUSINESS IMPROVM		<u>160.00</u>
SF - FIRE DIST		<u>188,160.50</u>
SK - SIDEWALK DIST		<u>11,184.23</u>
SL - LIGHTING DIST		<u>22,954.80</u>
SN-NEIGHBORHOOD DIST.		<u>0.00</u>
SP-PARKS DISTRICT		<u>100.00</u>
SS - SEWER DIST		<u>28,241.61</u>
TA - AGENCY TRUST		<u>19,886.55</u>
TE - EXPENDABLE TRUST		<u>4,250.00</u>
TOTAL	\$	<u>730,511.18</u>

UPON ROLL CALL MOTION CARRIED \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
COUNCIL MEMBER

\_\_\_\_\_  
COUNCIL MEMBER

TO THE SUPERVISOR:

I CERTIFY THAT THE VOUCHERS LISTED ABOVE WERE AUDITED BY THE TOWN BOARD ON THE ABOVE DATE AND ALLOWED IN THE AMOUNTS SHOWN. YOU ARE HEREBY AUTHORIZED AND DIRECTED TO PAY TO EACH OF THE CLAIMANTS THE AMOUNT OPPOSITE HIS NAME.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWN CLERK

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that correspondence dated November 16, 2012 from Director of Finance Suzanne Zaso regarding a donation from the Kirk-Astor Neighborhood Association for the Kirk-Astor Park District be received and filed, and be it further

**RESOLVED**, that the Town Board hereby gratefully accepts the generous donation of \$228.05 from the Kirk-Astor Neighborhood Association for the benefit of the Kirk-Astor Park District for unspecified purposes.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



SUZANNE ZASO, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
Phone (585) 784-5210 Fax (585) 784-5396

November 16, 2012

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

Re: Donation from Kirk-Astor Neighborhood for Kirk-Astor Park District

Dear Honorable Town Board:

I am recommending that your Honorable Town Board accept a donation in the amount of \$228.05 from the Kirk-Astor Neighborhood for the benefit of the Kirk-Astor Park District for an unspecified purpose.

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

Sincerely,

A handwritten signature in cursive script that reads "Suzanne E. Zaso".

Suzanne E. Zaso  
Director of Finance

EXHIBIT NO 3

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that correspondence dated November 19, 2012 from Director of Parks and Recreation Jerry LaVigne regarding authorizing the Supervisor to execute an agreement and associated documents with the Monroe County Youth Bureau for the Town's 2012 youth program funding which is used for the Youth Asset Building Initiative, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute an agreement and associated documents with the Monroe County Youth Bureau for the Town's 2012 youth program funding for an amount not to exceed \$7,211.00 to be paid to the Town which funds are used for the Youth Asset Building Initiative.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	___
James R. Vogel, Councilperson	Voting	___
Louise Novros, Councilperson	Voting	___
Christopher K. Werner, Councilperson	Voting	___
Jason S. DiPonzio, Councilperson	Voting	___



## TOWN OF BRIGHTON

### RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road  
Rochester, NY 14618  
<http://www.townofbrighton.org>

(585) 784-5260  
Fax: (585) 784-5365  
TTY: (585) 784-5381

November 19, 2012

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

**Re: Rochester-Monroe County Youth Bureau Contract**

Dear Finance Committee Members:

I respectfully recommend that you authorize the Supervisor to execute an agreement, as well as any additional paperwork, with the Rochester Monroe County Youth Bureau for the Town's 2012 funding. According to the terms of the contract, the County shall reimburse the Town in the amount not to exceed \$7,211. As you are aware, this funding is used in the development of our Youth Asset Building Initiative. It is matched to partially offset the salary of our Assistant Recreation Director in her work on this program.

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

Sincerely,

Jerry LaVigne  
Director of Parks and Recreation

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

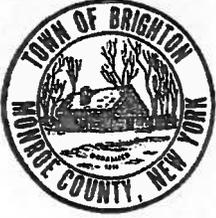
Councilpersons

**RESOLVED**, that correspondence dated November 19, 2012 from Director of Parks and Recreation Jerry LaVigne regarding authorization to declare one 2004 Chevrolet pick-up truck (VIN 1GCHK24U04E317680) as surplus and to dispose of the same through public auction, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby declares as surplus one 2004 Chevrolet pick-up truck (VIN 1GCHK24U04E317680) and authorizes the vehicle to be disposed of through public auction.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



**TOWN OF BRIGHTON**  
**RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT**

220 Idlewood Road  
Rochester, NY 14618  
<http://www.townofbrighton.org>

(585) 784-5260  
Fax: (585) 784-5365  
TTY: (585) 784-5381

November 19, 2012

Finance Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Dear Finance Committee Members:

I respectfully request your permission to remove one Chevy 2004 pickup truck from our vehicle inventory list.

This vehicle has been replaced, due to the high maintenance cost, and was delivered to the Highway Department for auction on 5/18/12. The vehicle identification number is as follows:

**1GCHK24UO4E317680**

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

Sincerely,

Jerry LaVigne  
Director of Parks and Recreation

EXHIBIT NO. 5

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a memorandum dated November 20, 2012 from Director of Parks and Recreation Jerry LaVigne regarding authorizing the Supervisor to execute a contract with Cirilian, Inc. dba REC1 for hosted software service for Recreation Department program registration and the tabulation of bids and proposals submitted therewith, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute a contract with Cirilian, Inc. dba REC1 for hosted software service for Recreation Department program registration, subject to the review and approval of the form of the contract by the Attorney to the Town.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



Jerry LaVigne, Director of Recreation & Parks  
220 IDLEWOOD ROAD  
ROCHESTER, NEW YORK 14618

MEMORANDUM

To: Members of the Finance and Administrative Services Committee  
The Honorable Town Board  
From: Jerry LaVigne, Director of Recreation & Parks *JL*  
Date: November 20, 2012  
Subject: Request Town Board action to Authorize the Town Supervisor to execute the Online Registration and Servicing Agreement with Cirilian, Inc. dba REC1 to provide a Hosted Software Service for Recreation Registration.

