

MINUTES OF TOWN BOARD ORGANIZATIONAL MEETING
OF THE TOWN OF BRIGHTON, COUNTY OF
MONROE, NEW YORK, HELD AT THE
BRIGHTON TOWN HALL, 2300 ELMWOOD
AVENUE, ROCHESTER, NEW YORK
January 5, 2015

Present:

Supervisor William Moehle

Councilmember Louise Novros

Councilmember Jason DiPonzio

Councilmember Christopher Werner

Daniel Aman, Town Clerk

Mark Henderson, Chief of Police

Tim Keef, Commissioner of Public Works

Suzanne Zaso, Director of Finance

Maryann Hussar, Assistant to the Supervisor

MEETING CALLED TO ORDER AT 12:00 PM:

APPROVAL OF AGENDA:

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio to approve the agenda

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

ORGANIZATIONAL MEETING BUSINESS:

MATTER RE: Ratify the regular meeting schedule of the Brighton Town Board for 2015 (see Resolution #1 and schedule).

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. 1 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Ratify the 2015 Brighton Town Hall holiday schedule (see Resolution #2 and schedule).

Motion by Councilmember Jason DiPonzio 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. 2 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize approval of proposed 2015 Public Works Committee meeting schedule (see Resolution #28 and proposed schedule).

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. 3 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize approval of proposed 2015 Public Safety Committee meeting schedule (see Resolution #27 and proposed schedule).

Motion by Councilmember Louise Novros 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. 4 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize approval of proposed 2015 Finance and Administrative Services Committee (FASC) meeting schedule (see Resolution #31 and proposed schedule).

Motion by Councilmember Jason DiPonzio 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. 5 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Designate the Brighton-Pittsford Post as the official newspaper of the Town of Brighton for the year 2015 (see Resolution #3).

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. 6 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Adopt the Scott, Foreman, Robert's Rules of Order, Newly Revised, 11th Edition (2011) as the rules of its procedures for the year 2015 (see Resolution #4)

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. 7 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Appoint Marc L. Frankel as Constable of the Town of Brighton for a one-year term commencing January 1, 2015 and ending December 31, 2015 (see Resolution #5 and letter from Marc L. Frankel dated December 2, 2014).

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. 8 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Appoint Michael M. Phillips, CPA, as Constable of the Town of Brighton for a one-year term commencing January 1, 2015 and ending December 31, 2015 (see Resolution #6 and letter from Michael M. Phillips, CPA dated November 13, 2014).

Motion by Councilmember Louise Novros 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. 9 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Designate Town Building Inspectors; Code Enforcement Officers; and Secretaries to various Town Advisory Boards effective January 1, 2015 through December 31, 2015 (see Resolution #11 and letter from Timothy E. Keef, P.E., Commissioner of Public Works, dated December 15, 2014).

Motion by Councilmember Louise Novros 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. 10 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize agreement to spend highway repair funds in 2015 which are allocated in the 2015 budget (see Resolution #13 and letter from Timothy E. Keef, P.E., Commissioner of Public Works, dated December 15, 2014).

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. 11 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Appoint Timothy E. Keef, P.E. as Commissioner of Public Works, Highway Superintendent and Superintendent of Sewer Maintenance, effective January 1, 2015 through December 31, 2015 and;

Timothy Anderson as Deputy Highway Superintendent, effective January 1, 2015 through December 31, 2015 (see Resolution #14, memorandum from Town Supervisor Moehle dated December 15, 2014 and letter from Timothy Keef P.E. Commissioner of Public Works dated December 15, 2014).

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: Appoint Bruce Blackman and Shana Hagins as Animal Control Officers of the Town of Brighton for terms of one year, commencing January 1, 2015 and ending December 31, 2015 (see Resolution #15 and letter dated November 24, 2014 from Police Chief Mark T. Henderson).

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. 13 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize Supervisor to execute part-time program and vendor services contracts for 2015 for the Town's Parks and Recreation Department (see Resolution #24 and letter dated December 1, 2014 from Rebecca Cotter, Recreation Director).

Motion by Councilmember Jason DiPonzio 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. 14 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize Supervisor to execute Letter of Engagement, retaining Kenneth W. Gordon, as Attorney for the Town of Brighton, and Counsel to the Historic Preservation Commission for 2015 (see Resolution #7 and letter dated December 22, 2014 from Kenneth W. Gordon, Esq.)

Motion by Councilmember Louise Novros 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. 15 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize Supervisor to execute Letter of Engagement retaining David M. Dollinger, Esq., as Deputy Attorney for the Town of Brighton for 2015 (see Resolution #8 and letter from David M. Dollinger dated January 1, 2015)

Motion by Councilmember Louise Novros 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. 16 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize Supervisor to appoint part-time, on-call, temporary and seasonal staff for the year 2015 (see Resolution #16 and staff listing).

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. 17 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Designate authorized depositories and adopt Deposit and Investment Policy for 2015 (see Resolution #9 and letter dated December 23, 2014 from Suzanne Zaso Director of Finance and copy of Policy).

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. 18 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize petty cash and change funds for the year 2015 (see Resolution #10 and memorandum from Suzanne Zaso, Director of Finance, dated December 23, 2014).

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. 19 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize renewal of service agreements for 2015 with court's stenographers, language interpreters and interpreters for hearing impaired (see Resolution #42; letter from Dianne Burdett, Administrative Court Clerk, dated December 17, 2014).

Motion by Councilmember Jason DiPonzio 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. 20 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTERS OF THE SUPERVISOR:

MATTER RE: Appointment of MaryJo Lanphear as Town Historian to the Town for a term commencing January 1, 2015 through December 31, 2015 (see Resolution #17 and letter dated December 14, 2014 from Town Supervisor Moehle).

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. 21 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Appointment of particular Council Members as Chairs and members of the Public Works, Public Safety, and Finance & Administrative Services (FASC) Committees (see Resolution #29 and assignment memorandum dated January 1, 2015 from Town Supervisor Moehle).

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. 22 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTERS OF THE TOWN CLERK:

MATTER RE: Adopt Records Retention Schedule for 2015 (see Resolution #18 and memorandum from Daniel E. Aman, Town Clerk dated December 14, 2014).

Motion by Councilmember Jason DiPonzio 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. 23 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Presentation of Salary and Payroll Schedule for the period January 1, 2015 to December 31, 2015 (see Resolution #22 and schedule).

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. 24 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

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. 25 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approval for Supervisor to execute agreement with Raymond F. Wager, CPA, P.C. to provide auditing services for the year 2015 with option to renew for four (4) additional one-year terms, pending future budget allocations and Town Board approval (see Resolution #36 and letter dated December 22, 2014 from Suzanne Zaso, Director of Finance).

Motion by Councilmember Jason DiPonzio 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. 26 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MOTION TO GO INTO EXECUTIVE SESSION AT 12:25 PM:

Motion by Councilmember Louise Novros seconded by Councilmember Jason DiPonzio to go into executive session to discuss the appointment of particular persons to committees

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember Christopher Werner seconded by Councilmember Louise Novros to come out of executive session at 12:41 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MOTION TO ADJOURN:

Motion by Councilmember Jason DiPonzio seconded by Councilmember Louise Novros to adjourn at 12:42 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

CERIFICATION:

I, Daniel Aman, 131 Elmore Road, Rochester, NY do hereby certify that the foregoing is a true and accurate record of the proceeding of he Town of Brighton, County of Monroe, State of New York meeting held on he 5th day of January 2015 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, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that the Town Board hereby ratifies and approves that the Regular Meetings of the Town Board of the Town of Brighton, Monroe County, New York, be held as set forth on the attached schedule during the year 2015. (See attached Schedule A)

All said meetings of the Town Board shall be scheduled to begin at 7:00 p.m. with an Open Forum except as noted on Schedule A

