

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

**Meeting Date: Tuesday, March 19, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Authorize Contract Renewal for Geese Control Services (Police Dept./ Animal Control) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute a renewal contract with Geese Control of New York to provide geese control services for the period of April through November 2013 (with no service for the month of July) at a cost of \$650 per month (see letter from M. Henderson).
2. Request for Proposals for HVAC Unit Design Services (Public Works) – Request from Mike Guyon for Town Board authorization to seek proposals for design services to prepare technical specifications for the replacement of one HVAC unit located on the Library Wing roof (see letter from M. Guyon).
3. Appropriation of Justice Court Assistance Program Grant (Town Justice) - Request from Suzanne Zaso for Town Board action to appropriate \$21,044.82 received from JCAP to purchase a security scanner into the Audio Visual Equipment account of the 2013 Town Justice budget to be fully supported by an increase in NYS grant revenues of the same (see letter from S. Zaso).
4. Budget Amendment for Ongoing Capital Projects (Finance Dept.) – Request from Suzanne Zaso for Town Board Authorization to amend the 2013 Capital Budgets and to re-appropriate the unexpended balances of appropriations provide for in the ongoing capital projects (see letter and budget appropriation listing from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, April 2, 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

March 6, 2013

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

RE: Geese Control Contract

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Geese Control of New York and the Town of Brighton for the provision of geese control in the Town of Brighton. This contract is for the period beginning April 1, 2013 through November 30, 2013, with no service for the month of July.

I hereby recommend acceptance of the agreement as presented by Geese Control of New York for services to the Town for the stated time period. Geese Control of NY will keep the rates the same as 2012 at \$650 per month. There are no other vendors in the area that provide this service.

Thank you for your consideration. I will be happy to answer any questions you may have regarding this request.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:jpo
attachment

c: Captain Robert Cline
David Ewell, Animal Control Supervisor

1b.

TO: Capt. Cline
FROM: ACO David Ewell
RE: Goose Control
DATE: February 7, 2013

It appears as though there are still no competitors for Goose Control of NY for the Town of Brighton to seek quotes from. Goose Control of NY remains a sole provider of geese management services for the Rochester area.

No listings were found for geese management services in the local yellow pages.

The New York State Department of Conservation is unaware of any geese control businesses and again referred me to the U.S. Fish and Wildlife Services.

The U.S. Fish and Wildlife Services again stated they do not keep records for geese management businesses and referred me back to our local yellow pages.

DE/MEMO



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

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March 18, 2013

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

Re: Replace Town Hall Library Rooftop HVAC Unit
Solicit a Request for Proposals for Design Services

Dear Councilperson Werner and Committee Members:

The Library is served by five rooftop air conditioning units, with the three oldest units being installed in 1993. During 2011 two of these older units suffered mechanical failures and required emergency replacement. The remaining unit has experienced mechanical issues and is nearing its intended useful life. The Town Board authorized the DPW to solicit a request for bidders to replace the 1993 Town Hall Library Rooftop 8-Zone HVAC unit in 2012. Initially, we had intended to use a contractor who was listed on the Monroe County contract to assist with the development of the bidding documents and installation of the replacement unit. We were later informed that design services were not included in this contract. The complexity of the existing 8 zone unit roof top unit warrants the use of a design professional to develop a technical specification for a replacement unit. Therefore, I am requesting that the FASC recommend that the Town Board authorize the solicitation of a request for design services to prepare a technical specification for the HVAC replacement unit.

Funds have been borrowed for this project. No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 19, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
Mary Ann Hussar



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

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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: March 18, 2013
Subject: Budget Appropriation for Justice Court Assistance Grant

The Brighton Town Court was recently awarded a grant under the New York State Justice Court Assistance Program (JCAP) in the amount of \$21,044.82 to purchase an electronic scanner for court security purposes. The Town Board formally accepted this grant at their March 13, 2013 meeting and the funds have been received. We would now like to provide appropriations in the 2013 Town Justice budget so the purchase of this scanner can be made.

My formal request of the Town Board is to authorize the following budget amendment:

Increase appropriations in Audio Visual Equipment of the Justice's 2013 budget (A.JSTCE.1110 2.14) by \$21,044.82 to be fully supported by an increase in NYS Aid – Courts (A.JSTCE.1110 3390) in the same amount.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Cc: D. Burdett



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

4a.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: March 18, 2013
Subject: Appropriation/Re-Appropriation of Capital Projects Budgets

With regard to ongoing capital projects initiated in the 2012 or prior years, I recommend that Your Honorable Body authorize the Finance Department to take the following action, as detailed in the attached "Capital Budget Appropriation and Re-Appropriation Journal Entry for 2013:

- To re-appropriate the balances of estimates for all unrealized revenues and all unexpended, unencumbered appropriations relating to ongoing capital projects initiated in years prior to 2013, and
- To authorize the appropriation of, and the transfer of cash provided for, cash capital contributions provide for in the 2013 budget, and
- To appropriate into each capital project budget any interest earned on project monies through 12/31/2012, thereby providing additional spending authorization and excluding interest earned on borrowed funds (that have been properly transferred to the Debt Service Fund), and
- To direct and empower the Director of Finance to make any and all necessary accounting entries to implement the Town Board's intended actions with regard to this matter.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Attachment

Copy to: T. Keef
M. Guyon
A. Banker