

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 13, 2013

**PRESENT:**

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

**MOTION TO GO INTO EXECUTIVE SESSION AT 6:30 PM:**

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner to go into executive session at 6:30 PM to discuss the employment of a particular person, a matter of litigation, and matters of collective bargaining

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner to come out of executive session at 7:14 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MEETING CALLED TO ORDER AT 7:18 PM:**

**OPEN FORUM:**

Joshua Barouth, Monroe County Legislator

**APPROVAL OF AGENDA:**

Motion by Councilmember Christopher Werner seconded by Councilmember James Vogel to approve the agenda with the deletion of Matter Re: Resolution #15

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**PUBLIC HEARINGS:**

**MATTER RE:** Establish proposed Extension 94 to the Brighton Consolidated Sanitary Sewer District for the Empire State College project to be located on Westfall Road (see Resolution #1).

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. 1 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Appropriation of funds totaling \$58,000 from the town's repair reserve fund to support labor and materials to replace Library rooftop HVAC system (see Resolution #2).

Motion by Councilmember Christopher Werner 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. 2 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**COMMUNICATIONS:**

**FROM** William J. Farrell, Executive Vice President, Wealth and Institutional Services, Wilmington Trust, N.A., an affiliate of M&T Bank, dated October 31, 2013, announcing that all M&T trust relationships will now be part of the Wilmington Trust brand

**FROM** Rochelle Bell, Senior Environmental Planner, MC Department of Planning and Development, dated October 30, 2013, regarding the fall 2013 Land Use Decision-Making Training Program

**FROM** Monroe County Department of Transportation, dated October 2013 providing information regarding upcoming maintenance project on the South Winton Road bridge over the Erie Canal

**FROM** Lawrence M. Howk, Treasurer, Brighton Fire District, dated November 6, 2013, enclosing the Brighton Fire District Tax Levy for their 2014 Budget.

**FROM** Richard D. Wiles (former Brighton Town Supervisor) dated November 4, 2013, expressing thanks for the Town's Bicentennial agenda of events sending best wishes to everyone as they celebrate

**FROM** NYSEG and RG & E News Release Re: Refrigerator Recycling Incentive program

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio to receive and file the aforementioned communications

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**COMMITTEE REPORTS:**

Parks and Recreation & Community Services (PARCS)-Next meeting 11/25/13 @ 4:30 PM at Brookside

Finance and Administrative Services (FASC)-Next meeting 11/19/13 at 3:30 PM in Stage Conference Room

Public Safety Services-Next meeting 12/10/13 at 8:00 AM in Downstairs Meeting Room

Public Works Services-Next meeting 12/2/13 at 9:00 AM in 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 for payment the claims as set forth in Exhibit No. 3 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Accept with regret the retirement of Captain William J. Principe after 36-1/2 years of service with the Brighton Police Department effective November 30, 2013 (see letters from Mark T. Henderson, Chief of Police and Captain William J. Principe, dated October 28, 2013; Resolution #4)

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 contract renewal with Town and Country Cleaners for 2014 Police dry cleaning service (see letter from Mark T. Henderson, Chief of Police, dated November 4, 2013; Resolution #5)

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. 5 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize hiring of Suzanne J. Grau to fill part-time position of Office Clerk IV in the Police Department, effective November 18, 2013 with 52 week probationary period (see letter from Mark T. Henderson, Chief of Police, dated November 4, 2013; Resolution #6)

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. 6 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize increase to contract with Birchcrest Tree and Landscape, Inc. and Change Order Number 3 for landscape and drainage system services at the Veterans' Memorial (see letter from Mike Guyon, P.E., Town Engineer, dated October 31, 2013; Resolution #3)

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. 7 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize transfer of Highway funds for truck repairs and replacement purchases (see letter from Timothy E. Keef, P.E., Commissioner of Public Works, dated October 28, 2013; Resolution #7 )

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. 8 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize renewal of inter-municipal agreement with Town of Pittsford for Brighton's provision of snow and ice control on Allens Creek Road for 2013/2014

(see letter from Timothy E. Keef, P.E., Commissioner of Public Works, dated October 28, 2013; Resolution #8 )

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. 9 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize renewal of snow and ice control agreement with Monroe County Department of Transportation for 2013/2014 (see letter from Timothy E. Keef, P.E., Commissioner of Public Works, dated October 28, 2013; Resolution #9)

