

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

**Meeting Date: Tuesday, January 20, 2015 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Discussion - Review with Raymond F. Wager, CPA, P.C. regarding their upcoming financial audit of the Town for 2014.
2. Declare Assets as Surplus (Police Dept.) – Request from Chief Mark Henderson for Town Board action to declare various Police Department assets as surplus and to either sell at auction or dispose of as junk (see memo from M. Henderson).
3. Contract with Skycoasters for the 2015 July 4th Celebration (Parks) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters for the performance at the 2015 July 4<sup>th</sup> celebration in an amount not to exceed \$3,500. Funding will be available from donations or through the 2015 celebrations budget (see letter from M. Beeman).
4. Budget Transfer (Parks) – Request from Matt Beeman for Town Board authorization to transfer \$8,673 from supplies in Corbett's Glen Park to equipment in Buckland Park to purchase a mower and a salt spreader (see letter from M. Beeman).
5. Discussion – Leaf pick-up.

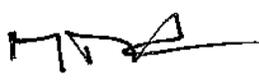
The next regularly scheduled meeting of the FASC will be held **Tuesday, February 3, 2015 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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MEMORANDUM

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

From: Chief Mark T. Henderson



Date: January 15, 2015

JPO

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:

1 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.

2 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





## 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

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January 13, 2015

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with the Skycoasters for the 2015 July 4<sup>th</sup> celebration. The cost for their performance will be \$3,500, and funding will be available from donations, or through our celebrations budget if needed. As part of their agreement, the Skycoasters are required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured. The certificate will be received prior to the event.

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

Sincerely,

Matt Beeman  
Superintendent of Parks  
Town of Brighton

Cc:  
M. Hussar  
S. Zaso  
T. Keef  
A. Banker

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Please sign and return ONE copy by August 5, 2014, along with your deposit due (noted below) in order to secure your date/time. If we do not hear back from you by this due date, this contract is null and void.

# \* the Skycoasters \*

12 Windchase Rise  
Fairport, NY 14450

This contract made on July 15, 2014, by and between the presenter and the undersigned performed as leader or attorney-in-fact and such extras as the said performer(s) may secure.

**Presenter:** Town of Brighton

**Date:** Saturday, July 4, 2015

**Location:** Meridian Center

**Type of Event:** July 4 Celebration

**Start/Finish Time:** 8:00 – 9:45p.m. (presenter providing stage/tent cover at their expense)

**Terms Agreed Upon:** \$3,500.00

The Presenter agrees to provide the following at **NO CHARGE** to the Skycoasters. If any of these listed items cannot be made available, please advise us, as we will be glad to work with you to make adjustments, or alternative arrangements. Also, please provide us with a contact name/number at your event site with whom we can discuss set-up details.

**ELECTRICITY REQUIREMENTS:** Six (6) separate 20-amp dedicated circuits (outlets) with nothing else connected to them and circuits need to be within 25 feet of the stage area. If you don't have 6 outlets, please contact us and we will work around the issue with your event site person.

**STAGING:** All staging, platforms, and dance flooring, need to be assembled and in place prior to the arrival of the Skycoasters' crew. For smaller shows (i.e., weddings), if you do not want the band on a stage, that is fine...it is your choice.

If you do choose to have a stage, we request an overall stage size of 20' x 24' or larger (we can fit into smaller space if need be) and the entire stage can be one level. Please make sure the 24' side of the stage is facing the audience.

For larger shows, when using a drum riser on the stage: A drum riser measuring 8' wide and 8' deep x 1' high and should be located in the center towards back of stage.

We're glad to help you, or your contact, with any staging questions.

**PARKING:** Please reserve parking spaces for the Skycoasters' vehicles (two trucks and a bus), adjacent to the event location.

**WEATHER:** If the performance is to be outside, the presenter is requested to provide protection, such as a stage roof (covering) and plastic or tarps for instruments, sound and lighting equipment, in case of rain or other inclement weather.

**HOSPITALITY:** It would be appreciated if you could provide cold soft drinks and a sandwich platter for the band & crew (approximately 16 people). The crew set up for the show in the late afternoon/early evening and then stay right on through the evening for the show.

