

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

**Meeting Date: Tuesday, March 18, 2014 (3:30 pm)  
Location: Auditorium, Brighton Town Hall**

1. Executive Session – Employment of a particular person.
2. Amend Table of Organization (Info Systems) – Request from Suzanne Zaso for Town Board action to amend the table of organization under Information Systems (see letter from S. Zaso).
3. Declare Vehicles as Surplus for Auction (Police) – Request from Chief Mark Henderson for Town Board action to declare one Ford Crown Victoria Police vehicle as surplus and authorize for auction (see letter from M. Henderson).
4. Promotion of Animal Control Officer (Police) – Request from Chief Mark Henderson for Town Board action to promote current Animal Control Officer to Unit Supervisor (see letter from M. Henderson).
5. Award Bid for Sidewalk Replacement Program (Public Works Dept.) – Request from Chad Roscoe for Town Board action to award a bid for the 2014 Sidewalk Replacement Program to the low, responsible bidder, Pro Construction of Bergen, NY in an amount not to exceed \$141,927, and to authorize the Supervisor to execute change orders not exceeding 10% of the base contract (see letter from C. Roscoe).
6. Contract for July 4<sup>th</sup> Fireworks Display (Parks) – Request from Matt Beeman for Town Board authorization to enter into a contract with Young Explosives for the July 4, 2014 Town fireworks display at a cost of \$11,400 (see letter from M. Beeman).
7. Grant Acceptance and Budget Amendment (Town Justice) – Request from Dianne Burdett for Town Board action to accept a grant in the amount of \$4,513.44 from the Justice Court Assistance Program (JCAP) to provide for the purchase of a new walk-through metal detector and to amend the 2014 budget to reflect this additional revenue and expenditure (see letter from D. Burdett).
8. Discussion – Discussion regarding SAM Grant.
9. Discussion – Discussion regarding bond issues for 2014.

10. Discussion – Discussion regarding annual report for the Length of Service Awards Program (LOSAP) in the West Brighton Fire Protection District.
11. Discussion - Discussion and review with Suzanne Zaso of proposed draft amendments to the Town's Charge Card Use Policy.

The next regularly scheduled meeting of the FASC will be held **Tuesday, April 1, 2014, 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.



SUZANNE ZASO, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
Phone (585) 784-5211 Fax (585) 784-5396

2.

March 17, 2014

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

Dear Honorable Town Board:

As a result of the anticipated hiring of a Sr. Network Technician under Information Systems, I am recommending the following changes to the Table of Organization under Information Systems effective April 21, 2014:

- Eliminate Full-Time Network Technician position
- Eliminate Part-Time Micro-Computer Support Technician position
- Eliminate Part-Time Office Clerk III position

I am also recommending that the work schedule for the current full-time Coordinator of Data Processing position be reduced from 40 hours per week to 35 hours per week effective April 7, 2014.

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

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Zaso".

Suzanne Zaso  
Director of Finance

Cc: Gary Brandt, Director of Personnel  
Susan Wentworth, Coordinator of Data Processing



# Town of Brighton

**POLICE DEPARTMENT**  
2300 Elmwood Avenue  
Rochester, New York 14618-2196



Emergency 911  
Administrative (585) 784-5150  
Fax: (585) 784-5151

**Mark T. Henderson**  
Chief of Police

March 12, 2014

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

## **RE: Vehicle Surplus Auction**

Dear Board Members:

In recent years, the Police Department has utilized the Annual Municipal Equipment Auction to dispose of our used vehicles. The advertising campaign and size of this auction has allowed us to sell our vehicles for considerably more than had we disposed of them ourselves.

The auction will be held in the spring and I request that the vehicle listed below be declared surplus.

Control 101    2010 Ford Crown Victoria    2FABP7BV9AX135024

With your declaration, the Police Department will make the arrangements necessary to prepare and transport the vehicles to the auction site. Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson  
Chief of Police

MTH:jpo



# 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 10, 2014

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

**Re: Compensation for Animal Control Officer Bruce Blackman**

Dear Board Members:

On January 28, 2014 I informed the Honorable Town Board that I had received notice that Animal Control Officer David Ewell had announced his intention to retire at the end of March 2014.