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 solicitation of request for proposals for professional design services for Phase III of the Monroe Community College Sanitary Sewer Project (see letter from Michael E. Guyon, P.E., Town Engineer, dated October 30, 2013; Resolution #10)

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. 11 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize Building and Planning Department budget transfer for part-time Architect additional hours (see letter from Ramsey A. Boehner, Town Planner, dated November 4, 2013; Resolution #11)

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. 12 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize Finance Department to seek proposals for annual audit services of the Town's Operating, Capital and Special District Funds along with special reviews and single Federal and State audits (see memorandum from Suzanne Zaso, Director of Finance, dated November 5, 2013; Resolution #12)

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. 13 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize certain fixed assets be declared lost or destroyed and removed from Town's fixed asset and inventory records (see memorandum from Suzanne Zaso, Director of Finance, dated November 5, 2013; Resolution #13)

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio hat 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:** Accept donations in the amount of \$4100 to the Veterans Memorial Fund (see memorandum from Suzanne Zaso, Director of Finance, dated October 29, 2013; Resolution # 14)

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. 15 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTERS OF THE SUPERVISOR:**

**MATTER RE:** Expense and Revenue Reports for period ending October 31, 2013

Motion by Councilmember Christopher Werner seconded by Councilmember James Vogel that the aforementioned reports be received and filed

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MOTION TO GO INTO EXECUTIVE SESSION:**

Motion by Councilmember Jason DiPonzio seconded by Councilmember James Vogel to go into executive session at 8:39 PM to discuss matters of tax certiorari litigation

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember Louise Novros seconded by Councilmember Christopher Werner to come out of executive session at 9:13 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MEETING ADJOURNED AT 915 PM:**

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio to adjourn at 9:15 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 proceeding of the Town of Brighton, County of Monroe, State of New York meeting held on the 13<sup>th</sup> day of November 2013 and that I recorded said minutes of the aforesaid meeting of the Town Board of the Town of Brighton, New York

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

**WHEREAS**, a petition, dated September 10, 2013, by Robert M. Haelen as Vice Chancellor for Capital Facilities was previously received and filed for the State University of New York, Empire State College, the owners of property located at 620 Westfall Road in the Town of Brighton requesting an extension of the Brighton Consolidated Sewer District (known as Extension No. 94) for the purpose of providing sewer service to the subject property; and

**WHEREAS**, a public hearing was duly called and held in such matter on November 13, 2013; and

**WHEREAS**, the evidence offered at such public hearing requires that the Town Board make the determinations made herein;

**NOW THEREFORE, BE IT ORDERED**, the Town Board, as lead agency under SEQRA has given due deliberation to the matter and hereby determines that the proposed action will not have a significant effect on the environment and has previously issued a Negative Declaration under the State Environmental Quality Review Act with respect to said proposed extension; and be it further

**ORDERED**, that it be and hereby is determined as follows: (1) that said petition is signed and acknowledged or authenticated as required by law and is otherwise sufficient, and that the petition complies with section 191 of

the Town Law; (2) that all property and property owners benefited by the proposed extension are included within the limits of the proposed extension; (3) that it is in the public interest to grant the relief sought therein; and be it further

**ORDERED**, that the said petition requesting that Brighton Consolidated Sewer District Extension # 94 be established be, and the same hereby is, granted, with the costs thereof to be charged on a benefits derived basis; and be it further

**ORDERED**, that the Town Clerk be, and hereby is directed to record a certified copy of this Order in the office of the Clerk of the County of Monroe within ten days after the adoption of this Order.

Dated: November 13, 2013

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**WHEREAS**, a Notice was duly and timely published in the official newspaper of the Town pursuant to General Municipal Law Section 6-d at the direction of the Town Board setting a public hearing to consider the appropriation of \$58,000.00 from the repair reserve fund (A.889.REPAR) to the Library Rooftop HVAC Unit capital project account (H.LIBRY.HVAC 2.63 - Building Improvements) to help fund the costs associated with the purchase and installation of a replacement HVAC unit on the Library Rooftop all pursuant to the Town Board's resolution adopted at its October 23, 2013 meeting; and

**WHEREAS**, a public hearing on such matter was duly called and held on November 13, 2013 and all persons having an interest in such matter were given an opportunity to speak; and