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____

JAMES R. VOGEL _____

LOUISE NOVROS _____

JASON S. DIPONZIO _____

CHRISTOPHER K. WERNER _____

**Town of Brighton
TOWN BOARD MEETINGS
2015
2nd & 4th Wednesday of each month
at
7:00 p.m.
Unless Otherwise Indicated**

Organizational Meeting

January 5, 2015 (MONDAY Noon)

January 14th

January 28nd

February 11th

February 25th

March 11th

March 25th

April 8th

April 22nd

May 13th

May 27th

June 10th

June 24th

July 8th

July 22nd

August 12th

August 26th

Sept. 9th

Sept. 22nd Tuesday (Note: Wed. Sept. 23rd Yom Kippur)

October 14th

October 28th

November 10th (Tuesday) Note: Wed. Nov. 11th Veterans Day

November 24th (Tuesday) Note: Wed. 11/25 day before Thanksgiving

December 9th

2nd December Meeting - TBD

January 2016

Organizational Meeting Date TBD

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that the Town Board hereby ratifies and approves the Holiday
Schedule for the Town of Brighton, Monroe County, New York, as set forth on the
attached schedule during the year 2015. (See attached Schedule A)

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____

JAMES R. VOGEL _____

LOUISE NOVROS _____

JASON S. DIPONZIO _____

CHRISTOPHER K. WERNER _____

2015 HOLIDAY SCHEDULE

Listed below are the proposed 2015 holidays to be observed as paid holidays for non-represented full-time and qualifying part-time permanent Town personnel:

- | | | |
|-----|-----------------------------|--------------------------------------|
| 1. | New Year's Day | Thursday, January 1 st |
| 2. | Martin Luther King, Jr. Day | Monday, January 19 th |
| 3. | Presidents' Day | Monday, February 16 th |
| 4. | Spring Holiday | Friday, April 3 rd |
| 5. | Memorial Day | Monday, May 25 th |
| 6. | Independence Day | Friday, July 3 rd |
| 7. | Labor Day | Monday, September 7 th |
| 8. | Veterans' Day | Wednesday, November 11 th |
| 9. | Thanksgiving Day | Thursday, November 26 th |
| 10. | Day-After Thanksgiving | Friday, November 27 th |
| 12. | Floating Holiday | Thursday, December 24 th |
| 11. | Christmas | Friday, December 25 th |

The Chief of Police and the Commissioner of Public Works (with regard to Highway/Sewer Department personnel) have the discretion to alter the holiday schedule to better meet the work schedule demands of their departments.

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 5th day of January, 2015.

PRESENT:

WILLIAM W. MOEHLE

Supervisor

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPKER K. WERNER

Councilpersons

RESOLVED, that a proposed schedule of 2015 Public Works Committee meeting dates is hereby received and filed; and be it further

RESOLVED, that the Town Board hereby adopts the schedule of 2015 Public Works Committee meeting dates as received and filed.

Dated: January 5, 2015

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

December 11, 2014

Supervisor William Moehle and
the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

re: Proposed 2015 Public Works Committee Schedule

Dear Supervisor Moehle and Town Council Members:

The attached meeting schedule has been approved by the above committee for the upcoming year. I submit this for your review, consideration and concurrence. Please note that the meeting day of the week has been shifted from the first Monday of the month to the first Tuesday, unless noted otherwise. As always, thank you for your consideration in matters such as this.

Very truly yours,

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

TEK/wp

attachment

cc: T. Anderson
R. Bohner
M. Guyon
M Hussar
K. Gordon

PUBLIC WORKS COMMITTEE MEETINGS
FOR 2015

All meetings scheduled in the Downstairs Meeting Room
First Tuesday of the Month at 9:00 AM(unless noted otherwise)

Tuesday, January 6
Tuesday, February 3
Tuesday, March 3
Tuesday, April 7
Tuesday, May 5
Tuesday, June 2
Tuesday, July 7
Tuesday, August 4
Tuesday, September 1
Tuesday, October 6
Tuesday, November 3
Tuesday, December 1

mep: 12/08/14 (revised)

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 5th day of January, 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPHER K. WERNER

Councilpersons

RESOLVED, that a proposed schedule of 2015 Public Safety Committee meeting dates is hereby received and filed; and be it further

RESOLVED, that the Town Board hereby adopts the schedule of 2015 Public Safety Committee meeting dates as received and filed.

Dated: January 5, 2015

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

December 11, 2014

Supervisor William Moehle and
the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

re: Proposed 2015 Public Safety Committee Schedule

Dear Supervisor Moehle and Town Council Members:

The attached meeting schedule has been approved by the above committee for the upcoming year. I submit this for your review, consideration and concurrence. As always, thank you for your consideration in matters such as this.

Very truly yours,

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

TEK/wp

attachment

cc: T. Anderson
C. Roth
M. Hussar
K. Gordon

PUBLIC SAFETY MEETING SCHEDULE
FOR 2015

All meetings scheduled in the Downstairs Meeting Room
2nd Tuesday at 8:00 AM

Tuesday, January 13
Tuesday, February 10
Tuesday, March 10
Tuesday, April 14
Tuesday, May 12
Tuesday, June 9
Tuesday, July 14
Tuesday, August 11
Tuesday, September 8
Tuesday, October 13
Tuesday, November 10
Tuesday, December 8

Prepared by M. Petri for Fire Marshal 12/30/14

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 5th day of January, 2015.

PRESENT:

WILLIAM W. MOEHLE

Supervisor

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPKER K. WERNER

Councilpersons

RESOLVED, that a proposed schedule of 2015 Finance and Administrative Services Committee (FASC) meeting dates is hereby received and filed; and be it further

RESOLVED, that the Town Board hereby adopts the schedule of 2015 Finance and Administrative Services Committee meeting dates as received and filed.

Dated: January 5, 2015

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

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
2015 MEETING SCHEDULE

All meetings are scheduled for the Town Hall
Stage Conference Room
At 3:30 p.m. (unless otherwise noted)

Tuesday, January 6
Tuesday, January 20
Tuesday, February 3
Tuesday, February 17
Tuesday, March 3
Tuesday, March 17
Tuesday, March 31
Tuesday, April 14
Tuesday, May 5
Tuesday, May 19
Tuesday, June 2
Tuesday, June 16
Tuesday, June 30
Tuesday, July 14
Tuesday, August 4
Tuesday, August 18
September 1
Tuesday, September 15
Tuesday, October 6
Tuesday, October 20
Tuesday, November 3
Tuesday, November 17
Tuesday, December 1
Tuesday, December 15

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that the *Brighton-Pittsford Post*, be and hereby is appointed as the official newspaper of the Town of Brighton, County of Monroe, State of New York for the year of 2015 for publication of notices, resolutions and ordinances, pursuant to the authority contained in the Town Law of the State of New York, Section 64, Subdivision 11.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____

JAMES R. VOGEL _____

LOUISE NOVROS _____

JASON S. DIPONZIO _____

CHRISTOPHER K. WERNER _____

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that the Town Board pursuant to Town Law Section 64 hereby
adopts The Scott, Foreman Robert's Rules of Order, Newly Revised, 11th Edition
(2011) as the rules of its procedure for 2015.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE	_____
JAMES R. VOGEL	_____
LOUISE NOVROS	_____
JASON S. DIPONZIO	_____
CHRISTOPHER K. WERNER	_____

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

RESOLVED, that correspondence from Marc L. Frankel, dated December 2, 2014, be received and filed, and be it further;

RESOLVED, that Marc L. Frankel, be and hereby is appointed as Constable of the Town of Brighton for a term of one (1) year commencing January 1, 2015 and ending December 31, 2015.

RESOLVED, that this appointment shall be without salary, but that he shall possess all the powers and duties of a constable in civil actions and proceedings only, and shall be entitled to collect the statutory fees allowed by law in such civil actions and proceedings subject to the filing of a surety bond in the amount of \$12,000.00 and taking the required Oath of Office

Dated: January 5, 2014

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____
JAMES R. VOGEL _____
LOUISE NOVROS _____
JASON S. DIPONZIO _____
CHRISTOPHER K. WERNER _____

December 2, 2014

Mr. William Moehle
Brighton Town Supervisor
2300 Elmwood Avenue
Rochester, New York 14618

Dear Mr. Moehle,

I am writing to officially inform you of my interest in seeking reappointment of a nineteenth term to the Brighton Town Constable position when the Brighton Town Board organizational meeting takes place in January 2015. I look forward to continuing to serve the Town of Brighton and its residents.

