

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

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

1. Executive Session – To discuss matters of litigation associated with a certiorari.
2. Appraisal Consultation (Assessor) – Request from Elaine Ainsworth for Town Board action to engage the services of Midland Appraisal Associates Inc. to review the petitioners appraisals for properties at 2654 and 2700 W. Henrietta Road at a cost not to exceed \$2,000 (see letter from E. Ainsworth).
3. Declare Vehicles Surplus for Auction (Facility Operations) – Request from Tim Keef for Town Board action to declare a 2002 Chevrolet Impala as surplus and to dispose of through auction (see letter from T. Keef).
4. Appropriation for Vehicle Repairs (Fire Marshal) – Request from Suzanne Zaso for Town Board action to authorize an increase in appropriations in the Fire Marshal's collision repairs account in the amount of \$923.63 to be fully supported by an increase in insurance recoveries by the same (see letter from S. Zaso).
5. Appropriation for U of R Environmental Review (DPW/Planning) – Request from Suzanne Zaso for Town Board action to authorize a budget appropriation in the amount of \$9,600 into engineering fees under Building and Planning to cover contract expenditures with Stantec Consulting Group Inc. for the environmental review services as related to the University of Rochester South Campus I.P.D. These funds were received from the applicant in 2012 but not spent or encumbered (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, May 14, 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.



3.

# 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

April 29, 2013

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

re: Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

I request that one 2002 Chevrolet Impala sedan (2G1WF55K229312354) be declared surplus and disposed of. This vehicle was previously a pool car for use by the Town Hall staff, is in need of significant mechanical repairs and is no longer needed in its recent capacity.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 30, 2013 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  
S. Zaso  
A. Banker  
M. 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. *sz*  
Date: April 30, 2013  
Subject: Budget Appropriation for Vehicle Repairs

The Town of Brighton has received \$1,007.24 in insurance recoveries to cover collision repair work to the Town Fire Marshal's vehicle. I am requesting that the Town Board authorize an appropriation from these funds in the amount of \$923.63 to cover the actual cost of the vehicle repairs.

My formal request is for Town Board authorization to increase appropriations in collision repairs in the Fire Marshal's 2013 budget (A.DPW.3410 4.64) by \$923.63 and to increase budgeted revenues in the insurance recoveries account (A.UNDST 2680) by \$923.63.

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: Chris Roth



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2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
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MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance *sz*  
Date: April 29, 2013  
Subject: Budget Appropriation for Environmental Review of U of R  
Institutional Planned Development (I.P.D.)

In 2012 the Town received \$9,600 from the University of Rochester to pay for the cost to the Town to have an environmental review of the University of Rochester Institutional Planned Development. While the Town Board authorized a contract with Stantec to perform these services, a purchase order was never initiated in 2012 because the work had not yet begun. As a result, appropriations for the contract fell to general fund balance at year end 2012. Now that the review is ready to move forward, I am requesting that the Town Board re-appropriate the funds received in 2012 for this service into the 2013 Building and Planning budget.

The formal action requested of the Town Board is to authorize an appropriate of \$9,600 into account A.DPW.8020 4.52 (engineering fees) to cover the contracted costs for an environmental review of the University of Rochester Institutional Planned Development.

Ramsey Boehner, Senior Town Planner, or 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: R. Boehner