**WHEREAS**, all of said testimony and evidence at such public hearing has been received and filed by the Town together with the correspondence dated October 3, 2013 from Town Junior Engineer Chad Roscoe regarding such repair and replacement and a memorandum from Town Finance Director Suzanne Zaso regarding such appropriation and it having been determined by the Town Board that such repairs are of a type not recurring annually nor at shorter intervals;

**NOW THEREFORE, BE IT RESOLVED,** that upon due consideration of the testimony and evidence presented at said public hearing together with the documentation and information provided by Town staff, the Town Board hereby appropriates \$58,000.00 from the repair reserve fund (A.889.REPAR) to the Library Rooftop HVAC Unit capital project account (H.LIBRY.HVAC 2.63 - Building Improvements) to help fund the costs associated with the purchase and installation of a replacement HVAC unit on the Library Rooftop.

Dated: November 13, 2013

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

## CLAIMS FOR APPROVAL AT TOWN BOARD MEETING

November 13, 2013

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>187,156.35</u>
D - HIGHWAY		<u>204,979.05</u>
L - LIBRARY		<u>29,986.42</u>
SF - FIRE DIST		<u>1,327.95</u>
SL - LIGHTING DIST		<u>42,963.12</u>
SS - SEWER DIST		<u>44,598.66</u>
TA - AGENCY TRUST		<u>4,249.07</u>
TE - EXPENDABLE TRUST		<u>219.65</u>
TOTAL	\$	<u>515,480.27</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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated November 4, 2013 from Chief of Police Mark T. Henderson regarding a request to accept the letter of resignation from Captain William J. Principe effective November 30, 2013, together with Captain Principe's letter of resignation dated October 28, 2013, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby accepts with regret and tremendous thanks for his many years of service the letter of resignation of Captain William J. Principe effective November 30, 2013.

Dated: November 13, 2013

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

**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

October 28, 2013

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

Dear Board Members:

I received notice from Captain William J. Principe that he is retiring from the Brighton Police Department effective November 30, 2013. Captain Principe has served the Brighton Police Department with distinction since July 9, 1977.

Captain Principe has had many roles throughout his 36 year career with the Town of Brighton. He has held the positions of a police officer, a sergeant and in September 1993, was appointed to the rank of captain. Captain Principe was the commanding officer of the patrol division for many years and was instrumental in the development of departmental policy and procedures.

It is with regret that I recommend the acceptance of Captain William J. Principe's retirement from the Brighton Police Department, effective November 30, 2013. I know that we all wish Bill and his family success and happiness in his retirement and future endeavors.

Respectfully,

**Mark T. Henderson**  
Chief of Police

Attachment

xc: Dan Aman, Town Clerk  
Suzanne Zaso, Director of Finance  
Gary Brandt, Director of Personnel



# 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

October 28, 2013

Honorable Brighton Town Board

2300 Elmwood Avenue

Rochester, NY 14618

This letter is to serve as notification of my intent to retire from the Brighton Police Department effective November 30, 2013.

I want to thank the Town Board and the Brighton Community for the opportunities offered to me throughout my career.

Respectfully Submitted,

  
William J. Principe

Xc: Chief Mark Henderson  
File

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated November 4, 2013 from Chief of Police Mark T. Henderson regarding a request to renew for one additional year the Town's contract with Town and Country Cleaners for Dry Cleaning Services, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute a one year extension for calendar year 2014 for the Town's contract with Town and Country Cleaners for Dry Cleaning Services.

Dated: November 13, 2013

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

**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

November 4, 2013

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

Re: 2014 Police Dry Cleaning Contract

Dear Board Members:

On October 20, 2010, the Police Department opened and publicly read the only bid received for dry cleaning and laundering of uniforms for the year 2011. As you know, the bid received was from Town and Country Cleaners and it included an option to extend the contract up to four additional years at the mutual consent of both parties.

I have been very satisfied with their past service and I would recommend that the Town Board renew this contract with Town and Country Cleaners for 2014.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson". The signature is written in a cursive style and is followed by a horizontal line.