I appreciate your continued confidence in me.

Very truly yours,

A handwritten signature in black ink, appearing to read "M. Frankel", written in a cursive style.

Marc L. Frankel

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor
JAMES R. VOGEL
LOUISE NOVROS
JASON S. DIPONZIO
CHRISTOPHER K. WERNER
Councilpersons

RESOLVED, that correspondence from Michael M. Phillips, CPA, dated November 13, 2014 be received and filed, and be it further;

RESOLVED, that Michael M. Phillips, CPA, be and hereby is appointed as Constable of the Town of Brighton for a term of one (1) year commencing January 1, 2015 and ending December 31, 2015.

RESOLVED, that this appointment shall be without salary, but that he shall possess all the powers and duties of a constable in civil actions and proceedings only, and shall be entitled to collect the statutory fees allowed by law in such civil actions and proceedings subject to the filing of a surety bond in the amount of \$12,000.00 and taking the required Oath of Office

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____
JAMES R. VOGEL _____
LOUISE NOVROS _____
JASON S. DIPONZIO _____
CHRISTOPHER K. WERNER _____



Petrella Phillips LLP Certified
Public
Accountants
Plan. Perform. Progress.

November 13, 2014

William W. Mochle, Supervisor
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618-2145

Dear Bill,

Please accept this letter as a means to inform you that I would like to continue in my capacity as an appointed Town of Brighton Constable.

I understand that the Town Board will act upon reappointments at the organizational meeting to be held in January, 2015.

I look forward to continuing to serve the residents of the Town of Brighton.

Sincerely,

Michael M. Phillips

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton
Town Hall, in said Town of Brighton on the 5th day
of January 2015.

PRESENT:

- WILLIAM W. MOEHLE,
Supervisor
- JAMES R. VOGEL
- LOUISE NOVROS
- JASON S. DIPONZIO
- CHRISTOPHER S. WERNER
Councilpersons

RESOLVED, that the Town Board receive and file a letter dated December 15, 2014 from Timothy Keef, P.E., Commissioner of Public Works regarding Designation of Building Inspector; and be it further

RESOLVED, that Edward Bailey is hereby designated as the Code Enforcement Officer/Town Building Inspector for the Comprehensive Development Regulations; and be it further

RESOLVED, that the Commissioner of Public Works, the Associate Planner, the Planner, the Town Engineer, the Town Architect and the Fire Marshal of the Town are hereby designated as other officials to carry out the functions of the office of Building Inspector, as laid out in the Comprehensive Development Regulations and those sections of the Town Code relating to Junk Cars, Occupations Requiring Licenses, Unsafe Building and Collapsed Structures and Property Maintenance as well as any other Local Laws, Ordinances or Town Codes designating enforcement to be carried out by the Building Inspector, all as more fully described in the above referenced correspondence; and be it further

RESOLVED, that the Associate Planner, Planner and the Planning Technician be designated as Secretaries to various Town Advisory Boards, all as assigned in above referenced correspondence.

Dated: January 5, 2015

UPON ROLL CALL VOTE

- WILLIAM W. MOEHLE _____
- JAMES R. VOGEL _____
- LOUISE NOVROS _____
- JASON S. DIPONZIO _____
- CHRISTOPHER K. WERNER _____



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

December 15, 2014

Supervisor William Moehle and
the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

re: Designation of Staff for 2015

Dear Supervisor Moehle and Town Council Members:

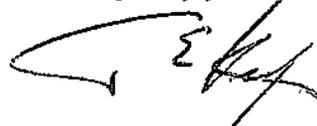
Subject to your consideration and concurrence, the following staff assignments are proposed:

- 1) It is recommended that Ramsey Bochner, Associate Planner, be designated as:
 - (a) enforcement officer for chapters 51, 66, 85, 91, 129, 175, 211 and any other applicable sections of the Town Code;
 - (b) code enforcement officer/building inspector for the Comprehensive Development Regulations;
 - (c) an 'other official' to carry out the functions of the building inspector, including the receipt of applications for, and the issuance of, certificates of compliance;
 - (d) secretary to the Planning Board;
 - (e) secretary to the Conservation Board;
 - (f) secretary to the Historic Preservation Commission; and,
 - (g) environmental liaison officer.
- 2) It is recommended that Richard DiStefano, Planner, be designated as:
 - (a) an 'other official' to carry out the functions of the building inspector, including the receipt of applications for, and the issuance of, certificates of compliance;
 - (b) secretary to the Zoning Board of Appeals; and,
 - (c) secretary to the Conservation Board.
- 3) It is recommended that Paul White, Planning Technician, be designated as:
 - (a) secretary to the Architectural Review Board; and,
 - (b) secretary to the Conservation Board.
- 4) It is recommended that Christopher Roth, Fire Marshal, be designated as:
 - (a) enforcement officer for chapters 51, 66, 85, 91, 129, 175, 211 and any other applicable sections of the Town Code;
 - (b) code enforcement officer/building inspector for the Comprehensive Development Regulations;
- 5) It is recommended that Edward Bailey, Building Inspector, be designated as code enforcement officer/building inspector for the Comprehensive Development Regulations.

- 6) It is recommended that Patricia Hinckley, AIA, be designated as:
- (a) enforcement officer for chapters 51, 73 and any other applicable sections of the Town Code;
 - (b) code enforcement officer/building inspector for the Comprehensive Development Regulations;
- 7) It is recommended that Michael Guyon, P.E., Town Engineer, be designated as:
- (a) enforcement officer for chapters 51, 66, 85, 91, 129, 175, 211 and 215 of the Town Code; and,
 - (b) code enforcement officer/building inspector for the Comprehensive Development Regulations.

As always, thank you for your consideration in matters such as this.

Very truly yours,



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

TEK/wp

cc: R. Bohner
R. DiStefano
P. White
C. Roth
E. Bailey
P. Hinckley
M. Guyon
M. Hussar
K. Gordon

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPHER K. WERNER

Councilpersons

RESOLVED, that correspondence dated December 15, 2014 from Timothy Keef, P.E. Superintendent of Highways and Commissioner of Public Works, concerning the authorization of an agreement to spend highway funds, be received and filed; and be it further,

RESOLVED, that the Town Board hereby agrees to execute and deliver an agreement with the Commissioner of Public Works/Superintendent of Highways to expend highway funds for road repairs during 2015, pursuant to Highway Law, Section 284, as more fully described in the adopted Budget for the year 2015, which agreement shall be in form and substance as approved by the Attorney for the Town, and the expenditures authorized by which agreement shall not exceed the funds budgeted in account D.HWY.5110 in the 2015 Town Budget.

January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPHER K. WERNER



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

December 15, 2014

Supervisor William W. Moehle and
the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

re: Authorize Agreement for Expenditure of 2015 Highway Funds

Dear Supervisor Moehle and Town Council Members:

Pursuant to Section 284 of the Highway Law, I request your concurrence to authorize the expenditure of funds allocated in the 2015 budget, D. HWY.5110, for highway maintenance and repairs. The form and content of the agreement shall be that as deemed suitable by the Attorney for the Town. As always, thank you for your consideration in matter such as this.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works and
Superintendent of Highways

TEK/wp

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



AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

AGREEMENT between the Town Superintendent of Highways of the Town of Brighton, Monroe County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that monies levied and collected in the Town for the repair and improvements of highways, and received from the State for State Aid, or otherwise transferred by the Town pursuant to resolution of the Town Board for the repair and improvement of highways in the Town, shall be expended generally as set forth in the Town's 2015 Budget as approved by the Town Board on October 22, 2014, with such transfers and amendments as may be hereafter recommended by the Highway Superintendent and approved by the Town Board. The Highway Superintendent hereby agrees to comply with the Procurement Policies and Procedures of the Town of Brighton relative to all such expenditures and to review such expenditures with the Town's Finance and Administrative Services Committee and obtain Town Board approval prior to expending such funds .

