

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

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

1. Contract for Stop DWI and Amend Budget (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for the 2015 Stop DWI Enforcement program for a total of \$17,759.88. Authorization is also requested to amend the 2015 Police Dept. budget by increasing anticipated Stop DWI revenues by \$2,499.79 and increasing appropriations in Law Enforcement Supplies by \$2,499.79 (see letter from M. Henderson).
2. Budget Appropriation for Fingerprinting Station (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$14,000 in fund balance that was not spent in 2014 to the department's 2015 budget to replace the MoRIS Fingerprint Station (see letter from M. Henderson).
3. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation of \$500 from the Sam & Lottie Friedland Charitable Foundation, Inc. and to appropriate the funds in the Police Dept.'s program supplies account (see letter from M. Henderson).
4. Authorization to Solicit Proposals for Bid Design Services for Public Safety Wing HVAC Improvements (Public Works) – Request from Mike Guyon for Town Board authorization to seek proposals for professional design services to develop construction bid documents for HVAC improvements in the Public Safety Wing of Town Hall (see letter from M. Guyon).
5. Grant Application for Sidewalks (Public Works) - Request from Mike Guyon for Town Board authorization to apply for a Monroe County Community Development Block Grant (CDBG) to fund approximately 1,200 linear feet of sidewalks along the south side of Crittenden Road from E. Squire Dr. to W. Henrietta Road (see letter from M. Guyon).
6. Authorize Project Listing for Clean Water State Revolving Fund Financing (Public Works) – Request from Mike Guyon for Town Board authorization to prepare a Point Source & Nonpoint Source Project Listing application as part of the Clean Water State Revolving Fund (CWSRF) financing for the proposed Westfall Heights Subdivision gravity sanitary sewer improvements (see letter from M. Guyon).

7. Budget Appropriation for Brighton Town Park Lodge Improvements (Public Works) – Request from Suzanne Zaso for Town Board action to appropriate \$35,000 in fund balance for improvements to the kitchen and bathrooms at Carmen Clark Lodge. These funds were budgeted in 2014 but a contract was not able to be secured prior to year-end (see memo from S. Zaso).
8. Agreement for Online Court Fees Processing Service (Court) – Request from Dianne Burdett for Town Board action to authorize the Supervisor to execute an agreement with Government Payment Service, Inc. (GovPayNet) to provide the ability for online credit card payments of court fines (see letter from D. Burdett).
9. 2014 Budget Transfers and/or Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2014 budget as part of the year-end financial close process (see memo from S. Zaso).
10. Close 2011 Technology Capital Project (Finance) – Request from Suzanne Zaso for Town Board action to close the 2011 Technology capital project as of 12/31/14 and transfer any remaining funds to the debt service fund (see memo from S. Zaso).
11. Executive Session – Collective bargaining.

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 17, 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.



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

February 2, 2015

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

**RE: STOP-DWI Enhanced Enforcement
STOP-DWI Crackdown Weekends**

Dear Board Members:

I hereby request that the Supervisor be authorized to enter into an agreement with the County of Monroe to accept the following funding:

STOP-DWI Enhanced Enforcement	\$15,260.09
STOP-DWI Crackdown Weekends	\$ 2,499.79
	\$17,759.88

The funding will be used to augment police department STOP DWI enforcement efforts.

I request that appropriations in account **A.POLCE.3120.1580 (STOP DWI Reimbursement Revenue Account)** in 2015 police department budget be increased by **\$2,499.79** (an increase over projected 2015 funding). I am also requesting that the 2015 police department budget be amended to reflect the additional Stop DWI funding over the **\$15,260.09** which has already been projected in the 2015 budget by increasing appropriations in Law Enforcement Supplies (**A.POLCE.3120 4.14**) by **\$2,499.79**.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo



Town of Brighton

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2300 Elmwood Avenue
Rochester, New York 14618-2196



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February 2, 2015

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

RE: Budget Appropriation to Replace the Digital Police MoRIS Fingerprint Station

Dear Board Members:

The 2014 Town Budget allowed for the funding of \$14,000 to replace the digital MoRIS fingerprinting system used by the Police Department.

Due to concerns with the current status of Monroe County's plan to upgrade the MoRIS and ILEADS system, as well as the fact that the current equipment was in fair condition and was still operable, it was decided not to replace the equipment. The unused appropriations fell to fund balance at year-end 2014. Unfortunately, the system has recently failed and is in need of replacement. I am requesting that the **\$14,000 that was unspent in 2014** be re-appropriated into the 2015 budget to replace this system.

