

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

**Meeting Date: Tuesday, July 2, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – employment of a particular person.
2. Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements for professional services with two (2) veterinarians and two (2) veterinary technicians for services at the annual rabies clinic on Saturday, September 28, 2013. Total amount for these services are not to exceed \$520. Funds have been budgeted in Animal Control for this purpose (see letter from M. Henderson).
3. Contract for Computer Database Maintenance (Fire Marshal) – Request from Chris Roth for Town Board action to authorize the Supervisor to execute an agreement with Outsource PC to provide technical support to the permit and property maintenance database utilized by the Fire Marshal's Office. The contracted rate is \$50 per hour with a not-to-exceed amount of \$500 (see letter from C. Roth).
4. Donation of Benches for Corbett's Glen (Parks Dept.) – Request from Matt Beeman for Town Board action to accept two benches from LiDestri Foods, Inc. to be placed in Corbett's Glen Park in recognition of the service of LiDestri Foods employee John LiDestri. The value of these benches along with installation is \$10,000 (see letter from M. Beeman).
5. Contract for Background Checks (Town Clerk) – Request from Daniel Aman for Town Board action to authorize the Supervisor to execute a contract with Castlebranch, Inc. for employee and solicitor background checks to supplement the recently authorized contract with IntelliCorp for the same (see letter from D. Aman).
6. Authorization to Enroll in E-Z Pass On-the-Go Retail Sales Program and Authorize Budget Transfer (Town Clerk) – Request from Town Clerk Daniel Aman for Town Board action to authorize the Town to enroll in the E-Z Pass On-the-Go Retail Sales Program. E-Z Passes will be purchased by the Town for \$21 each and sold for \$25 each. Authorization is also sought to transfer \$525 from Town Clerk Office Equipment to Miscellaneous expenditures for this purchase (see letter from D. Aman).

7. Adoption of Standard Work Day and Reporting Resolution – Request from Suzanne Zaso to Town Board action to adopt a Standard Workday and Reporting Resolution for elected officials who began a new or subsequent term on 1/1/13. The purpose of this resolution is for reporting service time to the New York State Employees' Retirement System (see letter from S. Zaso).

8. Discussion – Review of the draft 2014–2016 Town Capital Improvement Plan (CIP) along with rankings by the Budget Review Task Force and comments from the Sustainability Oversight Committee

The next regularly scheduled meeting of the FASC will be held **Tuesday, July 16, 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

June 27, 2013

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

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians, for veterinary and related services to be performed at our annual Rabies Clinic on Saturday, September 28, 2013. The terms and rates for the services provided pursuant to this agreement are unchanged from last year, with a total amount for services not to exceed \$520.00. There is sufficient funding in the 2013 Animal Control budget to support this request.

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

Sincerely,

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

Mark T. Henderson
Chief of Police

MTH:dm

c: Captain Robert Cline
David Ewell, Animal Control Supervisor



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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June 5, 2013

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

Re: Professional Services Agreement
Outsource, PC
Technical Database Services for the Fire Marshal

Honorable Members:

In an effort to update and maintain the electronic files of the Fire Marshal's office, I would like to again enter into an agreement with Outsource, PC. The hourly rate will remain unchanged at \$50.00 per hour, with a total contract amount not to exceed \$500.00.

Funds are available in the 2013 Budget for this specific purpose.

Sincerely,

Christopher A. Roth
Chief Fire Marshal

CAR:mep

cc: S. Zaso
T. Keef



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

June 25, 2013

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

RE: Donation of Benches for Corbett's Glen

Honorable Members:

I respectfully request your permission to accept the attached proposed bench donation for Corbett's Glen from LiDestri Food, Inc. These amenities make the park more enjoyable for users but due to Budget constraints cannot always be provided by the Town. Once donated the benches will be installed by our Park staff in a park location to be determined with all anchoring material provided by LiDestri Foods. The donation is as follows:

One 72" stainless steel/recycled plastic slatted bench with back. This Bench will feature a bronze plaque with the following 3/8" lettering: "Donated to the Town of Brighton in honor of John LiDestri".