A Request for Proposal was sent to eight potential vendors on September 4, 2012 for providing Recreation Registration Software to the Town of Brighton. Six vendors chose to respond. Attached is a summary of the services and associated pricing.

Based on the proposals and quotes submitted, the recommendation is to select REC1 as the provider of these services. Their software format is an online hosted service with a per transaction fee. Based on registration revenues from 2011 and 2012, the estimated annual cost for 2013 would be around \$5,000 - \$5,500.

This request is for Town Board action to authorize the Town Supervisor to execute a The Online Registration and Serving Agreement with Cirilian, Inc. dba REC1 so that the Town can commence online registration by January 2013.

Thank you for your consideration.

cc: Rebecca Cotter, Assistant Director of Recreation & Parks  
Susan Wentworth, IT Coordinator

Attached: Recreation Proposal Summary

# Recreation Proposal Summaries

Details to Compare	Vermont Systems - Opt4 Saas w/Hosting	
Initial Costs	\$	13,005.00
Transaction Fee (35,000/yr)	\$ .075 X 35000 = \$2,625 Depends on Gateway selected	
Online Transaction Fees		
Annual Maintenance	\$	5,340.00
Number of concurrent users	3	
Database Conversion		
Training	Onsite Included (\$10,940)	
Hardware Costs		
Web Hosting	Shipping for Cash Drawers&Readers Host Everything	\$ 69.00 \$ 9,000.00
Processing fees based on 2011 Revenues		
Estimate 2011 Annual Fee	\$ 495,474.83	\$ 27,414.00
Estimate 2012 Annual Fee		\$ 14,340.00



# Recreation Proposal Summaries

Vendor	RFP Status	Product Type	Exceptions
Active Network	Received	Hosted	Timeline for Implementation

RecPro Software	Received	Client/Server	None Noted
Rec1 Software	Received	Hosted	None Noted
Vermont Systems	Received	Client/Server Hosted or Saas	None Noted

Details to Compare	Active Network Hosted	RecPro Software Server/Client
Initial Costs	\$ 4,160.00	\$ 4,160.00
Transaction Fee (35,000/yr) Cash or Check	1.5%/transaction Addl 2.25% for counter trans.	None
Online Transaction Fees -Credit Card	4.5% +\$1 up to \$150 receipt amt 3.5% + \$5.50 \$150-\$500 2.5% + \$10.50 <\$500	Estimate @ 2.35% of total
Annual Maintenance	Included in Fees	\$ 3,500.00
Number of concurrent users	Unlimited	5 concurrent
Database Conversion	\$200/hr (8 hours included)	\$1000 included in total
Training	Online included	Online included
Hardware Costs	\$530 (Credit Card Swipes)	Estimated Server & Lic: \$6,100
Web Hosting	N/A	Credit Card Machines \$550/Year + New Domain \$45/yr Need upgrade to Internet \$924/yr
Processing fees based on 2011 Revenues		None
\$ 495,474.83		
First Year Cost	\$ 22,740.31	\$ 31,719.00
Estimate 2012 Annual Fee Assume 2% inc	\$ 18,952.00	\$ 5,456.40

11/20/2012

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that correspondence dated November 20, 2012 from Town Clerk Daniel E. Aman regarding a proposed increase in the Town Hall meeting room rental rates effective January 1, 2013, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby adopts the following new schedule of room rental rates for each four hour block of time for Town Hall effective January 1, 2013:

Main Auditorium - \$100.00

Downstairs Meeting Room - \$80.00

Stage Conference Room - \$40.00.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

November 20, 2012

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

RE: Town Hall Meeting Room Rental Rates

Dear Board Members,

As you are aware, I assumed responsibility over the Reception and Security Staff members as well as the day to day operations at the Reception Desk when the changes were made to the Supervisor's staff earlier this year. I have been reviewing our policies in a number of areas and am asking for your permission to make a change to the fees we charge for room rentals here at Town Hall.

I attempted to benchmark what we are currently charging for our meeting rooms against other towns in Monroe County, but did not find any others that rented space at their Town Hall. Other communities typically just rent out rooms at their Recreation facilities. I reviewed the fees of several towns and spoke with the Recreation Departments in Webster and Perinton. My conclusion is that we are currently priced well below average. Perinton rents their Activity Rooms \$32/hr and \$28 each additional. Webster's rates are based on the size of the room: 25 person - \$30/hr, 80 person - \$50-75/hr.

My proposal is that the Main Auditorium be raised to \$100 (from \$60), Downstairs Meeting Room to \$80 (from \$50) and the Stage Conference Room to \$40 (from \$25). I would like to leave the current rental periods (4 hour blocks) as they are today. The new per hour rate is still a bargain compared to these other municipalities, but will help to recover more of the expenses we incur by making our facility available to outside groups. The change would be effective January 1, 2013.

Very truly yours,

**Daniel E. Aman**  
Town Clerk / Receiver of Taxes

2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5240  
FAX: (585) 784-5374  
<http://www.townofbrighton.org>



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**ROOM RESERVATION RULES AND REGULATIONS**

1. Brighton Town Hall will provide tables and chairs as available when requested. Please advise of any particular room configuration at time of reservation.
2. Reservations will not be confirmed until payment is received.
3. Rooms are available for rent in 4 hour blocks. (i.e. 7-11am, 12-4pm, 5-9pm) Any exceptions will be approved on a case by case basis. No rooms are available Friday evenings, Saturdays or Sundays.
4. No tape, tacks, etc. are to be used on walls, windows, curtains, blinds or woodwork. Nothing is to be tied, taped or wired to the ceiling.
5. All rooms must be left in the manner in which they were found. A maintenance fee will be assessed for rooms not left in a reasonable manner or for any damage done to the room. Setup and Cleanup time should be taken into account when making your reservation.
6. All room reservations must be received a minimum of one week prior to the requested date. Any requests within one week will be approved on a case by case basis.
7. No refunds or date changes will be honored within one week of the reservation date.
8. All returned checks will be charged a \$20 administrative fee.
9. Attendees of any meetings during business hours (9-5) may not park in areas indicated on the attached map – with the exception of handicapped parking permits.
10. Handicapped access with elevator is available at the rear of the building