My formal request of the Town Board is to authorize an appropriation of \$14,000 from general fund balance into the Police Department's 2015 law enforcement equipment budget line (A.POLCE.3120 2.17).

I have consulted with Suzanne Zaso, Finance Director and will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Respectfully,

Mark T. Henderson
Chief of Police



Town of Brighton

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



Mark T. Henderson
Chief of Police

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Fax: (585) 784-5151

January 27, 2015

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

Dear Board Members:

Re: \$ 500.00 Sam & Lottie Friedland Charitable Foundation, Inc.

Recently, the Police Department received a donation of \$500.00 from the Sam & Lottie Friedland Charitable Foundation, Inc.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2015 Police Department Operating Budget, I further request that the 2015 Police Department Operating Budget be amended to increase line **A.POLCE.3120 4.18 Programs and Supplies by \$500.00, to be fully supported by an increase in A.POLCE 3120.2705 Gifts and Donations.**

The donation will be placed in the budget line which supports the Brighton Police Citizen's Police Academy.

I have attached a copy of my letter to Mrs. Sandra Friedland, President of the Sam & Lottie Friedland Charitable Foundation, Inc.

Sincerely,

Mark T. Henderson
Chief of Police

Attachment



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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January 30, 2015

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

Re: Public Safety Wing
Prepare and solicit an RFP for professional design services for an HVAC Bid Documents

Dear Councilperson Werner and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional design services to develop construction bid documents regarding the proposed Public Safety Wing HVAC improvements described in the Public Safety Wing HVAC Study prepared by M/E Engineering dated September 2014. The study recommended the implementation of five improvements whose total cost is estimated to be \$422,000.00

No action as to awarding a contract will be considered without returning to this committee. We continue to work with the finance department to determine the appropriate account to fund this project and we will present this account to the FASC before requesting authorization to award these consultant services.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 3, 2015 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: T. Keef
S. Zaso
Chief M. Henderson



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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January 21, 2015

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

Re: Community Development Block Grant (CDBG) Application
Monroe County

Dear Councilperson Werner and Committee Members:

In February 2014 the DPW submitted a CDBG application to fund the installation of approximately 1,700 linear feet, lf, of 5ft wide concrete sidewalk on the south side of Crittenden Road from the corner of West Henrietta Road eastward to East Squire Drive. As required by the application, the Town concluded a SHPO and SEQR review of the project. CDBG funding was provided for approximately 500 lf of the project leaving approximately 1,200 lf. unfunded.

We are requesting that the FASC recommend that the Town Board authorize the preparation of a Monroe County CDBG grant application to fund the remaining construction of the sidewalk. The proposed sidewalk will extend west approximately 1,200 feet along the south side of Crittenden Road from E. Squire Drive to the sidewalk being constructed as part of the previous phase of the project.

Monroe County's CDBG funds are intended to be used in suburban towns and villages for projects located serving Low-Moderate income areas as determined by HUD. The proposed project will provide for safe pedestrian travel within Census Block Group 130.019 which is considered a Low-Moderate Income area.

We are requesting that 90% of the project to be funded by the CDBG Grant program. The remaining 10% will be funded by the Town of Brighton through in-kind services. The in-kind services will include project design, preparation of construction documents and construction oversight.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 3, 2015 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

2300 Elmwood Avenue, Rochester, New York 14618 · 585-784-5250 · Fax: 585-784-5373
<http://www.townofbrighton.org>



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

(6)

January 30, 2015

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

Re: New York Clean Water State Revolving Fund
Municipal Point Source & Nonpoint Source Project Listing
Westfall Heights Sanitary Sewer

Dear Councilperson Werner and Committee Members:

The residents of the Westfall Heights Subdivision submitted an informal petition which suggested that approximately 70% of the homes in area supported the construction of public sewers to serve their properties. The informal petition requested that the Town of Brighton investigate funding alternatives to reduce the resident's cost contribution toward the construction of the improvements.

The New York State Environmental Facilities Corporation (EFC) administers the Clean Water State Revolving Fund (CWSRF) on behalf of the New York State Department of Environmental Conservation (DEC). For municipally-owned wastewater treatment projects EFC offers a long-term financing program with interest rate subsidies. Project listing is the first step to obtaining financing through the Clean Water State Revolving Fund (CWSRF).