Mark T. Henderson  
Chief of Police

MTH:jpo

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated November 4, 2013 from Chief of Police Mark T. Henderson regarding a request to authorize the hiring of Suzanne J. Grau to the position of Office Clerk IV (part-time) within the Brighton Police Department, effective November 18, 2013 with a 52 week probationary period, at a rate of pay of \$13.18 per hour, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the hiring of Suzanne J. Grau to the position of Office Clerk IV (part-time) within the Brighton Police Department, effective November 18, 2013 with a 52 week probationary period, at a rate of pay of \$13.18 per hour.

Dated: November 13, 2013

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

**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

November 4, 2013

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

Dear Board Members:

As a result of recent resignations there currently exists a vacancy at the position of Office Clerk IV (Part-Time) within the Brighton Police Department. After a search for qualified candidates, Ms. Suzanne J. Grau has been selected to fill this position. Ms. Grau is a Brighton resident who has retired from full-time employment with prior experience in the customer service field. The part-time position is limited to twenty hours per week and does not require civil service action for hiring.

I respectfully request that the Honorable Town Board authorize the hiring of Suzanne J. Grau to the position of Office Clerk IV (Part-Time) within the Brighton Police Department, effective November 18, 2013 to a 52 week probationary period, at a rate of pay of \$13.18 per hour (Starting Rate).

Respectfully,

**Mark T. Henderson**  
Chief of Police

xc: Gary Brandt, Director of Personnel

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated October 31, 2013 from Town Engineer Michael E. Guyon, P.E. regarding a request to authorize the Supervisor to execute Change Order #3 in the amount of \$2,996.00 to the contract with Birchcrest Tree and Landscape, Inc. for additional landscape and drainage system installation at the Veterans' Memorial, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute Change Order #3 in the amount of \$2,996.00 to the contract with Birchcrest Tree and Landscape, Inc. for additional landscape and drainage system installation at the Veterans' Memorial.

Dated: November 13, 2013

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

### VETERANS MEMORIAL SITE WORK CONTRACT CHANGE ORDER NUMBER 3

**CONTRACTOR:** Birchcrest Tree and Landscape Inc.

**DATE:** October 31, 2013

**CHANGE IN CONTRACT TIME:** Contract must be completed by June 30, 2014

**DESCRIPTION OF CHANGE ORDER:**

This change order includes the following additional work performed by the contractor:

Description of Work	Amount
I. Install french draina along northern boundary of the Veterans Memorial Site	\$2,996.00
<hr/>	
which is cause for the following adjustment to the contract:	\$2,996.00

Positive net change to contract resulting in an increase of: \$2,996.00

Total cost increase this change order: \$2,996.00

Original Contract Price: \$64,968.52

Previous Change Orders:

Change Order #1 \$16,404.95

Change Order #2 \$32,960.00

Adjusted Contract Price through previous change orders \$114,333.47

Adjusted Contract Price through Change Order #3: \$117,329.47

The work covered by this change order shall be performed under the same terms and conditions as that included in the original contract. All other terms and conditions of said contract as modified shall remain the same.

#### APPROVALS

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DEPARTMENT OF PUBLIC WORKS

\_\_\_\_\_  
SUPERVISOR



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

October 31, 2013

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

Re: The Veterans Memorial  
Birchcrest Tree and Landscape  
Additional Services  
Install Drainage System to Capture Storm water from the Community Garden

Dear Councilperson Werner and Committee Members:

At the August 8, 2012 meeting the Town of Brighton Town Board awarded the contract for the Veterans Memorial Site Improvements to Birchcrest Tree and Landscape, Inc. for a total cost not to exceed \$64,968.52. In November of the same year the Town Board authorized a change order in the amount of \$16,404.95. This change provided additional funding for landscaping, flagpole, lighting, a bench and the installation of a Bronze plaque. In September of 2013 the Town Board authorized a second change order in the amount of \$32,960.00 to complete the work listed in Table-I. The original contract and the work completed as part of Change Orders 1 and 2 were funded by donations and grant moneys.

Table-I – Change Order 2

Description	Estimated Quantity	Unit	Unit Cost	Total Cost
Stone Curb Edging typical curb height straight	160	LF	\$ 66.00	\$ 10,560.00
Stone curb edging typical height curved	320	LF	\$ 70.00	\$ 22,400.00
TOTAL =				\$ 32,960.00

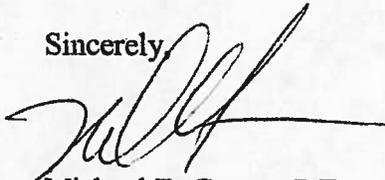
During the spring of 2013 representatives of the Community Garden expressed concern that the Veterans Memorial Site was exacerbating drainage problems along the gardens southern boundary. Dave Daily of Birchcrest Tree and Landscaping suggested installing a french drain system including several inlets to alleviate the drainage situation. Mr. Daily provided a cost estimate of \$2,996 to complete this work. Half of the cost to complete this work, \$1,498.00 will be reimbursed by the Veterans Memorial Fund, TE

92.Vets. The remaining \$1,498.00 will be reimbursed by the Town of Brighton General Fund.