Executed on this _____ day of _____, 2015

Supervisor

Councilmember

Councilmember

Councilmember

Councilmember

Town Superintendent of Highways

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, in said Town of Brighton on the 5th day of January 2015.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor
JAMES R. VOGEL
LOUISE NOVROS
JASON S. DIPONZIO
CHRISTOPHER K. WERNER
Councilpersons

RESOLVED, that correspondence dated December 15, 2014 from William W. Moehle Brighton Town Supervisor, and from Timothy Keef, P.E., Commissioner of Public Works, dated December 15, 2015 be received and filed; and be it further

RESOLVED, that Timothy Keef, P.E. , is hereby re-appointed as Commissioner of Public Works, Superintendent of Highways and Superintendent of Sewer Maintenance, effective January 1, 2015 through December 31, 2015; and be it further

RESOLVED, that Timothy Anderson is hereby re-appointed as Deputy Highway Superintendent for the Town of Brighton effective January 1, 2015 and ending December 31, 2015.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____
JAMES R. VOGEL _____
LOUISE NOVROS _____
JASON S. DIPONZIO _____
CHRISTOPHER K. WERNER _____



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

December 15, 2014

Supervisor William Moehle and
the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

re: Appointment of Deputy Highway Superintendent

Dear Supervisor Moehle and Town Council Members:

If my performance has been satisfactory to date and warrants serving a term through December 31, 2015, I respectfully request your support of Mr. Tim Anderson continuing to act in the capacity of Deputy Highway Superintendent through December 31, 2015. Said position of Deputy Highway Superintendent has been approved in the upcoming 2015 budget. As always, thank you for your consideration in matters such as this.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works and
Superintendent of Highways

TEK/wp

cc: T. Anderson
M. Hussar
K. Gordon



MEMORANDUM

TO: Honorable Town Board

FROM: William W. Moehle, Supervisor

DATE: December 15, 2014

RE: Appointment of Commissioner of Public Works, Highway Superintendent, Superintendent of Sewer Maintenance and Deputy Highway Superintendent

I hereby recommend that Timothy E. Keef be re-appointed Commissioner of Public Works, Highway Superintendent and Superintendent of Sewer Maintenance effective January 1, 2015 through December 31, 2015.

I further recommend that Timothy Anderson be re-appointed as Deputy Highway Superintendent effective January 1, 2015 through December 31, 2015.

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that correspondence dated November 24, 2014 from Brighton Police Chief Mark T. Henderson be received and filed; and be it further

RESOLVED, that Bruce Blackman and Shana Hagins be and hereby are appointed as Animal Control Officers of the Town of Brighton, whose responsibilities include, but are not limited to, those of Dog Control Officers under Section 114 of the Agriculture and Markets Law of the State of New York, for terms of one year, commencing January 1, 2015 and expiring December 31, 2015.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____

JAMES R. VOGEL _____

LOUISE NOVROS _____

JASON S. DIPONZIO _____

CHRISTOPHER K. WERNER _____



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

MEMORANDUM

TO: Supervisor Moehle and Honorable Town Board

FROM: Mark T. Henderson, Chief of Police *MTH*

SUBJECT: Appointment of Animal Control Officers

DATE: November 24, 2014

I respectfully request that the Town Board appoint the following persons to the position of Animal Control Officer (part-time) for the calendar year 2015:

Bruce Blackman
3466 East Avenue
Rochester, NY 14618

Shana Hagins
325 Alexander Street # 37
Rochester, NY 14607

These appointments will be for a period of one year, commencing on January 1, 2015.

*Shana Hagins will have the civil service title of Dog Control Officer until the successful completion of the nuisance wildlife control license.

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor
JAMES R. VOGEL
LOUISE NOVROS
JASON S. DIPONZIO
CHRISTOPHER K. WERNER
Councilpersons

WHEREAS, the Town contracts with various part-time program, special event service providers, and vendors throughout the year for various Parks and Recreation Departments programs and special events; it is therefore

RESOLVED, that letter dated December 1, 2014 from Rebecca Cotter, Recreation Director be received and filed; and be it further

RESOLVED, that the Supervisor is hereby authorized to execute agreements and/or contracts with various part-time program, special event service providers and/or vendors, based upon the recommendation of appropriate staff for the Parks and Recreation Departments for the year 2015 in such form or forms as approved by the Attorney to the Town.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____
JAMES R. VOGEL _____
LOUISE NOVROS _____
JASON S. DIPONZIO _____
CHRISTOPHER K. WERNER _____



TOWN OF BRIGHTON
RECREATION DEPARTMENT

220 Idlewood Rd.
Rochester, NY 14618
www.townofbrighton.org

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

December 1, 2014

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

Re: Authorization of Contracts for 2015

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to approve and sign part-time program and vendor contracts for 2015. A majority of our program offerings are set up with contractual program instructors. Contracts are generated throughout the year as we prepare our seasonal program offerings. Additionally, we use various vendors for special events throughout the town. All contracts have specific details outlining the services provided to the town.

I would be more than happy to answer any questions you may have regarding this request.

Sincerely,

Rebecca J. Cotter
Recreation Director
Town of Brighton

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that Kenneth W. Gordon, Esq., be and hereby is retained as Attorney for the Town of Brighton for the calendar year 2015, pursuant to Town Law Section 20(2)(b), and the terms of the Engagement Letter dated December 22, 2014 attached hereto; and he is retained as counsel for the Historic Preservation Commission for the calendar year 2015, pursuant to the terms of said Engagement Letter.

The Supervisor is hereby authorized to execute said Engagement Letter in the name of the Town of Brighton

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPHER WERNER

Gordon & Schaal, LLP
Attorneys at Law

1039 Monroe Avenue
Rochester, New York 14620

Telephone: (585) 244-1070
Facsimile: (585) 244-1085

December 22, 2014

Hon. Supervisor William W. Moehle
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Supervisor Moehle:

I have again enjoyed and taken professional pride in serving as the Attorney to the Town of Brighton this past year and would welcome the opportunity to continue in this role. I understand that the Board adopted a 2% increase in the budget for this position and thus would propose an increase in the contract rate for 2015. The fixed fee for the contract year 2015 for services as Attorney to the Town would be \$54,060.00 and the services for acting as counsel to the Historic Preservation Commission would be \$7,140.00 for a total of \$61,200.00. The contract would be payable on a monthly basis in the amount of \$5,100.00. It is my belief that the proposed fee is within both the adopted budget and is reasonable for fees charged to the Town in both these capacities. I appreciate the modest increase in compensation and would hope that the Board would be supportive of future increases to keep my contract work for the Town as Attorney to the Town in line with increases in compensation in other departments.

I am also available to be retained separately as litigation counsel for the Town on matters as you deem appropriate. For 2015, I have kept my regular hourly rate for my private clients at \$300.00 per hour. For Town litigation or other hourly work, I would be willing to cut this rate in half to an hourly fee of \$150.00 per hour.

It would be my great pleasure to continue to work with you and the Town Board to serve the Town of Brighton and its residents as Attorney to the Town. Please let me know if you need any additional information.

Very truly yours,

S/ Kenneth W Gordon

Kenneth W. Gordon

Approved as Authorized by the Town Board on January ____, 2015.