We are requesting that the FASC recommend that the Town Board authorize the preparation of the Point Source & Nonpoint Source Project Listing application for the proposed Westfall Heights Subdivision gravity sanitary sewer improvements as described in a report prepared by the Town of Brighton titled, Engineer's Report Sanitary Sewer Feasibility Study Westfall Heights dated, February 2014.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 3, 2015 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

2300 Elmwood Avenue, Rochester, New York 14618 · 585-784-5250 · Fax: 585-784-5373
<http://www.townofbrighton.org>



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

①

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: February 3, 2015
Subject: Budget Appropriation for Improvements at Carmen Clark Lodge

The 2014 Town Budget allowed for \$35,000 for improvements to the kitchen and bathrooms at Carmen Clark Lodge in Brighton Town Park. Due to initial bids coming in over budget, a contract for these services was not secured prior to year-end 2014. As the scope of the project has now been changed to stay within budget, I am requesting that the funding that fell to fund balance at year-end 2014 be re-appropriated into the 2015 Brighton Town Park budget.

My formal request of the Town Board is to authorize an appropriation of \$35,000 from general fund balance into the Brighton Town Park 2015 facility improvements budget line (A.DPW.7120 2.60).

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

Cc: Matt Beeman
Tim Keef

Pa

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

January 28, 2015

Town of Brighton
FASC
2300 Elmwood Ave.
Rochester, N.Y. 14618

RE: Participation Agreement with Government Payment Service, Inc.

Dear Finance and Administrative Services Committee Members:

The court would like to engage the services of GovPayNet to provide on line credit card payments for defendants. Currently, all payments are at the front counter or by mail. This has caused timing issues for defendants who are about to incur license suspension fees or who live out of the area and wish to clear a pending case. This program provides lower service fees than NCourt, another vendor providing on line payment services. There is no cost to the town for this service, and it provides the convenience and cost effectiveness we feel would be appreciated by many. Additionally, GovPayNet service allows for American Express and Discover which our current credit card vendor, Elavon, does not allow for.

To summarize, I am requesting the Supervisor authorize the participation agreement for the court to provide on line payment services with GovPayNet. We will continue to process in house payments through our current vendor, Elavon. As you may be aware, the State recently discontinued coverage for credit card service fees and as of November, 2014, those fees of 2.99% have been passed on to the credit card user. This makes the GovPayNet program all that more reasonable as their service fee rates are 3.25% well below that of NCourt.

Sincerely,

Dianne Burdett
Administrative Court Clerk

Attachment
cc: S. Zaso
file

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ATTACHMENT "A" – SERVICE FEES
GPS Agree. No. NY-VICTORTOWNCOURT, 2014OCT30

Service Fee Schedule for Administrative & Civil Payments #4			
Payments Made via Internet (Web/Gov\$wipe®)		Telephone-Assisted Payments (Call Center/Live Agent)	
Transaction Range	Service Fee	Transaction Range	Service Fee
\$0.01 > \$50.00	\$1.75	\$0.01 > \$50.00	\$5.75
\$50.01 > \$75.00	\$2.00	\$50.01 > \$75.00	\$6.00
\$75.01 > \$100.00	\$3.25	\$75.01 > \$100.00	\$7.25
\$100.01 > \$150.00	\$5.25	\$100.01 > \$150.00	\$9.25
\$150.01 > \$200.00	\$7.25	\$150.01 > \$200.00	\$11.25
<i>For each additional increment of \$50.00, or portion thereof, add \$2.00.</i>		<i>For each additional increment of \$50.00, or portion thereof, add \$2.00.</i>	

All Service Fees Are Non-refundable





TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(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 *W*
Date: February 3, 2015
Subject: Year-End Transfers and Amendments to 2014 Town, Special District, and Capital Budgets

Each year, based on a review of year-to-date expenditures, we request Town Board authorization to record needed budget amendments and transfers to resolve any object-level negative balances in the Town and Special District Operating Budgets, and in the Capital Budget, to address:

- the proper classification of expenditures either actual or estimated
- any appropriation shortfalls resulting from actual operations (vs. budgeted)
- any unanticipated expenditures not provided for in the budget

Attached to this memo is a listing of the budget transfers and amendments we are recommending at this time, each marked accordingly.

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.

Attachment

Copy to: Department Heads



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

10.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: February 3, 2015
Subject: Close 2011 Technology Capital Project

In 2011 the Town Board set-up a capital project for the financing of a telephone system upgrade and software purchases for public works and highway operations. As all expenditures for the project have been paid out and permanent financing is in place, I am recommending that the Town Board authorize the closing and this capital project and the transfer of any remaining funds to the debt service fund to be applied towards future debt service payments relating to the project.

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