I am requesting that FASC authorize the Town Board to increase the Birchcrest Tree and Landscape, Inc. contract and authorize the Supervisor to execute Change Order Number 3 in the amount of \$2,996.00. A copy of the change order is attached for your reference.

I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,



Michael E. Guyon, P.E.  
Department of Public Works

Cc: Suzanne Zaso  
Tim Keef  
Mary Ann Hussar

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 this  
13th of November, 2013

**PRESENT:**

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated October 28, 2013 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to authorize the transfer of the following funds from the Highways Snow/Ice Control - Road Salt account (DHWY.5142 4.09) to effect certain needed repairs and purchases for unanticipated and/or unbudgeted items:

\$3,200.00 to Highways Machinery - Equipment - Vehicle Maintenance/Repair (DHWY.5130 4.65) for outside repair service associated with Truck #47;

\$1,800.00 to Highways Machinery - Equipment - Vehicle Parts/Components (DHWY.5130 4.08) for parts needed to repair Truck #47;

\$50,000.00 to Highways Machinery - Equipment - Trucks/Vans (DHWY.5130 2.22) to replace Truck #73 (medium duty dump truck), be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes each of the above referenced transfers.

Dated: November 13, 2013

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

October 28, 2013

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

re: Proposed Transfer of Highway Funds  
Various Accounts for Truck Repair/Replacement

Dear Chairman Werner and Committee Members:

As you are aware, the winter weather at the front end of this year's season (January through March) was light, resulting in an advantageous budgetary situation in the Snow/Ice Control - Road Salt account (DHWY.5142 4.09). Furthermore, specific needs have been identified in the Highway Department that would benefit from a transfer of funds to effect repairs and purchases for unanticipated and/or unbudgeted items. Therefore, I would recommend, and ask your consideration, for the transfer of monies from the Highways Snow/Ice Control - Road Salt account (DHWY.5142 4.09) as follows:

- 1) transfer \$3,200.00 from said account to Highways Machinery - Equipment - Vehicle Maintenance/Repair (DHWY.5130 4.65) for outside repair services associated with Truck #47;
- 2) transfer \$1,800.00 from said account to Highways Machinery - Equipment - Vehicle Parts/Components (DHWY.5130 4.08) for parts needed to repair Truck #47;
- 3) transfer \$50,000.00 from said account to Highways Machinery - Equipment - Trucks/Vans (DHWY.5130 2.22) to replace Truck #73 (medium duty dump truck);

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wpd

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated October 28, 2013 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to authorize the Supervisor to execute a renewal of the Town's Inter-Municipal Agreement with the Town of Pittsford for snow and ice control for the upcoming season for the portion of Allens Creek Road that is located in the Town of Pittsford, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute a renewal of the Town's Inter-Municipal Agreement with the Town of Pittsford for snow and ice control for the upcoming season (through April 30, 2014) for the portion of Allens Creek Road that is located in the Town of Pittsford for the lump sum price to be paid to the Town of Brighton by the Town of Pittsford of \$5,952.76.

Dated: November 13, 2013

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

October 28, 2013

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

re: Snow and Ice Control of Allens Creek Road Agreement  
with the Town of Pittsford (2013/2014)

Dear Chairperson Werner and Committee Members:

As you are aware, the Towns of Brighton and Pittsford have previously entered into an IMA for the Town of Brighton to perform snow and ice control upon that portion of Allens Creek Road within the Town of Pittsford. At this time I am requesting your support to renew the IMA for the upcoming season. The Town of Pittsford reimburses us at the same rate that the County reimburses us for the same service upon County Roads. Therefore, I recommend that the Finance and Administrative Services Committee recommend that the Supervisor be authorized to execute this document.