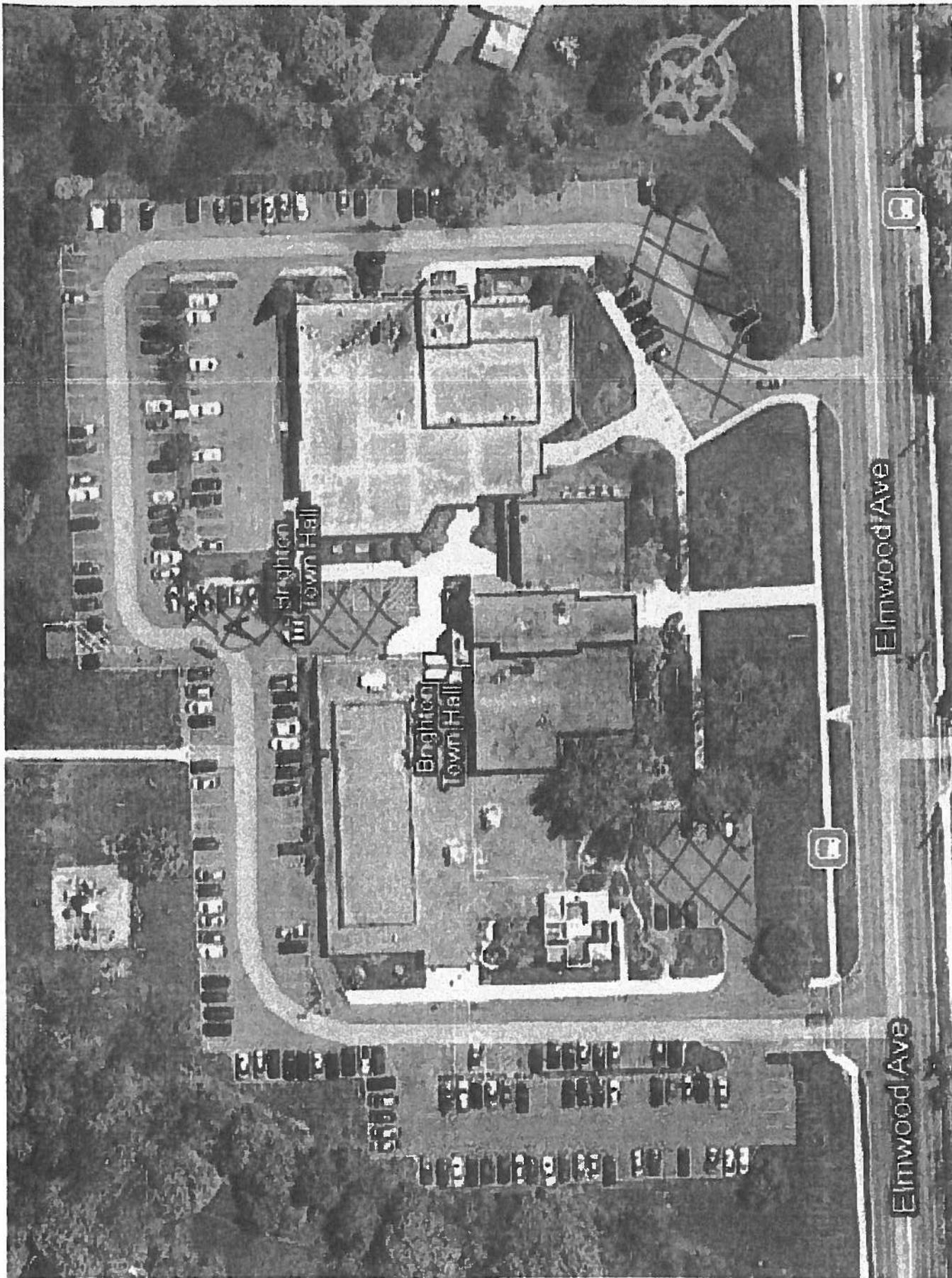
	Maximum Occupancy	Rental Fees	Other Equipment
Main Auditorium:	125	\$100 (4hr block)	Podium, Projection Screen, Free Frontier Wi-Fi
Downstairs Meeting Room:	80	\$80 (4hr block)	Podium, Projection Screen, Free Frontier Wi-Fi
Stage Conference Room*:	15	\$40 (4hr block)	Free Frontier Wi-Fi

\*not handicapped accessible

I have read and understand the above points. I also understand that I will be held responsible for any damage resulting from our use of the facility.

( PRINT )

( SIGN & DATE )



At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that correspondence dated November 20, 2012 from Town Clerk Daniel E. Aman regarding a proposed increase in the returned check processing fee effective January 1, 2013, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby increases to twenty dollars (\$20.00) the returned check processing fee for any and all checks presented to the Town of Brighton on or after January 1, 2013 which are returned as dishonored.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

November 20, 2012

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

RE: NSF Fees

Dear Board Members,

After successfully completing two tax collection cycles this year, I now feel I have a better sense for the amount of work that goes into processing a payment that is returned by our bank. This past spring, we processed 15 NSF checks during the Town and County collection and 6 more during the School collection.

Each of these requires a significant amount of additional processing. I am the only person with the access to reverse their original payments out of the County's tax system. My Deputy Receiver then needs to make copies, request supporting documentation from our bank, send a letter to the taxpayer, answer their phone inquires about the returned payment, and then begin the payment process over again when the replacement payment arrives.

With your permission, my proposal is that the Town increases the fee for returned checks to \$20 (from \$15). This is the amount allowed by New York State General Obligations Law (5-328). The change would be effective January 1, 2013.