Hon. William Moehle, Supervisor

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, in said Town of Brighton on the 5th day of January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

**JAMES R. VOGEL
LOUISE NOVROS
JASON S. DIPONZIO
CHRISTPHER K. WERNER**

Councilpersons

RESOLVED, that David M. Dollinger, Esq., be and hereby is retained as Deputy Attorney for the Town of Brighton for the calendar year 2015, pursuant to Town Law Section 20(2)(b) and the terms set forth in the Engagement Letter dated January 1, 2015 attached hereto. The Supervisor is hereby authorized to execute said Engagement Letter in the name of the Town of Brighton

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE	_____
JAMES R. VOGEL	_____
LOUISE NOVROS	_____
JASON S. DIPONZIO	_____
CHRISTOPHER K. WERNER	_____

DA DOLLINGER
ASSOCIATES, PC
REAL ESTATE AND BANKING LAW

January 1, 2015

Supervisor William Moehle
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Deputy Attorney for the Town of Brighton

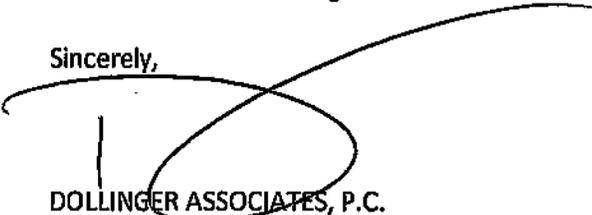
Dear Supervisor Moehle:

This letter, when countersigned by you shall confirm the engagement of Dollinger Associates, P. C., as Deputy Attorney for the Town of Brighton for the Period January 1, 2015 thru December 31, 2015.

Legal services provided by Dollinger Associates, P. C. shall include all of those services customarily provided by the Deputy Town Attorney. The firm will be paid the sum of \$29,500.00 annually for such legal services. Disbursements, if any, will be billed monthly to the Town.

I look forward to working with the Town Board and Staff during this coming year.

Sincerely,



DOLLINGER ASSOCIATES, P.C.
David M. Dollinger, Esq.

Accepted: The Town of Brighton

By: William Moehle, Supervisor

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor
JAMES R. VOGEL
LOUISE NOVROS
JASON S. DIPONZIO
CHRISTOPHER K. WERNER
Councilpersons

WHEREAS, the Town Board previously authorized Supervisor William W. Moehle to appoint part-time, seasonal, on-call and temporary employees for the Town during 2014, subject to ratification by the Town Board; and

WHEREAS, the Town Board desires to grant the same power to the Supervisor during 2015; it is therefore

RESOLVED, that the Town Board hereby ratifies and approves each and every part-time, seasonal, on-call and temporary appointment made by the Supervisor during 2014, a list of which appointments is attached hereto, and made a part hereof; and be it further

RESOLVED, that the Supervisor is hereby authorized to appoint part-time, seasonal, on-call and temporary employees of the Town based upon the recommendation of appropriate staff and subject to ratification by the Town Board at year end, in 2015.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE	_____
JAMES R. VOGEL	_____
LOUISE NOVROS	_____
JASON S. DIPONZIO	_____
CHRISTOPHER K. WERNER	_____

2014 PART-TIME SEASONAL, ON-CALL, & TEMPORARY EMPLOYEES
for the January 5, 2015 Organizational Meeting

NAME	TITLE	HOURLY RATE
BOWLBY, ELIZABETH	LIBRARIAN I PT	\$22.13
BYRD, MARGARET	RECREATION ACTIVITY	\$10.00
DUFF, KAREN	LIBRARIAN I	\$22.13
ESTES, ELIZABETH	LIBRARIAN I PT	\$22.13
UNDERWOOD, E'LISA	LIBRARY AIDE	\$11.10
DUNN, JORDAN	LIFEGUARD	\$10.40
HAGINS, SHANA	ANIMAL CONTROL OFFIC	\$12.43
JENSEN, KATHRYN	RECREATION ACTIVITY	\$22.00
KALTENBACH, DAVID	ASSISTANT FIRE MARSH	\$18.54
LAMBERT, JOSHUA	LIBRARY PAGE	\$8.40
LOWELL, DIANA	LIBRARY PAGE	\$9.22
MASZEROWSKI, ELIZABETH	LIFEGUARD	\$10.00
MAURICI, ELIZABETH	LIBRARY AIDE PT	\$11.10
PODSIADLY, STEVEN	LIBRARY PAGE	\$8.40
PREMYSLOVSKY, ZOE	LIBRARY PAGE	\$8.40
RAJOTTE, SARAH	LIBRARY PAGE	\$8.40
RYAN, DECLAN	LIBRARY AIDE PT	\$11.10
SARGENT, RACHEL	LIFEGUARD	\$10.00
ALLEN, ALYSSA	RECREATION ASSISTANT	\$8.40
CAIRNS, JOHN	LABORER-SEASONAL	\$8.00
CLARK, JOHN	LABORER-SEASONAL	\$8.00
CRON, VICTORIA	RECREATION ASSISTANT	\$8.00
CULVER, MELISSA	RECREATION ACTIVITY	\$24.00
DANA, STEVEN	LABORER-SEASONAL	\$8.00
DIEHL, EMMA	RECREATION ASSISTANT	\$8.00
ENIS, CALEB	RECREATION ASSISTANT	\$8.00
HEBERGER, BEVERLY	RECREATION ACTIVITY	\$22.00
KLEINE, BENJAMIN	LABORER-SEASONAL	\$8.00
KOPP, MEGAN	RECREATION ASSISTANT	\$8.00
KWOK, JACKSON	RECREATION ASSISTANT	\$8.00
MERZ, ABIGAIL	RECREATION ASSISTANT	\$8.00
MORABITO, RICHARD	LABORER-SEASONAL	\$8.00
NIES, ALEXANDER	STUDENT INTERN	\$10.90
NOLAN, DEANNA	RECREATION ACTIVITY	\$10.00
OLIVER, AARON	RECREATION ASSISTANT	\$8.00
PULLEY, ANNABEL	LIFEGUARD	\$10.00
RUDNICK, JOEL	LABORER-SEASONAL	\$8.00
RUF, PHILLIP	LIFEGUARD	\$10.00
RUSSELL, MICHAEL	LABORER-SEASONAL	\$8.00
RUSSELL, PATRICK	LABORER-SEASONAL	\$8.00
SANTORELLI, RAMONA	RECREATION ACTIVITY	\$10.00
SAPERI, ANTHONY	LABORER-SEASONAL	\$8.00
SCARPINO, JOSHUA	RECREATION ASSISTANT	\$8.00
SCHNEIDER, PHILIP	LIFEGUARD	\$10.40
SHELTON, JOSHUA	RECREATION LEADER	\$9.40
SMITH, HANNAH	LABORER-SEASONAL	\$8.00
SPRINGER, ADAM	LABORER-SEASONAL	\$8.00
STAVANS, DAVID	STUDENT INTERN	\$10.50
TALBOT, ZACHARY	RECREATION ASSISTANT	\$8.00
TOOLE, THOMAS	LIFEGUARD	\$10.40
YEH, DIANA	LIFEGUARD	\$10.00

NAME	TITLE	DAILY RATE
BOTTCHER, STEPHEN	SCHOOL TRAFFIC GUARD	\$50.84

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

- WILLIAM W. MOEHLE,
Supervisor
- JAMES R. VOGEL,
LOUISE NOVROS,
JASON S. DIPONZIO,
CHRISTOPHER K. WERNER,
Councilpersons

RESOLVED, that the following banks and trust companies, authorized to do business in and with offices/branches located in the State of New York, be and are hereby designated as depositories in all or any of which the Supervisor, the Town Clerk, Town Justices, and the Receiver of Taxes and Assessments of the Town of Brighton may deposit moneys of the said Town coming into their hands by virtue of their offices:

- | | |
|--|---|
| JP Morgan/Chase Bank | First Niagara Bank |
| Key Bank | Manufacturers and Traders Trust Company |
| Bank of America | Municipal Investors Service Corp. |
| Canandaigua National Bank
and Trust Company | |

Be it further RESOLVED, that dollar limits as to the amount of deposits and/or investments that may be placed with any one bank or trust company shall be as provided in the Town's Deposit and Investment Policy, and be it further

RESOLVED that the Supervisor, as Chief Fiscal Officer of the Town, is authorized to execute any and all agreements necessary to affect this Resolution

Dated: January 5, 2015

UPON ROLL CALL VOTE

- WILLIAM W. MOEHLE _____
- JAMES R. VOGEL _____
- LOUISE NOVROS _____
- JASON S. DIPONZIO _____
- CHRISTOPHER K. WERNER _____



SUZANNE E. ZASO
DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5386

To: The Honorable Town Board
From: Suzanne Zaso, Director of Finance *AS*
Date: December 23, 2014
Subject: Deposit and Investment Policy for 2015

I request that your Honorable Body adopt the attached Deposit and Investment Policy for 2015 and authorize the Supervisor to execute any related documents to carry out such deposits and investments as required by the financial institution in accordance with the Policy. Please note that there have not been any changes to the Policy since the last review in January 2014.