As always, thank you for your consideration. I will be in attendance at your specially scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wpd

attachment

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon

**Agreement for Snow and Ice Control  
on Allens Creek Road  
2013/2014**

This Agreement is made, pursuant to General Municipal Law Section 119-o, between the Town of Brighton, a municipal corporation having offices at Town Hall, 2300 Elmwood Avenue, Rochester, New York, 14618, and the Town of Pittsford, a municipal corporation having offices at Town Hall, 11 South Main Street, Pittsford, New York, 14534.

WITNESSETH:

WHEREAS, the parties desire to enter into an agreement for the provision of snow and ice control services, and

WHEREAS, Brighton authorized such an agreement at a Town Board meeting on \_\_\_\_\_, 2013.

WHEREAS, Pittsford authorized such an agreement at a Town Board meeting on \_\_\_\_\_, 2013.

NOW THEREFORE, in consideration of the terms and conditions herein, it is hereby agreed by and between the parties as follows:

1. The highway, on which services are to be performed, is Allens Creek Road from the Brighton town line to the Brighton town line, in the Town of Pittsford. Its length is approximately .83 mile.
2. The services to be provided by Brighton are: (a) application of salt and abrasives, (b) snow plowing, including winging back, and (c) correction of damage to lawns and mailboxes which is the direct result of snow removal operations. The services are more fully defined in the Agreement for the provision of snow and ice control services Monroe County and the respective Towns ("Agreement"), which, only to the extent that it describes the services to be provided, is incorporated herein by reference.
3. The level of service to be provided by Brighton is that equal to the treatment afforded to the County's roads, as defined in the Agreement.
4. In consideration of the services by Brighton, Pittsford will pay Brighton a lump sum equal to the product of the length of the road segment times the average, per-two-lane-mile reimbursement to Brighton from Monroe County for the 2013/2014 season. This lump sum is **\$5,952.76**, and will be due and payable in February, 2014.
5. The initial term of this agreement shall be from November 1, 2013 until April 30, 2014. This agreement may be extended thereafter by the mutual agreement of the parties.

6. The Town of Pittsford hereby covenants and agrees to indemnify, defend and hold harmless the Town of Brighton, including its officers, agents and employees, from and against any and all claims, liabilities, obligations, damages, losses and expenses, whether contingent or otherwise, including reasonable attorneys' fees and costs of defense, incurred by Brighton as a result of the performance of services under this agreement, excepting only those resulting from the negligence, omission, breach, fault or intentional misconduct of the Town of Brighton in the conduct of the work under this agreement.

7. This agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

8. If any provision of this agreement is held invalid by a court of law, the remainder of this agreement shall be valid and enforceable.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

TOWN OF PITTSFORD

BY: \_\_\_\_\_  
Sandra F. Zutes, Supervisor

TOWN OF BRIGHTON

SIGN  
HERE

BY: \_\_\_\_\_  
William M. Moehle, Supervisor

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated October 28, 2013 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to authorize the Supervisor to execute an Inter-Municipal Agreement with the County of Monroe for snow and ice control for the upcoming season for the County Roads that are located in the Town of Brighton, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute an Inter-Municipal Agreement with the County of Monroe for snow and ice control for the upcoming season for the County Roads that are located in the Town of Brighton for the lump sum price to be paid to the Town of Brighton by the County of Monroe of \$304,935.46, subject to adjustment as set forth therein.

Dated: November 13, 2013

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

October 28, 2013

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

re: Snow and Ice Control Agreement 2013/2014  
with the Monroe County Department of Transportation (MCDOT)

Dear Chairman Werner and Committee Members:

The Town of Brighton provides snow and ice control for Monroe County roads via an agreement with the Monroe County Department of Transportation. At this time I am requesting your support to renew said agreement with the MCDOT for the upcoming 2013/2014 season in the amount of \$304,935.46 (reflective of revised mileage rates for said season). Therefore, I recommend that the Finance and Administrative Services Committee approve the Supervisor to execute this document.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 5, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wpd

attachment

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon



# Department of Transportation

Monroe County, New York

**Maggie Brooks**  
County Executive

**Terrence J. Rice, P.E.**  
Director

October 10, 2013

Tim Keef  
Commissioner of Public Works  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