Very truly yours,

**Daniel E. Aman**  
Town Clerk / Receiver of Taxes

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a copy of electronic correspondence dated November 19, 2012 between Assistant to the Supervisor Mary Ann Hussar and Karen Berger regarding reappointment to the Conservation Board, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby reappoints Karen Berger to the Conservation Board effective nunc pro tunc, from July 1, 2012 through June 30, 2014.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____

## Mary Ann Hussar

---

**From:** Karen Berger <plautberger@gmail.com>  
**Sent:** Monday, November 19, 2012 8:53 AM  
**To:** Mary Ann Hussar  
**Cc:** william.moehle@townofbrighton.org  
**Subject:** Re: Conservation Board

Yes, that's fine. I'm happy to serve until next June. I just thought that if you found two excellent candidates in the search for Audrey's seat, it could be helpful to know that another seat would be opening up.

Best,  
Karen

On Mon, Nov 19, 2012 at 8:37 AM, Mary Ann Hussar <[marvann.hussar@townofbrighton.org](mailto:marvann.hussar@townofbrighton.org)> wrote:

Hi Karen,

Thank you for letting us know about next June. We are currently recruiting for a replacement for Audrey's seat on the Board. We will begin to seek a replacement for your seat next Spring if that timeline is ok with you.

Let me know.

Thanks Karen.

---

**From:** Karen Berger [mailto:[plautberger@gmail.com](mailto:plautberger@gmail.com)]  
**Sent:** Thursday, November 15, 2012 7:32 PM  
**To:** Mary Ann Hussar; [william.moehle@townofbrighton.org](mailto:william.moehle@townofbrighton.org)  
**Subject:** Conservation Board

Dear Bill,

I received the notice that you are soliciting applicants for the Conservation Board. I was planning to send you official notice around the turn of the year, but I thought I should write now since you're going through the application process already. I will be out of the country next academic year, so I will be stepping off the Conservation Board as of June 2013 at the latest. I am happy to step down sooner if you have a good candidate to fill the spot at an earlier date.

Thank you for the opportunity to serve the Town in this capacity. I will look forward to being involved in other ways upon my return.

Best,  
Karen

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a copy of electronic correspondence dated November 15, 2012 between Assistant to the Supervisor Mary Ann Hussar and John Steinbrenner regarding reappointment to the Parks, Recreation and Community Services Citizens' Advisory Board, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby reappoints John Steinbrenner to the Parks, Recreation and Community Services Citizens' Advisory Board for a three year term beginning on January 1, 2013 and ending December 31, 2015.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____

## Mary Ann Hussar

---

**From:** John Steinbrenner <jsteinbrenner1@rochester.rr.com>  
**Sent:** Thursday, November 15, 2012 11:49 PM  
**To:** Mary Ann Hussar  
**Subject:** Re: Parks and Recreation Citizen's Committee

Hi Mary Ann,

I do desire to be reappointed to the Parks, Recreation and Community Services Board for another three years. We will be having our annual Chairperson and Vice Chairperson election in February, 2013.

Thanks,  
John

----- Original Message -----

**From:** Mary Ann Hussar  
**To:** John Steinbrenner  
**Sent:** Thursday, November 15, 2012 4:27 PM  
**Subject:** Parks and Recreation Citizen's Committee

Good Afternoon John,

Your appointment as Chairperson to the Parks and Recreation Citizens' Advisory Board will expire on December 31, 2012. If you are desirous of being reappointed for another 3-year term, please send me a letter of interest either by responding to this email or a letter sent via USPS.

Thank you and I look forward to hearing from you.

Regards,  
Mah

**MaryAnn Hussar**  
Assistant to the Supervisor  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618  
585-784-5252  
[www.townofbrighton.org](http://www.townofbrighton.org)

Information from ESET NOD32 Antivirus, version of virus signature database 7697 (20121115)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a copy of electronic correspondence dated November 27, 2012 between Assistant to the Supervisor Mary Ann Hussar and Mark Kokanovich regarding reappointment to the Parks, Recreation and Community Services Citizens' Advisory Board, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby reappoints Mark Kokanovich to the Parks, Recreation and Community Services Citizens' Advisory Board for a three year term beginning on January 1, 2013 and ending December 31, 2015.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____

## Mary Ann Hussar

---

**From:** mark kokanovich <mkok@rochester.rr.com>  
**Sent:** Tuesday, November 27, 2012 8:47 AM  
**To:** Mary Ann Hussar  
**Subject:** Re: Parks and Recreation Citizen's Committee

Hi Mary Ann,

Thank you for the reminder - I hadn't realized that my term was up. I would like to continue to serve on the Board.

Thanks,  
Mark

----- Mary Ann Hussar <[maryann.hussar@townofbrighton.org](mailto:maryann.hussar@townofbrighton.org)> wrote:  
Good Afternoon Mark,

Your appointment to the Parks and Recreation Citizens' Advisory Board will expire on December 31, 2012. If you are desirous of being reappointed for another 3-year term, please send me a letter of interest either by responding to this email or a letter sent via USPS.

Thank you and I look forward to hearing from you.

Regards,

Mah

MaryAnn Hussar

Assistant to the Supervisor

Town of Brighton

2300 Elmwood Avenue

Rochester, NY 14618

585-784-5252

<<http://www.townofbrighton.org/>> [www.townofbrighton.org](http://www.townofbrighton.org)

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a copy of electronic correspondence dated November 16, 2012 between Assistant to the Supervisor Mary Ann Hussar and Laura Civiletti regarding reappointment to the Planning Board, be received and filed, and be it further

**RESOLVED**, that the Town Board hereby reappoints Laura Civiletti to the Planning Board for a seven year term, effective nunc pro tunc, from January 1, 2011 through December 31, 2017.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____

## Mary Ann Hussar

---

**From:** Laura Civiletti <laciviletti@gmail.com>  
**Sent:** Friday, November 16, 2012 5:14 AM  
**To:** Mary Ann Hussar  
**Cc:** Frank Sciremammano  
**Subject:** Re: Town of Brighton Planning Board Citizen's Committee

Hi Mary Ann,

Yes, I would like to continue on the planning board. Thanks.