One 72" X 17.25" stainless steel/recycled plastic slatted flat bench.

All ground anchors and anchoring material.

Total declared value of benches and material: \$10,000

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Beeman".

Matt Beeman
Superintendent of Parks
Town of Brighton

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815 W. Whitney Road
Fairport, NY 14450
June 17, 2013

Matt Beeman
Town of Brighton Recreation and Parks Department
220 Idlewood Road
Rochester, NY 14618

Dear Matt,

At this year's, LiDestri Foods employee awards dinner, John LiDestri was recognized for completing his 35th year of service. In recognition of that service, John LiDestri has asked that park bench be placed in Corbett's Glen Nature Park in the Town of Brighton. The particulars follow:

- I. Location: at Corbett's Glen, exact location to be determined.
- II. Design: *(See sketch of benches provided)* A paired stainless steel and recycled plastic slatted Bench w/Back and Flat Bench. The bench designs will contain dimension plastic and metal 2" x 4" slats, along with 6" square tubular legs. The benches will be anchored to a 6" concrete pad that is fixed into the ground with 3' anchors.
- III. Declared Value: \$10,000

I would ask that you please consider the above donation and guide us towards the direction of making this proposal, a reality before summer ends. I have included an outline of the proposed, paired benches.

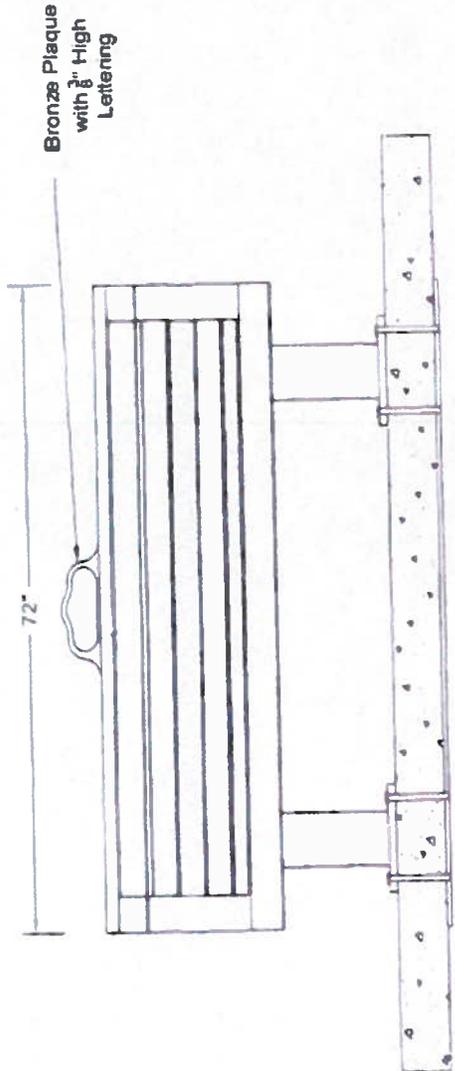
Regards,

Peter D. Tateo
Director of Corporate Maintenance
& Packaging Engineering
LiDestri Foods, Inc.
1020 Lee Road
Rochester, NY 14606
(585) 270-2485
petert@lidedstrifoods.com