**RE: INTERMUNICIPAL AGREEMENT FOR SNOW AND ICE CONTROL SERVICES**

Dear Mr. Keef: *Tim*

Please find enclosed, three (3) original Intermunicipal Agreements for Snow and Ice Control Services. The initial term of the agreement is October 1, 2013 through September 30, 2014 with annual renewals upon mutual consent for up to four (4) additional years. The lane mile certification form and payment vouchers will be mailed out separately following the execution of this agreement

This new agreement has been thoroughly discussed at various town highway superintendent meetings over the past year and includes all previous amendments to the agreement and several new changes to the agreement. The changes are summarized as follows:

<u>Item</u>	<u>Old Agreement</u>	<u>New Agreement</u>
Term of agreement	10 years	5 years
Lane mile rate adjustments	Based on changes in salt price, labor rate and equipment	Same as previous plus a new seasonal adjustment change (see agreement language below) *
Yearly extensions/renewals	Yes, via amendatory agreement	Upon mutual consent

\* The new seasonal adjustment component is an adjustment in the rate that considers the intensity of the winter snow and ice activities and reported costs of the towns. The data will be collected each year and used to calculate a 'seasonal adjustment' to the lane mile rate for the following year.

Intermunicipal Agreement for Snow & Ice Control Services

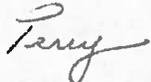
The material cost adjustment for the 2013/14 season shown in "Exhibit A" uses an OGS salt price that was quoted to us as the new price for the upcoming season. The salt cost has not been verified with new OGS contract and will be verified when available. If there any changes to the salt price the lane mile rate calculation will be revised and new values will be used for the upcoming year.

If the town's insurance documentation with Monroe County is currently up to date then no additional insurance documentation will be necessary to execute the agreement. If the town's insurance is out of date, new insurance documentation will be needed to execute the agreement, refer to the attached 'Monroe County Summary of Insurance Requirement' checklist for guidance.

Please have your Town Supervisor complete and sign all three copies of the agreement and have his/her signature notarized. Return everything, along with your Town Board resolution, if applicable, to Joyce Cordello at the address below.

If you have any questions, please feel free to contact me or Joyce at 753-7717.

Sincerely,



Terrence J. Rice, P.E.  
Director of Transportation

Attached

cc: J. Cordello, MCDOT  
A. Mazzo, MC Law Dept.  
File

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated October 30, 2013 from Town Engineer Michael E. Guyon, P.E. regarding a request to authorize the Town Engineer to prepare a request for proposals and to solicit proposals for professional design services for Phase III of the Monroe Community College Sanitary Sewer Project, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the Town Engineer to prepare a request for proposals and to solicit proposals for professional design services for Phase III of the Monroe Community College Sanitary Sewer Project.

Dated: November 13, 2013

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

October 30, 2013

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

Re: Monroe Community College Sanitary Sewer Project.  
Prepare and solicit an RFP for Professional Design Services Phase III

Dear Councilperson Werner and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional design services for Phase III of the Monroe Community College sanitary sewer project. Design drawings for phases I and II were previously developed by the Town of Brighton Department of Public Works. Phase III of the MCC sanitary sewer project includes three roadway crossings using boring or directional drilling technology. The Town of Brighton Sewer Department does not have the expertise to complete these roadway crossings. Therefore, construction bid documents must be developed to complete this work.

The Department of Public Works could prepare these documents however, the consequences of encountering an unforeseen obstacle while performing pipe installations associated with borings and directional drilling can be costly. The use of a professional design firm that has extensive experience in this area will reduce potential conflicts and limit the Town of Brighton's exposure.

Funds are available in account SS.Sewer.8120 2.80 to perform the professional design services for Phase III of the MCC Sanitary Sewer project. Therefore, we are requesting authorization to prepare and solicit a request for proposals for professional design services for Phase III of the Monroe Community College sanitary sewer 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 November 5, 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  
S. Zimmer  
Mary Ann Hussar



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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that correspondence dated November 4, 2013 from Town Planner Ramsey A. Boehner regarding a request to authorize the transfer of the following funds to support an additional 90 hours of work for the position of part-time Architect for the remainder of the 2013 calendar year:

\$3,400 from Other Wages (A.UNDST.9000 1.40) to Part-time Wages (A.DPW.8020 1.20);

\$260.00 from FICA (A.UNDST.9000 8.20) to FICA (A.DPW.8020 8.20), be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the above referenced transfers.