Laura Civiletti

On Thu, Nov 15, 2012 at 4:29 PM, Mary Ann Hussar <[marvann.hussar@townofbrighton.org](mailto:marvann.hussar@townofbrighton.org)> wrote:

Good Afternoon Laura,

Your appointment to the Town of Brighton Planning Board will expire on December 31, 2012. If you are desirous of being reappointed for another 7-year term, please send me a letter of interest either by responding to this email or a letter sent via USPS.

Thank you and I look forward to hearing from you.

Regards,

Mah

**MaryAnn Hussar**

Assistant to the Supervisor

Town of Brighton

2300 Elmwood Avenue

Rochester, NY 14618

585-784-5252

[www.townofbrighton.org](http://www.townofbrighton.org)

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that the Town Board hereby reappoints Erinn Ryen to the Conservation Board nunc pro tunc, for a two-year term, effective July 1, 2012 through June 30, 2014.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a memorandum dated November 13, 2012 from Director of Personnel and Human Resources Gary Brandt regarding authorizing the Supervisor to execute an agreement with Holfoth Risk Management for municipal insurance consulting services for 2013, be received and filed, and it is further hereby

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute an agreement with Holfoth Risk Management for municipal insurance consulting services for 2013, subject to the review and approval of the form of the agreement by the Attorney to the Town.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**TO:** Suzanne Zaso, Director of Finance  
**FROM:** Gary Brandt, Director of Personnel & HR   
**DATE:** November 13, 2012  
**RE:** Request Approval for Town Supervisor to Execute the  
Holfoth Risk Management Contract for 2013

Attached is the 2013 contract renewal request letter from James Hood, CPCU of Holfoth Risk Management, a division of Aldrich & Cox of Buffalo, NY. Mr. Hood is proposing a modest increase in his hourly rate from \$105. to \$110. per hour. The last hourly rate increase was in 2010.

Mr. Hood has been a valuable asset as the risk management and municipal insurance consultant to the Town since 1997. He also serves as a standing member of the Town Insurance Committee.

I therefore request that the Town Board authorize the Town Supervisor to execute the 2013 Holfoth Risk Management & Insurance Consultant agreement.

c: Dan Aman, Town Clerk



# HOLFOTH RISK MANAGEMENT

*Division of Aldrich & Cox, Incorporated*

November 5, 2012

Mr. Gary Brandt  
Director of Personnel & Human Resources  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: Risk Management Consulting Services

Dear Gary:

Our contract for Risk Management Consulting Services expires on December 31, 2012. We propose a small increase in the hourly rate from \$105 to \$110.

If the Town Board is agreeable, we would be honored to continue to work with you and the Insurance Committee during 2013. We will await the Town contract to continue our services.

Very truly yours,

HOLFOTH RISK MANAGEMENT



James B. Hood, Jr., CPCU  
Director

JBH/lmz

e-mail: hood@aldrichandcox.com

(Client Contracts\2012 Contact & Letters\Brandt20121105.doc)

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a memorandum dated October 25, 2012 from Assistant to the Supervisor MaryAnn Hussar regarding authorizing the Supervisor to execute an agreement with Electronic Field Productions, Inc. to provide video production and cable television management services for 2013 together with the proposed agreement and bid tabulation, be received and filed, and it is further hereby

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute an agreement with Electronic Field Productions, Inc. to provide video production and cable television management services for 2013, subject to the review and approval of the form of the agreement by the Attorney to the Town.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



MARYANN HUSSAR, Assistant to the Supervisor  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618

MEMORANDUM

**To:** Members of the Finance and Administrative Services Committee  
The Honorable Town Board  
**From:** MaryAnn Hussar, Assistant to the Supervisor  
**Date:** October 25, 2012  
**Subject:** Request Town Board action to Authorize the Town Supervisor to execute a Professional Services Agreement with Electronic Field Productions, Inc. to provide Video Production and Cable Television Management Services for 2013

A Request for Proposal was sent to nine potential vendors on September 28, 2013 for providing video production and cable television management services to Town of Brighton for 2013. Two vendors chose to respond. The Town of Penfield cable operations manager also quoted services for Brighton. Attached is a summary of the services and associated pricing.

Based on the proposals and quotes submitted, the recommendation is to select Electronic Field Productions, Inc. as the provider of these services for the time period January 1, 2013 – December 31, 2013.

This request is for Town Board action to authorize the Town Supervisor to execute a Professional Services Agreement with Electronic Field Productions, Inc. at an annual cost of \$48,000, to provide Video Production and Cable Television Management Services for 2013.

Thank you for your consideration.

cc: Susan Wentworth, IT Coordinator

Attached: Cable Proposal Summary  
Professional Services Agreement

# Cable Proposal Summary

Proposal Features	Electronic Field Productions, Inc.	Maslin Digital	Penfield Cable
Annual Cost	\$48,000	\$55,000	\$53,000 Verbal
Town Board Meeting Coverage	Up to 3 person crew	Includes 2 person crew	Included
Event Coverage	Included	Includes 10 events	Included
Maintain Media Archives	Included	Includes 10 hours/week	Included
Location Video Production	Included	Includes \$7,000 for production	Included
Cable Television Operations	Included	Includes 10 hours/week	Included
Equipment Maintenance	EFP staff	Need to contract out	Has own staff
	Total weekly time = 40 hours avg	Total weekly time = 23 hours avg	Did not specify
Extras	24/7 on call, vendor equipment provided as necessary to		Equipment loans as needed
	complete projects		Host streaming

10/30/2012

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**WHEREAS**, Town Law Section 25 requires that the Town Board file a resolution with a copy of a Certificate of Insurance as the official undertaking for the collection of Town and County Taxes and the Receiver of Taxes has submitted such a Certificate of Insurance; it is therefore