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

Cc: Daniel Aman
Dianne Burdett

TOWN OF BRIGHTON DEPOSIT AND INVESTMENT POLICY

Policy Scope:

The following Deposit and Investment Policy shall apply to all financial resources available to the Town of Brighton for deposit and/or investment for the benefit of the Town or other individuals or entities.

Policy Objectives:

The Policy objectives of the Town of Brighton's deposit and investment activities are (in the order of their importance):

- to conform to all applicable Federal, State, and local government requirements;
- to adequately protect the principal amount of all deposits and investments;
- to plan for and provide sufficient liquidity for such deposits and investments sufficient to provide for payment of all operating and capital budget requirements in a timely manner;
- to obtain a reasonable rate of return, dependent on market conditions, on such deposits and investments.

Delegation of Authority:

Responsibility for oversight of the Town's deposits and investments is vested in the Supervisor, as Chief Fiscal Officer of the Town (Town Law Sec 29). The Supervisor delegates daily responsibility for the administration of all deposits and investments to the Director of Finance, who shall establish procedures for daily program operation that are consistent with this Policy. All subsequent references regarding powers given to the Director of Finance shall be assumed to also extend to the Supervisor since he is the Chief Fiscal Officer.

Prudence and Care:

The Supervisor, Director of Finance, their designees, and all other Town employees involved in the deposit and/or investment process shall at all times act responsibly and with a great degree of care in that such financial resources are held in the public trust. They shall avoid any financial transaction that could, or might be construed to be, in violation of the public trust.

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

Diversification:

It shall be the policy of the Town of Brighton to diversify its deposits and investments. Diversification will further protect the principal amount of deposits and investments but may not serve to maximize interest earnings. No more than 80% of total available cash may be placed in any one particular bank at any given time. It shall be the policy of the Town of Brighton to reasonably balance the needs for yield and protection of principal.

Internal Controls:

The Director of Finance shall establish and maintain an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are properly safeguarded and that such transactions are executed and recorded properly and made and managed in compliance with applicable laws and regulations and this Policy.

Deposits

As detailed in General Municipal Law Section 10 and this Policy, the Director of Finance may deposit funds in accordance with applicable statute and this Policy. In accordance with an annual resolution of the Town Board, the following commercial banks and/or trust companies have been designated as authorized depositories for funds of the Town and/or funds within the Town's control. This Policy further regulates such deposits by limiting deposits to the following maximum amounts:

<u>Bank Name</u>	<u>Maximum Amount</u>
Bank of America	\$25,000,000
Canandaigua National Bank and Trust	\$15,000,000
J.P. Morgan Chase Bank	\$25,000,000
Key Bank	\$10,000,000
M & T Bank	\$25,000,000
First Niagara Bank	\$10,000,000

The above-listed maximum deposit amounts for M&T Bank and JP Morgan Chase Bank may be increased by an additional \$15,000,000, to a maximum of \$40,000,000 when the Receiver of Taxes is collecting and disbursing school tax payments.

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

Collateralizing of Deposits:

In accordance with the provisions of General Municipal Law Section 10, all deposits of the Town of Brighton, including Certificates of Deposit, in excess of amounts insured under the provisions of the Federal Deposit Insurance Act shall, at all times, be secured:

-by a pledge of "eligible securities" with an aggregate market value equal to or greater than the aggregate amount of deposits, together with agreed upon interest, to be secured in this manner. Such "eligible securities" permitted to secure Town deposits are indicated in Appendix A to this Policy. Specific types of securities qualifying as "eligible securities" are further identified in the State Comptroller's Local Government Management Guide titled Investing and Protecting Public Funds. The Director of Finance shall have discretionary authority to reject the pledge of specific eligible securities if he/she believes the securities to be inappropriate for use as collateral.

-and/or by an eligible surety bond payable to the Town of Brighton for an amount equal to or greater than the aggregate amount of deposits, together with agreed upon interest, to be secured in this manner. Such surety bond must be issued by an insurance company authorized to do business in New York, and whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

Safekeeping of Collateral Pursuant to Written Agreement:

Eligible securities used for collateralizing deposits shall be held by the depository bank or a third party custodial agent, at the discretion of the Town of Brighton, and subject to written security and custodial agreements.

The legally required written security agreement shall provide that eligible securities are being pledged to secure deposits of the Town, together with agreed upon interest (if any), and any costs or expenses arising out of the collection of such deposits upon default. The agreement shall also provide any conditions under which securities may be sold, presented for payment, substituted, or released, as well as the events which would enable the Town to exercise its rights against the pledged securities should such action become necessary.

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

The legally required written custodial agreement shall provide that securities held by the depository bank or a third party custodial agent will be kept separate from the general assets of the depository bank or custodial agent. The agreement shall also provide that the depository bank or custodial agent shall confirm, in writing, any receipt, substitution, or release of securities. The agreement must also provide for the frequency of valuation of the pledged securities, which shall be no less frequently than monthly, and any provisions needed to ensure the Town's perfected interest in the securities.

Investments

As detailed in General Municipal Law Section 11 and this Policy, the Director of Finance, or their designee, may invest monies not immediately needed for expenditure in the following types of legally permitted investments:

- Interest bearing Checking and/or Savings Accounts
- Certificates of Deposit
- Obligations of the United States of America
- Obligations guaranteed by Agencies of the United States, for which the United States of America guarantees the payment of principal and interest on the obligations
- Obligations of the State of New York
- Obligations issued pursuant to Local Finance Law Section 24 or 25 (with the approval of the State Comptroller) by any municipality, school district, or district corporation other than the Town of Brighton
- Obligations of Public Authorities, Public Housing Authorities, and Urban Renewal Agencies where the State statutes governing such entities or whose specific enabling legislation authorizes such investments
- Obligations issued by the Town of Brighton where such investment shall be made from monies on deposit in a Town Board authorized reserve fund, where such investment has been authorized by resolution of the Town Board

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

All investment obligations shall be redeemable, at the option of the Town of Brighton, as the proceeds of the investment(s) will be needed to meet expenditures for purposes for which the monies were provided. In addition, obligations purchased with the proceeds of bonds or notes shall be redeemable within two years of the date of purchase. For Repurchase Agreements, the repurchase date and not the maturity date of the underlying security(s) shall govern.

Authorized Financial Institutions and Security Dealers:

The Town of Brighton authorizes the following list of financial institutions and security dealers for investment purposes, and establishes the maximum dollar limits of investments that may be made with each. These maximum dollar limits are inclusive of the maximum deposit amounts indicated in the Deposits section of this policy, but do not include the additional \$15,000,000 in deposits authorized during the period September 1st through November 1st in that the Town is not authorized to invest school taxes collected on behalf of the five school districts levying taxes in the Town. All financial institutions with which the Town conducts business must be credit worthy. The Director of Finance, with the assistance of higher levels of government, is responsible for evaluating the financial condition of authorized financial institutions and security dealers. Security dealers not affiliated with an authorized depository bank must be classified as a reporting dealer and affiliated with the New York Federal Reserve Bank as a primary dealer.