ACO Ewell served as the Animal Control Unit Supervisor. Due to his increased responsibilities David Ewell, received an hourly pay differential to compensate for the additional responsibilities and duties.

On April 1, 2014, I am appointing Animal Control Officer Bruce Blackman as the Animal Control Unit Supervisor and I am recommending that ACO Blackman's current hourly rate of pay of \$14.32 be increased to \$16.58 (the same rate of pay that ACO Ewell was receiving). I hereby request that the Honorable Town Board approve the hourly rate of pay increase for Bruce Blackman and that the pay increase be effective April 1, 2014.

Respectfully,

Mark T. Henderson  
Chief of Police

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



# 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

5a

3/17/2014

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

Re: Award of Project  
2014 BCSD Repair Program

Dear Councilperson Werner and Committee Members:

Pursuant to prior authorization, the above bid was publicly advertised and opened on March 10, 2014. Town staff also notified twenty one contractors regarding this project. Attached is a copy of the public notice along with the Bid Result. Below is Table-1 which lists the bids that were received from contractors.

Table - 1 Contractor List

Contractor

Pro Construction  
Campobello Contraction Co.  
Master's Edge Inc.  
Sunshine Concrete, Inc.  
Structured Remediation Services, Inc.

Address

6062 Sautell Road, Bergen, New York  
23 Stratford Road, Buffalo, NY 14216  
3409 Broadway St, Cheektowaga, NY 14227  
3461 Stevenson Court, N. Tonawanda, NY 14120  
1115 East Main Street, Box 79, Ste 209, Rochester NY 14609

I have reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by *Pro Construction, 6062 Sautell Road, Bergen, New York* is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, *Pro Construction*, for a lump sum price not to exceed \$141,927. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe  
Junior Engineer

cc: S. Zaso  
T. Keef  
M. Hussar  
M. Guyon  
R. Bohner  
K. Gordon



## 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

Loa

March 11, 2014

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with Young Explosives for the 2014 July 4<sup>th</sup> fireworks display. The cost will be \$11,400 and funding is available in our 2014 celebration budget. As part of their agreement, the contractor is required to submit a certificate of insurance naming the Town of Brighton as additionally insured.

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

Sincerely,

Matt Beeman  
Superintendent of Parks

79.

# 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

March 6, 2014

Town of Brighton  
Finance and Administrative Services Committee  
2300 Elmwood Ave.  
Rochester, N.Y. 14618

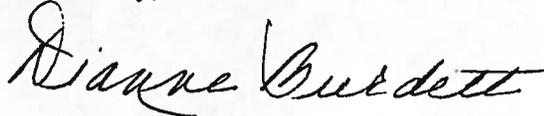
RE: Grant Award from Justice Court Assistance Program

Dear Finance Committee Members,

The court is requesting approval for acceptance of a grant award from the Justice Court Assistance Program in the amount of \$4,513.44. The grant is for a new walk-through metal detector to replace our current out-dated unit. We also request approval to amend the budget as follows: increase the revenue account A.JSTCE. 1110.3390 (NYS Aid) by \$4,513.44 and increase the expense account A. JSTCE. 1110. 2.18 (Safety Equipment) by \$4,513.44. This is a budget neutral appropriation.

Please let me know if you need any additional information.

Sincerely,



Dianne Burdett  
Administrative Court Clerk

Attachment

Cc: file

STATE OF NEW YORK  
UNIFIED COURT SYSTEM

76.

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

February 14, 2014

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

Dear Ms. Burdett:

Please be advised the Brighton Town Court has been awarded a grant under the 2013-14 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 474 courts receiving JCAP funding this year. The details of your award are set forth on the enclosed form. Funds will be sent via direct deposit or check to your municipality within the next few weeks. Please note, if you requested computer equipment, our Division of Technology will be in contact with you regarding these requests.

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