

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

**Meeting Date: Tuesday, April 15, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. 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).
2. Transportation Alternative Program Grant Application (Public Works) – Request from Mike Guyon for Town Board action to authorize the department to submit a grant application to the Transportation Alternative Program (TAP) for funding of the design, construction, and construction inspection phases of the proposed trail through the former Farash Property (see letter from M. Guyon).
3. Declare Equipment as Surplus for Auction (Court) – Request from Dianne Burdett for Town Board action to declare a walk-through metal detector as surplus and authorize for auction (see letter from D. Burdett).
4. Discussion – Review with the Director of Finance a proposed draft Online Banking Policy.

The FASC will hold a special meeting on Wednesday, April 16, 2014, at 9:00 am to review the 2013 financial statements and independent audit.

The next regularly scheduled meeting of the FASC will be held **Tuesday, May 6, 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.



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

1.

March 19, 2014

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 2014 Budget for this specific purpose.

Sincerely,

Christopher A. Roth
Chief Fire Marshal

CAR:mep

cc: S. Zaso
T. Keef





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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April 11, 2014

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

Re: Transportation Alternative Program, (TAP)
Farash Property Shared Use Trail

Dear Councilperson Werner and Committee Members:

We are requesting that the FASC recommend that the Town Board authorize the preparation of a Transportation Alternative Program, TAP, grant application to fund the design, construction observation and construction of the Farash Property Shared Use Trail project.

The Transportation Alternatives Program provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. The TAP is a reimbursement program. The Town would be required to pay project expenses first and then apply to the NYSDOT for reimbursement. The NYSDOT would then apply to the Federal Highway Administration for reimbursement of up to 80% of the project costs. The remaining 20% or local share would be paid by the Town of Brighton. The design, construction observation and construction costs are estimated to be \$656,070.00 of which 80% or \$524,856.00 will be reimbursed by the TAP. The remaining 20%, \$131,214.00 or local share will be reimbursed by the Town of Brighton.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 15, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

Cc: Tim Keef, Commissioner of Public Works
Suzanne Zaso
Mary Ann Hussar

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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

April 1, 2014

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

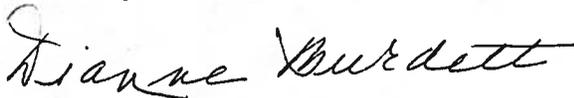
RE: Request to Dispose of Surplus Equipment

Dear Finance Committee Members,

The court is requesting permission to declare a walk through metal detector purchased from the Monroe County Sheriff's Office in 2006 as surplus. We have received a State JCAP Grant to replace this unit and therefore no longer have need of this equipment. We are seeking authorization to dispose of this unit through the municipal equipment auction process.

Thank you for your consideration of this request.

Sincerely,



Dianne Burdett
Administrative Court Clerk

cc:  Suzanne Zaso, Finance Director