**DRESSING ROOM:** If possible, a dressing room prior to, and during the show, would be appreciated for changing costumes.

**Please Note:** A deposit of \$1,000 made payable to Skycoasters LLC is due along with this signed contract. Balance is due the night of the performance and you can give the check made payable to Skycoasters LLC to Jerry Boone.

This contract shall bind and benefit the parties jointly and severally, and each and any performer or extra may enforce it. This contract constitutes the entire agreement between the parties with respect to its subject matter. It cannot be changed or waived in whole, or in part, except by a signed writing.

Presenter: \_\_\_\_\_

Auth. Signature \_\_\_\_\_

Office # \_\_\_\_\_

Home # \_\_\_\_\_

Fax # \_\_\_\_\_

**Performer: Skycoasters LLC**

Auth. Signature 

Secretary – Barbara @ home in the evenings – (585) 223-9524

Fax # (585) 223-9524

Tax I.D. #16-1437850

**The Skycoasters were Voted #1 Band In Rochester!**  
We look forward to your event and delighting you and your audience!



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**TOWN OF BRIGHTON**  
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

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Rochester, NY 14618  
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January 13, 2015

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

Re: Transfer of Funds – Park Maintenance Equipment

Honorable Members:

I would like to recommend that a budget transfer be approved from the following:

Parks Department Corbett's Glen Park Maintenance Supplies (A.DPW 7122 4.11) in the amount of \$8,673.

To the following:

Parks Department Buckland Park Maintenance Equipment (A.DPW 7115 2.40) in the amount of \$8,673.

In 2014 we were able to secure donated trail material (wood chips) through various outlets (NYS DOT projects, The Reserve Construction). Since we now have enough material on hand to meet our needs we will not be required to purchase any addition trail material in 2015. This has created an opportunity for our department to secure the following much needed maintenance equipment:

1. Ariens Pro Turn 48" Mower: \$6,639.20 available through MTE as a county/state bid item.
2. Western Plow Tailgate Salt Spreader Model 2500: \$2,033.00 available through Unicell as a submitted RFP.

The addition of the Mower will allow us to maintain certain park land that is currently maintained with a walk behind style mower in a much more efficient and reasonable manner. It will also allow us to safely maintain our playing field surfaces with the rising need to meet demands of events, games and tournaments.

The addition of the Tailgate Salt Spreader will assist us with our snow removal efforts within the parks during the winter months and help to provide safer access to our facilities.

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

Sincerely,

Matt Beeman  
Superintendent of Parks

Cc: M. Hussar, S.Zaso, T. Keef, A. Banker

MTE, Inc.  
 33 Thruway Park Drive  
 West Henrietta NY 14586  
 Phone: (585) 334-0100  
 Fax: (585) 334-6332  
 http:www.mte.us.com

Quote: 01-13352  
 Date: 11/24/2014  
 Customer Id: 092002  
 Phone: (585) 784-5223 x0000  
 Customer PO: 48" Zero Turn  
 Sales Person: nredanty  
 User: nredanty

(46)

## QUOTE

TOWN OF BRIGHTON  
 TIM KEEF  
 1941 ELMWOOD AVENUE  
 ROCHESTER NY 14620

Ship To:  
 TOWN OF BRIGHTON  
 220 IDLEWOOD RD  
 ROCHESTER NY 14618  
 Phone: (585) 784-5280 x0000

Prepared for Matt Beeman 784-5262							
Pricing reflects municipal pricing							
Massachusetts Contract FAC 88							
Item/Tag	Type	Description/Model/Serial Number	Quantity	Tax	Price	Line Discount	Net Price
ARIENS/GRAVELY PA	WG	ARIENS/GRAVELY	1.0000	N	\$0.00		\$0.00
ARN.991079.M20	PA	WG - Pro-Turn 148 - 22hp Kawasaki FX691 V-Twin(S	1.0000	N	\$8,299.00	\$1,659.80	\$6,639.20
Sub Total							\$6,639.20
Total Tax							\$0.00
Invoice Total							\$6,639.20

Signature: \_\_\_\_\_

THIS QUOTE VALID FOR 30 DAYS. PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.