**RESOLVED**, that correspondence dated November 20, 2012 from Daniel E. Aman, Town Clerk and Receiver of Taxes, together with an attachment thereto, and correspondence dated October 23, 2012 from Kevin Tubiolo, Monroe County Tax Collector, both concerning the official undertaking for the collection of taxes, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby approves the above-referenced Certificate of Insurance as the official undertaking for the collection of taxes and directs that it be filed pursuant to Town Law, Section 25.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

November 20, 2012

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

**RE: 2013 Town & County Tax Collection**

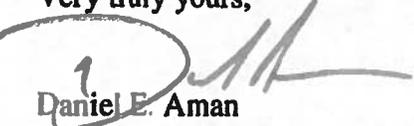
Dear Board Members,

New York State Town law section number 25 requires that the Town Board file a resolution with a copy of a Certificate of Insurance for the collection of taxes.

Attached please find the required Certificate of Insurance, and the request from Kevin Tubiolo, Monroe County Tax Collector.

I request that you consider the resolution approving the Official Undertaking for the Collection of Taxes.

Very truly yours,

  
**Daniel E. Aman**  
Town Clerk / Receiver of Taxes



*Department of Treasury*  
Monroe County, New York

**Maggie Brooks**  
*County Executive*

October 23, 2012

Dear Tax Receiver/Collector:

RE: 2013 Town and County Tax Bill

Please provide the information requested on the enclosed form by November 26, 2012. If you have copies of what you submitted last year, please use them to prepare this year's request.

**Tax Receiver payment information - FORM A:** Receiver information to appear on the 2013 tax bill. The format for the information is **five lines**, with **30 characters** for each line. Spaces count as characters. (See **Form A**). Before you send the completed form to me, you might want to make a copy to keep for next year. Then, you can just use your saved copy. You can also save the form as a Word document, delete the little boxes and just type your receiver info on the document. Just make sure you do not exceed 30 characters per line.

**Please return the tax receiver payment information by November 26.**

**Reminder:**

**Town Bonding For Year 2013 Collections:** As soon as possible, send the necessary documents to show that you have a bond for collecting taxes in January.

Section 25 of the Town Law requires that your bond be filed in the office of the clerk of the town, and that the town board shall indicate its approval of the form on the bond.

For proof of bonding, please submit: 1) the bond, bearing the approval of the town board and; 2) a document indicating that it was filed in the office of the clerk of the town..

Please send town bonding information by December 5. Your bills cannot be released to you until your bond is received and approved.

If you have any questions, please call me at 753-1168.

Sincerely,

Kevin Tubiolo  
Tax Collector

Enclosures

B-2 County Office Building • 39 West Main Street • Rochester, New York 14614  
(585) 753-1200 • fax: (585) 753-1166 • [www.monroecounty.gov](http://www.monroecounty.gov)



At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,

Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that correspondence dated November 20, 2012 from Commissioner of Public Works Timothy E. Keef, P.E. regarding his inspection of the condition of a structure located at 1435 Westfall Road which he found to be in need of demolition due to its unsafe condition, be received and filed, and it is further hereby

**RESOLVED**, that the Town Board hereby authorizes the Commissioner of Public Works to prepare a bid packet and specifications for the demolition of the farm house located at 1435 Westfall Road on property owned by the Town of Brighton and to solicit bids for the demolition of the house as soon as lawful and practicable to do so.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



# *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

November 20, 2012

The Honorable Town of Brighton Town Board  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, New York 14618

Re: 1435 Westfall Road  
Farmhouse Condition Assessment

Dear Supervisor Moehle and Town Board Members:

I conducted a site visit of the above referenced project on November 19, 2012 to assess the condition of the existing farmhouse and determine if the structure was unsafe in accordance with Chapter 51, Buildings Unsafe, of the Code of the Town of Brighton.

The following report summarizes my observations:

The site visit revealed that the farm house has severely deteriorated due to the aging structure and continual exposure to the natural elements. The following pictures document this deterioration:

## **EXTERIOR**

Photo 1 - South side of the Farmhouse



This photo illustrates the deterioration of the exterior siding due to lack of maintenance and continual exposure to the elements. Additionally, the absence of glass in the window indicates that the building interior has been exposed to snow, rain and wind causing additional deterioration.

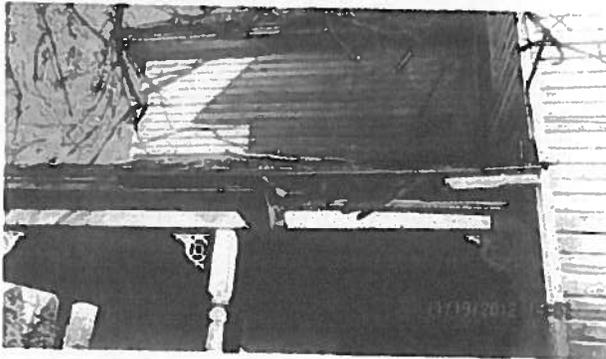


**Photo 2 - West Side of the Farmhouse**

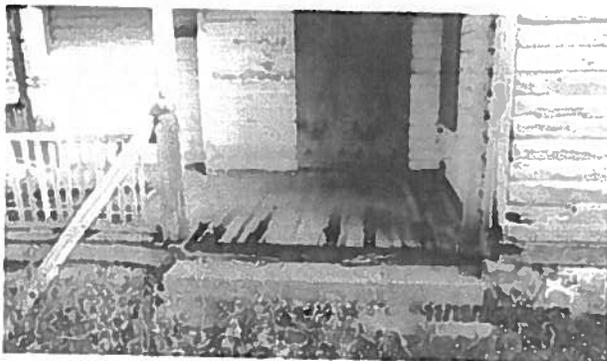


**This photo illustrates the deterioration of the exterior siding due to lack of maintenance and continual exposure to the elements. Likewise, the absence of glass in the window indicates that the building interior has been exposed to snow, rain and wind causing additional deterioration.**