Dated: November 13, 2013

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

November 4, 2013

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

Re: 2013 Budget Transfer for Additional Architect Hours

Dear Honorable Members:

The current part-time Architect for the Town is budgeted to work 1,040 hour per year (an average of 20 hours per week). This past July I submitted a request to the Finance Committee seeking a transfer of approximately \$4,000 from current appropriations within the Building & Planning Department to add an additional 105 hours to this position for 2013 because of an increase in department work load for compliance reviews for existing and future building permit submissions. To date these additional hours have been used and our work load in this area has continued to increase.

To help stay on top of the demands for these compliance reviews, I am requesting that the Town Board consider an additional appropriation to the wages and benefits accounts in the Building and Planning Department to allow for an additional 90 hours to the position of part-time Architect for the remainder of 2013. In review with the Finance Director it is suggested that these funds be transferred from exiting appropriations to fund unanticipated cashouts. The transfer requested is as follows:

From: A.UNDST.9000 1.40 (other wages) \$3,400  
A.UNDST.9000 8.20 (FICA) \$260  
To: A.DPW.8020 1.20 (part-time wages) \$3,400  
A.DPW.8020 8.20 (FICA) \$260

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

Respectfully Submitted,

Ramsey A. Boehner  
Town Planner

Cc: Tim Keef  
Gary Brandt  
Suzanne Zaso



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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that a memorandum dated November 5, 2013 from Town Finance Director Suzanne Zaso to prepare a request for proposals and to solicit professional audit services for the Town's annual audit of its Operating, Capital and Special District Funds along with special reviews and single Federal and State audits as required, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the Director of Finance to prepare a request for proposals and to solicit professional audit services for the Town's annual audit of its Operating, Capital and Special District Funds along with special reviews and single Federal and State audits as required.

Dated: November 13, 2013

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

## MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance *SZ*  
Date: November 5, 2013  
Subject: Request for Proposals for Audit Services

I am requesting Town Board authorization of the Finance Office to seek proposals for annual audit services of the Town's Operating, Capital, and Special District Funds along with special reviews and single Federal and State audits as required.

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

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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

**BE IT RESOLVED**, that a memorandum dated November 5, 2013 from Town Finance Director Suzanne Zaso regarding a request to authorize the disposal of certain fixed assets and the removal of the same from the fixed asset inventory as items that have been lost or destroyed, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby authorizes the disposal of certain fixed assets as set forth in the above referenced memorandum and the removal of the same from the fixed asset inventory as items that have been lost or destroyed.

Dated: November 13, 2013

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

## MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
Subject: Disposal of Fixed Assets

From: Suzanne Zaso 

Date: November 5, 2013

In accordance with the Town Board's Fixed Asset Policy and Procedures, I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: Finance Department

Attached: Disposal of Fixed Asset Sheet



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 13th day of November, 2013.

**PRESENT:**

WILLIAM W. MOEHLE,  
Supervisor

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

Councilpersons

**BE IT RESOLVED**, that a memorandum dated October 29, 2013 from Town Finance Director Suzanne Zaso regarding a request to authorize the acceptance of additional monetary donations totaling \$4,100.00 from various generous area organizations and citizens to the Town's Veterans' Memorial Fund (TE 92.VETS), be received and filed; and be it further

**RESOLVED**, that the Town Board with thanks hereby authorizes the acceptance of additional monetary donations totaling \$4,100.00 from various generous area organizations and citizens to the Town's Veterans' Memorial Fund (TE 92.VETS).

Dated: November 13, 2013

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, NY 14618

MEMORANDUM

TO: The Honorable Town Board  
FROM: Suzanne Zaso, Director of Finance *mg*  
Date: October 29, 2013  
Subject: Town of Brighton Veterans Memorial Fund Donations

It is with great pleasure that we request that Your Honorable Body authorize the acceptance of additional monetary donations received from generous area organizations and citizens, to the Town of Brighton for the Veterans Memorial Fund.

We have greatly appreciated the outpouring of community support and endorsement received for this project so far, and we sincerely hope that donations will continue.

The total additional amount of monies received is \$4,100.00 and have been deposited into Account Number TE 92.Vets. (Veterans Memorial Fund).

Thank you.

c.c. James R. Vogel  
Town of Brighton Councilmember  
Chairperson of Town of Brighton Veterans Committee

*Russell - \$1,000*  
*Fibestech \$4,000*