

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

**Meeting Date: Tuesday, March 5, 2013 (3:30 pm)
Location: Downstairs Meeting Room, Brighton Town Hall**

1. Resignation of School Traffic Guard Part-Time (Police Dept.) – Request from Chief Mark Henderson for Town Board acceptance of the resignation of Jill Coppeta from the position of School Traffic Guard (part-time) effective March 8, 2013 (see letter from M. Henderson).
2. Appointment of School Traffic Guard Part-Time (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appoint Thomas Lyons to the position of School Traffic Guard (part-time) effective March 11, 2013. Mr. Lyons currently holds this position on an on-call basis (see letter from M. Henderson).
3. Grant Acceptance from Justice Court Assistance Program (Town Justice) – Request from Dianne Burdett for Town Board action to accept a grant in the amount of \$21,044.82 from the Justice Court Assistance Program (JCAP) to provide for the purchase of an electronic scanner to enhance security in the Brighton Town Court (see letter from D. Burdett).
4. Amendment to Parks and Recreation Contractual Instructor Contracts (Rec. Dept.) – Request from Rebecca Cotter for Town Board authorization to amend any existing and future contracts with instructors in the Brighton Parks and Recreation Department that will enable the Town to retain \$2 per each registrant to offset online program registration fees (see letter from R. Cotter).
5. Contract Extension for Cultural Resources Surveys (Historic Preservation) – Request from Ramsey Boehner for Town Board action to extend a contract with Bero Architecture PLLC to provide cultural resources surveys for \$1,350 and survey updates for \$400, all as needed, for designating landmarks in 2013 (see letter from R. Boehner).

The next regularly scheduled meeting of the FASC will be held **Tuesday, March 19, 2013, 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

February 27, 2013

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

Dear Board Members,

I have received written notification from School Traffic Guard (Part-Time) Jill Coppeta that she will be resigning from her position effective March 8, 2013.

Ms. Coppeta has served the Town of Brighton with distinction for 7 years, working a very busy Twelve Corners post.

I request that the Honorable Town Board accept the resignation of Ms. Jill Coppeta from the position of School Traffic Guard (Part-Time) effective March 8, 2013.

Sincerely,

Mark T. Henderson

Mark T. Henderson
Chief of Police

xc: Gary Brandt, Director of Personnel
Suzanne Zaso, Director of Finance



Town of Brighton

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February 27, 2013

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

Dear Board Members,

With the resignation of School Traffic Guard (Part-Time) Jill Coppeta there will exist a vacancy in the position of School Traffic Guard (Part-Time). Mr. Thomas Lyons has served in the capacity of a School Traffic Guard (Part-Time) *On-Call* and has been chosen to fill the vacancy.

Mr. Lyons is a resident of the Town of Brighton and is a retired computer service representative.

I request that the Honorable Town Board approve the appointment of Mr. Thomas Lyons to the position of School Traffic Guard (Part-Time) effective March 11, 2013 at an annual rate of pay of \$10,467.00.

Sincerely,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

xc: Gary Brandt, Director of Personnel
Suzanne Zaso, Director of Finance

3a.

JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

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

<http://www.townofbrighton.org>

JUSTICES
KAREN MORRIS
JOHN A. FALK

COURT ADMINISTRATOR
DIANNE BURDETT
ASSISTANT COURT CLERK
MARY JO SCHILLER

February 21, 2013

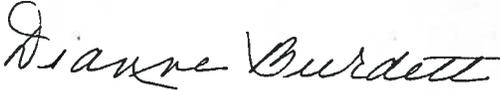
Town Supervisor William Moehle
Members of the Finance and Administrative Services Committee
Members of the Town Board

RE: Grant Award

Dear Supervisor Moehle, Town Board and Committee Members,

The Brighton Town Court has been awarded a grant in the amount of \$21, 044.82 from the Justice Court Assistance Program (JCAP). I ask for your authorization to accept this grant so it can be used for the purchase of an electronic scanner to enhance security for the town court.

Sincerely,



Dianne Burdett
Administrative Court Clerk

Attachment

✓ cc: Suzanne Zaso, Finance Director
file

STATE OF NEW YORK
UNIFIED COURT SYSTEM

36.

Hall of Justice, Room 545
99 Exchange Boulevard
Rochester, NY 14614
(585) 428-2885

A.Gail Prudenti
Chief Administrative Judge

Craig J. Doran
Seventh District Administrative Judge

Michael V. Cocco
Deputy Chief Administrative Judge
Courts Outside New York City

Ms. Dianne Burdett
Court Clerk
Brighton Town Court
2300 Elmwood Avenue
Rochester, NY 14618

Dear Ms. Burdett:

Please be advised the Brighton Town Court has been awarded a grant under the 2012-13 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system. Under the Court System's Action Plan for the Justice Courts, JCAP has been expanded, both in the level of funding and the scope of the projects funded. The Brighton Town Court is one of 432 courts receiving funds this year. The details of your award are set forth on the enclosed form.

Thank you for your participation in the Justice Court Assistance Program.

Very truly yours,

Craig J. Doran
Seventh District Administrative Judge

Alex Renzi
Supervising Judge

CC: Hon. Henry J. Scudder, Presiding Justice Appellate Division
Hon Michael V. Cocco, Deputy Chief Administrative Judge
Courts Outside New York City

RECEIVED
BRIGHTON TOWN COURT
2013 FEB 15 PM 2:58



(4a)

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

March 4, 2013

Dear Honorable Finance Committee:

I respectfully request your approval to amend the contracts of all current and future contractual instructors teaching for the Town of Brighton Recreation & Parks Department. Attached please find the proposed amendment for all 2013 Contractual instructors.

Effective with the Summer 2013 season, this amendment is necessary to help offset the added expenses that the Town will incur as we move to online registration. This will not affect current programs being offered during the Winter/Spring season.

Brighton Town Attorney, Ken Gordon, Town Supervisor, William Moehle and Finance Director, Suzanne Zaso have reviewed the attached.

Please let me know if have any questions or concerns regarding this matter.

Sincerely,

R. Cotter

Rebecca J. Cotter
Assistant Director
Town of Brighton Recreation & Parks Department

Encl.



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

5.

February 27, 2013

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

Re: Award of Professional Service Contract
Bero Architecture PLLC
Cultural Resources Surveys Update and Preparation

Honorable Members:

The Historic Preservation Commission is responsible for the designation of landmarks. Cultural Resources Surveys provide important information to the Commission in determining if properties are worthy of landmark designation. As previously authorized in 2012, I prepared and distributed a request for proposal (RFP) seeking professional services to update and prepare Cultural Resources Surveys pursuant to our standard procedure. The professional service contract was awarded to Bero Architecture PLLC in the hourly rate proposed and for a not to exceed amount of \$400 per property survey update and \$1,350 per new survey. The RFP process and the executed contract with Bero Architecture PLLC provide the option of renewing the contract for an additional year, by mutual agreement.

I recommend that the contract be renewed with Bero Architecture PLLC for an additional year. The updated surveys completed by Bero Architecture PLLC under the contract executed in 2012 have been well prepared and done in a timely manner. The contract has also been properly managed by Bero Architecture PLLC. Funds are available A.HIST.7515.4.52.

Sincerely,



Ramsey A. Boehner
Town Planner

cc: Tim Keef

I:\Ramsey\Town Board\FinanceCommitteeletterHPCConsultingServices2013.rft