<u>Bank/Security Dealer Name</u>	<u>Maximum Amount</u>
Bank of America	\$25,000,000
Canandaigua National Bank and Trust	\$15,000,000
J.P. Morgan Chase	\$25,000,000
Key Bank	\$10,000,000
M & T Bank	\$25,000,000
First Niagara Bank	\$10,000,000
Municipal Investors Service Corp	\$10,000,000

**TOWN OF BRIGHTON
DEPOSIT AND INVESTMENT POLICY (cont'd.)**

Purchase of Investments:

The Director of Finance may contract or place orders for the purchase of investments:

- Directly, through an authorized financial institution or securities dealer
- By participation in a cooperative investment program with another authorized governmental entity(s) pursuant to Article 5G of the General Municipal Law
- Through a repurchase agreement (REPO), subject to terms of a required Master Repurchase Agreement. For REPO's, trading partners are limited to those authorized banks and security dealers as identified above. Obligations purchased shall be limited to obligations of the United States of America and/or by obligations guaranteed by agencies of the United States.

All purchased obligations, unless registered in the name of the Town of Brighton, shall be purchased through, delivered to, and held in the custody of a custodial bank. All purchased obligations shall be held separately from the general assets of the custodial bank or securities dealer. Such obligations shall be purchased, sold, or redeemed in accordance with prior authorization of the Director of Finance. All transactions shall be confirmed in writing by the custodial agreement as described in General Municipal Law Section 10. Such agreement shall include all provisions necessary to provide the Town a perfected interest in the obligations(s) purchased.

Review and Amendment of Policy:

This Policy shall be reviewed on no less than an annual basis, and modified by formal action of the Town Board as necessary.

This Policy was reviewed and first approved by the Town Board on 4/28/93. The Policy was subsequently updated and reaffirmed by Town Board on 5/24/95, 2/14/96, 6/12/96, 2/24/99, 3/8/00, 4/11/01, 1/14/04, 1/3/05, and 1/3/06, 1/10/07, 1/3/08, 1/2/09, 1/4/10, 1/5/11, 1/3/12, 2/8/12, 1/2/13, 1/2/14, 1/5/15.

APPENDIX A
Schedule of Eligible Securities

YES

(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

YES

(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

YES

(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

YES

(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

YES

(v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

YES

(vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

YES

(vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

YES

(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.

YES

(ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.

YES

(x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.

YES

(xi) Zero coupon obligations of the United States government marketed as "Treasury strips".

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, in said Town of Brighton on the 5th day of January 2015.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor
JAMES R. VOGEL
LOUISE NOVROS
JASON S. DIPONZIO
CHRISTOPHER K. WERNER
Councilpersons

RESOLVED, that a memorandum dated December 23, 2014 from Suzanne Zaso Director of Finance, concerning authorization for Petty Cash and Change Funds for the fiscal year 2015, be received and filed; and be it further

RESOLVED, that the following listed Change Funds and Petty Cash Funds are authorized for the fiscal year 2015 in the amounts shown for each listed department; and be it further

RESOLVED, that those employees listed are responsible for the safe keeping of these duly authorized funds, serving in their capacity as Custodian.

<u>Name of Fund</u>	<u>Custodian</u>	<u>Authorized Amt.</u>
Town Clerk Change Fund	Daniel E. Aman	\$ 300.
Library Change Fund	Jennifer Ries-Taggart	205.
Town Court Change Fund	Dianne Burdett	250.
Recreation-Town Hall Pool Change Fund	Katie Tytler	50.
Recreation-B.H.S. Pool Change Fund	Katie Tytler	20.
Recreation Office Change Fund	Melissa Sumner	100.
Police Department Fees Change Fund	J.P. O'Brien	25.
General Petty Cash Fund-Cash	Daniel E. Aman	400.
General Petty Cash Fund-Checking	Suzanne Zaso	250.
Library Petty Cash Fund-Cash	Jennifer Ries-Taggart	200.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____
JAMES R. VOGEL _____
LOUISE NOVROS _____
JASON S. DIPONZIO _____
CHRISTOPHER K. WERNER _____



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

To: The Honorable Town Board
From: Suzanne Zaso, Director of Finance *JS*
Date: December 23, 2014
Subject: Authorization for Petty Cash and Change Funds

Listed below are the proposed authorizations for Petty Cash and Change funds, the Custodian responsible for each, and the authorized amount for each fund. I recommend that the Board authorize these funds, Custodians, and amounts for the year 2015.

<u>Name of Fund</u>	<u>Custodian</u>	<u>Authorized Amt.</u>
Town Clerk Change Fund	Daniel Aman	\$300
Library Change Fund	Jennifer Reis-Taggart	\$205
Town Court Change Fund	Dianne Burdett	\$250
Recreation-T.H. Pool Change Fund	Katie Tytler	\$50
Recreation-B.H.S. Pool Change Fund	Katie Tytler	\$20
Recreation Office Change Fund	Melissa Sumner	\$100
Police Dept. Fees Change Fund	J.P. O'Brien	\$25
General Petty Cash Fund-Cash	Daniel Aman	\$400
General Petty Cash Fund-Checking	Suzanne Zaso	\$250
Library Petty Cash Fund-Cash	Jennifer Reis-Taggart	\$200

Copy: J. Reis-Taggart, D. Burdett, D. Aman, R. Cotter, M. Henderson

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 5th day of January, 2015.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

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

Councilpersons

RESOLVED, that correspondence dated December 17, 2014 from Administrative Court Clerk, Dianne Burdett, regarding authorization for the Supervisor to execute service agreements with the Town Court's stenographers, language interpreters and interpreters for the hearing impaired for calendar year 2015, be received and filed; and be it further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute service agreements with the Town Court's stenographers, language interpreters and interpreters for the hearing impaired for calendar year 2015 contingent on the review and approval of the form of said contracts by the Attorney to the Town.

Dated: January 5, 2015

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

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

December 17, 2014

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

Re: Renewal of Service Agreements

Dear Finance Committee Members,

The court is requesting approval to renew our service agreements for the 2015 calendar year. The agreements are with the court's stenographers, language interpreters and interpreters for the hearing impaired. Fees for interpreting services remain unchanged from last year and are fully reimbursed by Monroe County. We are recommending an increase in our stenographer rates for next year from a \$72 appearance fee with \$36 for each additional hour to an \$80 appearance fee with \$40 for each additional hour. The stenographer rates have remained constant for the past 9 years and our court is currently paying one of the lowest rates in Monroe County. Copies of the service agreements are enclosed for your review.

I am happy to answer any questions you may have with respect to these service providers. They continue to provide professional services to the court and I am recommending their contracts be renewed.

Sincerely,



Dianne Burdett
Administrative Court Clerk

Enclosures

cc: Suzanne Zaso, Finance Director
file

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that correspondence dated December 15, 2014 from William W. Moehle, Brighton Town Supervisor, be received and filed; and be it further

RESOLVED, that the Brighton Town Board concurs with the appointment of Mary Jo Lanphear, of 322 Village Lane, Rochester, NY 14610, as Town Historian of the Town of Brighton for a term of one (1) year commencing January 1, 2015 and ending December 31, 2015; and be it further

RESOLVED, that the Brighton Town Board approves the recommended compensation as set forth in attached communication.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE _____

JAMES R. VOGEL _____

LOUISE NOVROS _____

JASON S. DIPONZIO _____

CHRISTOPHER K. WERNER _____



TOWN OF BRIGHTON
William W. Moehle
Supervisor

December 15, 2014

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

Dear Honorable Board Members,

I hereby re-appoint Mary Jo Lanphear, of 32 Village Lane, Rochester, NY 14610 as the Brighton Town Historian for a one-year term commencing January 1, 2015 through December 31, 2015.

I also recommend that compensation be set at an annual rate of \$4,553 and that 95% of appointee's Health Insurance yearly premium for an individual core-plan policy be paid by the Town of Brighton, as set forth in previous years' employment.