**Photo 3 - Porch of the Farmhouse**



**These photos of the porch illustrate the severe deterioration due to continued exposure to the elements. The porch flooring and overhangs are rotten and lack structural integrity.**





**Photo 4 - West Side of the Farmhouse Foundation**



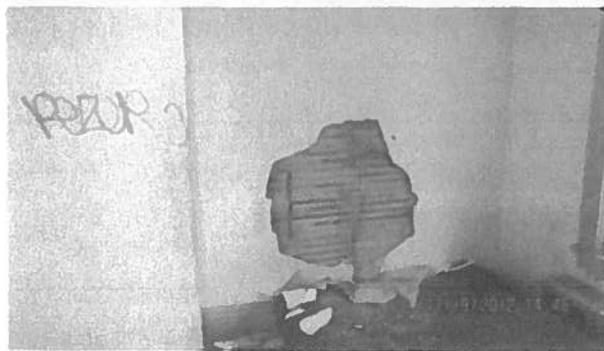
The foundation mortar is spalling and voids between the stone are evident.

**INTERIOR**

**Photo 5**

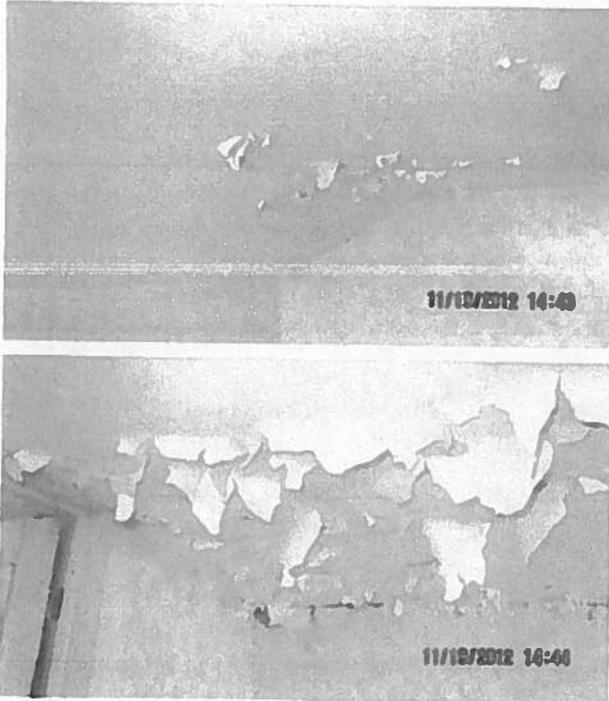


These photos show the interior deterioration of the plaster walls. Additionally, graffiti on the walls and a mattress on the floor suggest that the building is open to vagrants and transients.



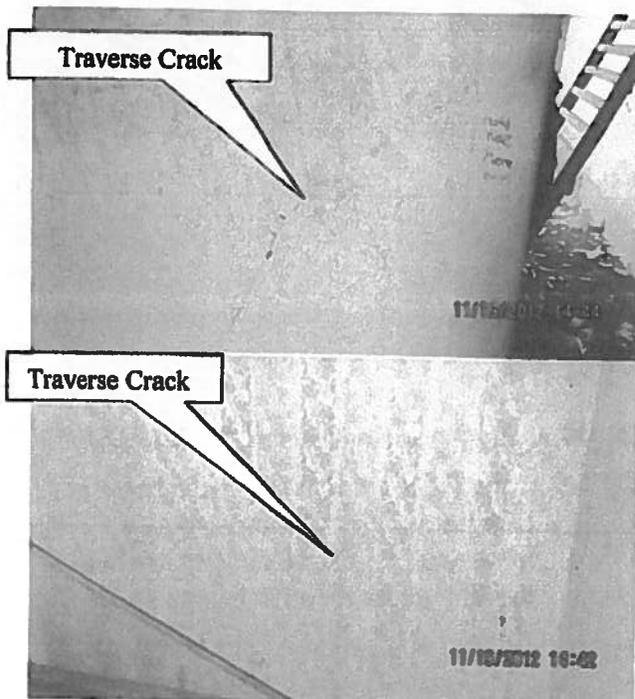


**Photo 6 – Paint Spalling**



The spalling of roof paint is indicative of severe moisture conditions. This condition was found throughout the house.

**Photo 7 – Traverse Cracks**



The traverse cracks shown in these photos suggest that the structure may be moving laterally. Movement of this type also known as racking and is detrimental to the structural integrity of the building.



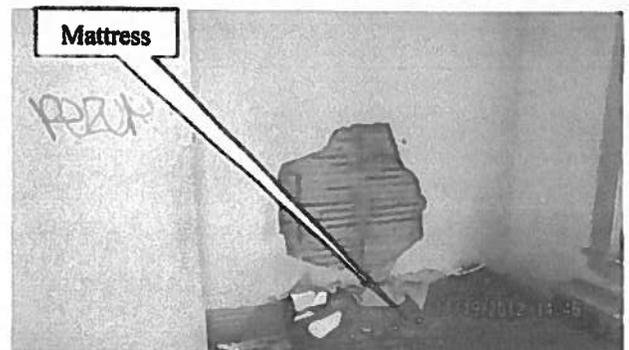
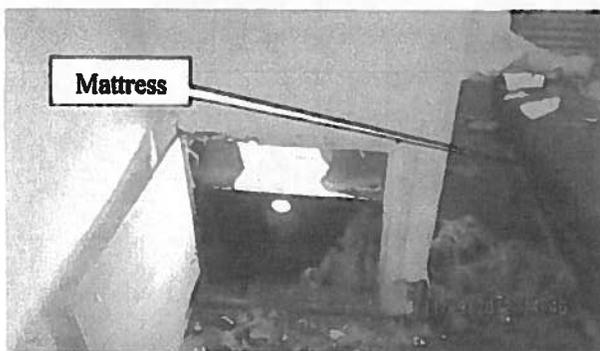
In addition, the structure is not secure and evidence of the congregation by vagrants and transients is apparent throughout the interior of the farmhouse. Photos 8 and 9 demonstrate that the building is not secure and that vagrants and transients have or do occupy the building.