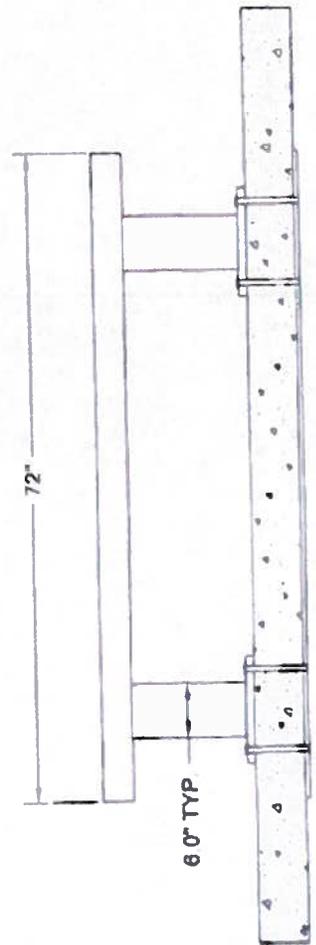


LiDestri Foods, Inc. -- Proposed Park Benches for Corbett's Glen

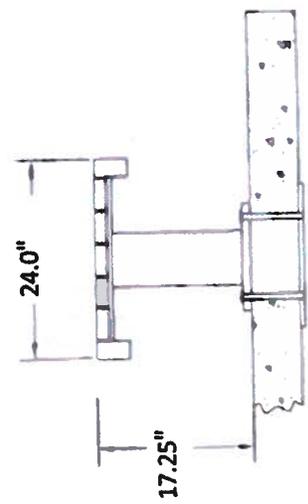
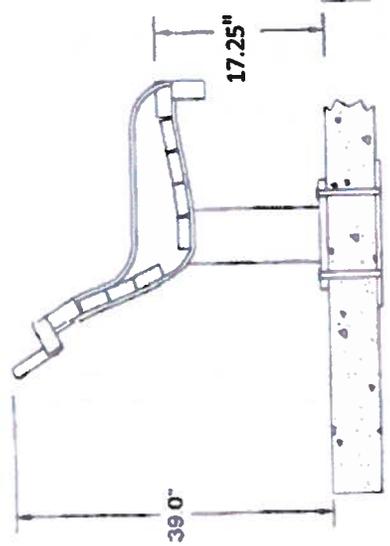
4c.



Seated Park Bench



Flat Park Bench



5a.



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Daniel Aman
Town Clerk/Receiver of Taxes

David Marcus
Deputy Clerk / Deputy Receiver

June 28, 2013

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

Dear Board Members:

The Town Board recently took action to authorize the Supervisor to sign a contract with Intellicorp for background checks. The rate was stated as \$12.95 per search. We have since learned that there is the potential for "pass-through fees" from the Courts that house these records. It is unlikely that very many of our requests would incur these additional fees, but to safeguard the Town against unexpected fees I am requesting that we retain Castlebranch as an additional vendor.

If a background check is prepared with Intellicorp and Town Staff determines that it will exceed the \$28 fee we have from Castlebranch, the Staff member will terminate that Intellicorp check and file with Castlebranch instead.

Our previous agreement with Castlebranch is still valid from their perspective, but our policy is to have written agreements with all vendors. I respectfully request that you authorize Supervisor Moehle to execute a new contract with Castlebranch.

As Rebecca had noted in the previous request, background checks are an integral part of our Risk Management plan and are necessary to ensure the safety and security of our users.

Please let me know if you have any questions or concerns with this request.

Sincerely,

Daniel Aman
Town Clerk / Receiver of Taxes

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

56.