**Photo 8 - Door at Rear of Farmhouse**



The rear door of the farmhouse has been forced open. In addition, the doors leading to the basement have been removed which provides access to the interior of the farmhouse.

**Photo 9 – Evidence of Vagrant and Transient Activity**



Mattresses are located throughout the farmhouse. These photos show mattresses that have been or are being used by vagrants or transients.



Chapter 51 of the Code of the Town of Brighton states, "Unsafe buildings or structures pose a threat to life and property. Buildings and structures may become unsafe by reason of damage by fire, the elements, age or general deterioration. Vacant buildings or structures not properly secured also serve as an attractive nuisance for young children who may be injured therein, as well as a point of congregation by vagrants and transients". The documentation presented previously demonstrates that the farmhouse is an unsafe structure in accordance with Chapter 51 of the Code of the Town of Brighton.

After conducting this site investigation it is my opinion that the farmhouse has become dangerous or unsafe to the general public and an object of attraction to juveniles under 16 years of age or to vagrants or other trespassers the public and is unfit for the purposes for which it may lawfully be used. It is my recommendation as the Commissioner of Public Works that the farmhouse at 1435 Westfall Road is an unsafe building and should be demolished to insure the health, safety and welfare of the general public.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Keef", is written over a circular stamp or seal.

Timothy Keef, P.E.  
Commissioner of Public Works

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that correspondence dated November 26, 2012 from Director of Parks and Recreation Jerry LaVigne regarding authorizing the Supervisor to execute an agreement with Sue Gardner Smith for the management of the Farmer's Market and Community Garden for the 2012 Spring, Fall and Winter markets for a total contract price of \$11,300.00 and authorization for a 2012 budget amendment to fully fund such expense, be received and filed, and it is further hereby

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute an agreement with Sue Gardner Smith for the management of the Farmer's Market and Community Garden for the 2012 Brighton Farmers Market long season Winter market for a total contract price of \$11,300.00, and that the Town Board authorizes an increase of \$1,000.00 in Contracted Services A.REC.8981 4.49 to be fully supported by an increase in Program Fees A.REC.8891 2005.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



**TOWN OF BRIGHTON**  
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road  
Rochester, NY 14618  
<http://www.townofbrighton.org>

(585) 784-5260  
Fax: (585) 784-5365  
TTY: (585) 784-5381

November 26, 2012

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

**Re: Contract with Sue Gardner Smith for the organization of the Farmers Market**

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with Sue Gardner Smith for organizing the 2012 Farmers Market. She will receive \$10,300 for the spring-fall market, and an additional \$1,000 for the winter market. I further request that you increase Contracted Services A. REC.8981 4.49 by \$1,000 to be fully supported by an increase in Program Fees A.REC.8891 2005.

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

Sincerely,

Jerry LaVigne  
Director of Parks and Recreation

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that correspondence dated November 2, 2012 from J. Noel Schlageter, Chair Pro Tem of the Monroe County Environmental Management Council ("EMC") regarding a request for the Town to name its nominee to serve as representative of the Town on the EMC for a two year term, be received and filed, and it is further hereby

**RESOLVED**, that the Town Board hereby nominates Sara Rubin to serve as the Town's representative on the EMC for a two year term commencing January 1, 2013 and expiring December 31, 2014.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



*Department of Public Health*  
Monroe County, New York

**Maggie Brooks**  
*County Executive*

**Andrew S. Doniger, M.D., M.P.H.**  
*Director*

November 2, 2012

William Moehle, Supervisor  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

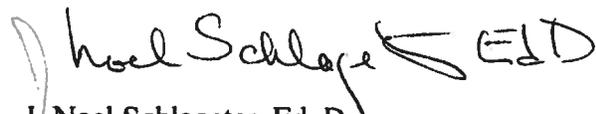
Dear Mr. Moehle:

I am writing to request that you submit to the Monroe County Environmental Management Council (EMC) the name of your nominee to serve as the representative to the EMC for the Town of Brighton Conservation Board for the two-year term to begin January 1, 2013. Please submit this information to the EMC office. Your recommendation will then be sent to the President of the County Legislature for consideration and submission to the Legislature for approval and appointment. The current EMC representative from Brighton is Sara Rubin.

The Monroe County Environmental Management Council membership consists of a representative from towns in Monroe County, the City of Rochester and the Village of Honeoye Falls; ten at-large members; representatives of county agencies; and county legislators. The Council works with a staff person to serve in an advisory capacity to the Monroe County Executive, County Legislature, and other county departments, Monroe County municipalities, as well as state and federal agencies on matters affecting the quality of the environment in Monroe County.

Thank you for your attention to this matter. If you have questions or would like additional information please call Louise Hartshorn at 753-5063.

Sincerely,

  
J. Noel Schlageter, Ed. D.  
Chair Pro Tem

c: Sara Rubin, EMC Representative

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28<sup>th</sup> day of November, 2012.

**PRESENT:**

WILLIAM W. MOEHLE,

Supervisor

JAMES R. VOGEL  
LOUISE NOVROS  
CHRISTOPHER K. WERNER  
JASON S. DIPONZIO

Councilpersons

**RESOLVED**, that a copy of electronic communications dated November 14, 2012 from Sandra Frankel regarding a request to be reappointed to the unpaid position as Brighton's Intermunicipal Cooperation Official, be received and filed, and it is further hereby

**RESOLVED**, that the Town Board hereby reappoints Sandra Frankel to a three year term as Intermunicipal Cooperation Official without compensation, for a term commencing May 1, 2013 and expiring April 30, 2016.

Dated: November 28, 2012

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____