NV	Lyon	\$7.00	NVUCVL
NV	Mineral	\$7.00	NVCVL
NV	Mineral	\$7.00	NVLCVL
NV	Mineral	\$7.00	NVUCVL
NV	Nye	\$7.00	NVCVL
NV	Nye	\$7.00	NVLCVL
NV	NYE	\$7.00	NVSCC
NV	Nye	\$7.00	NVUCVL
NV	Pershing	\$7.00	NVCVL
NV	Pershing	\$7.00	NVLCVL
NV	PERSHING	\$7.00	NVSCC
NV	Pershing	\$7.00	NVUCVL
NV	Storey	\$7.00	NVCVL
NV	Storey	\$7.00	NVLCVL
NV	STOREY	\$7.00	NVSCC
NV	Storey	\$7.00	NVUCVL
NV	Washoe	\$7.00	NVCVL
NV	Washoe	\$14.00	NVLCVL
NV	WASHOE	\$14.00	NVSCC
NV	Washoe	\$14.00	NVUCVL
NV	White Pine	\$7.00	NVCVL
NV	White Pine	\$7.00	NVLCVL
NV	WHITE PINE	\$7.00	NVSCC
NV	White Pine	\$7.00	NVUCVL
NY	ALLEGANY	\$65.00	NYSCC
NY	BRONX	\$65.00	NYSCC
NY	CAYUGA	\$65.00	NYSCC
NY	CHEMUNG	\$20.00	NYSCC
NY	CORTLAND	\$65.00	NYSCC
NY	Greene	\$17.50	NYSCC
NY	HAMILTON	\$65.00	NYSCC
NY	HERKIMER	\$20.00	NYSCC
NY	Kings	\$65.00	NYSCC
NY	MADISON	\$10.00	NYSCC
NY	MONTGOMERY	\$65.00	NYSCC
NY	Nassau	\$65.00	NYSCC
NY	NEW YORK	\$65.00	NYSCC
NY	NIAGARA	\$5.00	NYSCC
NY	OCA	\$65.00	NYOCASCC
NY	ORLEANS	\$65.00	NYSCC
NY	Oswego	\$20.00	NYSCC
NY	QUEENS	\$65.00	NYSCC
NY	Rensselaer	\$20.00	NYSCC
NY	Richmond	\$65.00	NYSCC
NY	Schoharie	\$5.00	NYSCC
NY	SCHUYLER	\$5.00	NYSCC
NY	Steuben	\$10.00	NYSCC
NY	Suffolk	\$16.00	NYSCC
NY	Tompkins	\$20.00	NYSCC
NY	WYOMING	\$15.00	NYSCC
PA	Cambria	\$5.00	PACVL
PA	Luzerne	\$15.00	PACVL



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Daniel Aman
Town Clerk/Receiver of Taxes

David Marcus
Deputy Clerk / Deputy Receiver

June 28, 2013

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

Dear Board Members:

The New York State Thruway Authority recently began the E-Z Pass On-the-Go Retail Sales Program. They are working with partners in retail and municipalities to make it easier for New Yorkers to participate in the E-Z Pass program. Participating municipal offices purchase a box of 25 tags for \$525 or \$21 per tag and can then sell the tags for \$25. The Brighton Town Clerk's Office would be listed along with all other locations and would be searchable on the E-Z Pass website.

I am seeking the Board's permission to submit the E-Z Pass On-the-Go Retail Sales Program Application.

In addition, I am seeking the Board's permission to move \$525 from A.CLERK.1410 2.11 (Ofc Equip) to A.CLERK.1410 4.89 (Misc) in order to purchase the initial supply of tags. There is not a large amount of revenue generated per tag sold (\$4), but it is another service we can offer the residents of Brighton. If any tags are not sold and we wish to exit the program, the unsold tags can be returned within fifteen months of delivery

Sincerely,

Daniel Aman
Town Clerk / Receiver of Taxes

Attachments

TOWN OF BRIGHTON
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5240
FAX: (585) 784-5374
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7a.



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

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: July 1, 2013
Subject: New York State Retirement System Standard Work Day and Reporting Resolution

Per Regulation 315.4 of the New York State Retirement System, attached is a Standard Work Day and Reporting Resolution that is required to be adopted by the Town Board. The resolution covers elected and appointed Town officials who began a new or subsequent term on 1/1/13 and who are members of the NYS and Local Retirement System and do not participate in the Town's time keeping system. The days per month reported on this resolution were calculated based upon the individual's Record of Activities (log) detailing hours worked on Town business for a 90 day period since appointment or term commencement.

I am recommending that the Town Board adopt the attached Standard Work Day and Reporting Resolution.

Copy to: G. Brandt