Sincerely,

**William W. Moehle
Supervisor**

WWM:mah

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 5th day of January, 2015.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

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

Councilpersons

RESOLVED, that a copy of a Memorandum dated January 1, 2015 from Brighton Town Supervisor William W. Moehle concerning appointments to Town Board Committees, be received and filed, and be it further

RESOLVED, that the Town Board hereby affirms the Town Council Members appointed by Supervisor Moehle, as indicated in Memorandum attached hereto, to serve as Chairpersons and members of the Public Works, Public Safety, Financial & Administrative Services (FASC) and Parks & Rec. Community Services Committees (PARCS) effective immediate through the year 2015.

Dated: January 5, 2015

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

FROM: William W. Moehle
TO: Brighton Town Board
DATE: January 1, 2015
RE: Town Board Committee Assignments

Effective January 1, 2015, the composition of Brighton Town Board Committees for 2015 is as follows:

Public Works (PWC) **Public Safety (PSC)** **Finance & Administrative Services (FASC)** **Parks and Recreation Community Services (PARCS)**
*Jim Vogel *Jason DiPonzio *Christopher Werner *Louise Novros
**Christopher Werner **Louise Novros **Jason DiPonzio **Jim Vogel

- Town Board Committees are established and appointed by the Town Supervisor, who will serve as a member of each Committee
- The New York State Open Meeting Law applies to Town Board Committee Meetings
- The Town Board Committees are advisory to the Town Board
- Staff Liaisons to the Town Board Committees:

- PWC Tim Keef, Commissioner of Public Works or his designee
- PSC Christopher Roth, Fire Marshal or his designee
- FASC Suzanne Zaso, Finance Director or her designee
- CSC Rebecca Cotter, Recreation Director and Matt Beeman, Parks Superintendent

- Each Town Board Committee will set its meeting schedule, and the staff liaison will ensure that public notice is provided. If meetings are rescheduled, the staff liaison will ensure that public notice of the change is provided.
- All Town Board members will receive a copy of all committee agendas at the time the agenda is distributed to the committee

NOTE:

- *COMMITTEE CHAIR**
- **COMMITTEE MEMBER**

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPHER K. WERNER

Councilpersons

RESOLVED, that a memorandum dated December 14, 2014, from Daniel E. Aman, Town Clerk, concerning the Town's records retention policy, be received and filed; and be it further

RESOLVED, that the Town Board hereby approves the records retention schedule in the form filed in the Town Clerk's Office, as the Town's minimum records retention list.

Dated: January 5, 2015

UPON ROLL CALL VOTE:

WILLIAM W. MOEHLE

JAMES R. VOGEL

LOUISE NOVROS

JASON S. DIPONZIO

CHRISTOPHER K. WERNER



OFFICE of the TOWN CLERK
Daniel Aman
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

To: Honorable Town Board
FROM: Dan Aman, Town Clerk
RE: Records Retention Schedule for 2015
DATE: December 14, 2014

To comply with New York State requirements regarding a list of records retained, I am requesting that your honorable body adopt the Records Retention Schedule as the minimum list required by the Town of Brighton for 2015.

A handwritten signature in black ink, appearing to be "DA", located at the end of the letter's main text.

At a Town Board Meeting of the Town of Brighton,
Monroe County, New York, held at the Brighton Town
Hall, in said Town of Brighton on the 5th day of
January 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

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

Councilpersons

RESOLVED, that the attached Salary Schedule of Town Officers and Employees, and their pay periods, are hereby fixed and determined for January 1, 2015 through December 31, 2015, subject to such further action which the Town Board may take from time to time pursuant to Section 27 of the Town Law.

Dated: January 5, 2015

UPON ROLL CALL VOTE

WILLIAM W. MOEHLE	_____
JAMES R. VOGEL	_____
LOUISE NOVROS	_____
JASON S. DIPONZIO	_____
CHRISTOPHER K. WERNER	_____

**Town of Brighton
2015 Salaried Employees
for the Jan 5, 2015 Organizational Meeting**

			1/1/2015
Department	Title	Name	Annual Salary
Assessor	Assessor	Ainsworth, Elaine	\$ 84,650.64
	Office Clerk II	Morris, Renee I	\$ 46,992.40
Town Council	Councilperson	Diponzio, Jason S	\$ 22,384.00
	Councilperson	Novros, Louise	\$ 22,384.00
	Councilperson	Vogel, James R	\$ 22,384.00
	Councilperson	Werner, Christopher K	\$ 22,384.00
Receiver of Taxes	Deputy Receiver of Taxes	Lull, Margaret G	\$ 40,713.40
	Receiver of Taxes	Aman, Daniel E	\$ 26,747.00
Town Clerk	Town Clerk	Aman, Daniel E	\$ 54,181.00
	Deputy Town Clerk/Receiver of Taxes	Marcus, David G	\$ 65,395.20
Public Works	Commissioner of Public Works	Keef, Timothy E	\$ 102,846.60
	Engineering Assistant	Garcia, Evert F	\$ 54,545.40
	Town Engineer	Guyon, Michael E	\$ 97,206.20
	Office Clerk III	Major, Lekya T	\$ 40,713.40
	Junior Engineer	Roscoe, Chad J	\$ 61,534.20
Facility Operations	Laborer	Catracchia, Laura L	\$ 35,344.40
	Maintenance Mechanic	Spencer, Steven	\$ 36,745.80
	Laborer	Scheerens, Wanda L	\$ 30,539.60
Fire Protection	Fire Marshal	Roth, Christopher A	\$ 71,562.40
	Fire Protection District Administrator	Roth, Christopher A	\$ 4,638.00
Parks	Superintendent of Parks	Beeman, Matthew S	\$ 71,562.40
	Sr. Recreation Attendant	Kritall, Mark F	\$ 4,743.00
Building / Planning	Building Inspector	Bailey, Edward J	\$ 56,238.00
	Associate Planner	Boehner, Ramsey A	\$ 90,144.60
	Planner	Distefano, Richard	\$ 65,137.80
	Office Clerk II	Petri, Mary Ellen	\$ 46,992.40
	Planning Technician	White, Paul R	\$ 57,220.80
Finance	Budget officer	Robinson, Andrew C	\$ 65,137.80
	Senior Account Clerk	Rosario, Jose D	\$ 53,705.60
	Director of finance	Zaso, Suzanne E	\$ 102,846.60
Information Systems	Senior Network Technician	Snyderman, Barbara	\$ 44,917.80
	Coordinator of Data Processing	Wentworth, Susan A	\$ 71,562.40
Historian	Historian PT	Lanphear, Mary Jo	\$ 4,644.00
Highway SuperIntendent	Deputy Highway Superintendent	Anderson, Timothy J	\$ 103,022.40
	Highway Superintendent	Keef, Timothy E	\$ 11,866.91
Justice	Clerk to the Town Justice (Administrator)	Burdett, Dianne W	\$ 65,137.80
	Town Justice	Falk, John A	\$ 52,044.00
	Office Clerk III	Kellenberger-Warax, Mary K	\$ 40,713.40
	Arraignment Clerk	Kellenberger-Warax, Mary K	\$ 1,734.00
	Town Justice	Morris, Karen L	\$ 52,044.00
	Clerk to the Town Justice	Schiller, Mary Jo	\$ 54,545.40
	Office Clerk II	Schirmer, June E	\$ 46,992.40
Police	School Traffic Guard	Cohen, Robert L.	\$ 12,709.00
	School Traffic Guard	Neill, Jane A.	\$ 10,889.00
	School Traffic Guard	Harrison-Bayer, Linda G.	\$ 10,889.00
	School Traffic Guard	Lyons, Barbara A.	\$ 10,889.00
	School Traffic Guard	McGee, Edward J.	\$ 12,709.00
	School Traffic Guard	O'Neill, Lauren A.	\$ 10,889.00
	School Traffic Guard	Penberg, Victoria E.	\$ 10,889.00

**Town of Brighton
2015 Salaried Employees
for the Jan 5, 2015 Organizational Meeting**

Department	Title	Name	1/1/2015 Annual Salary
	School Traffic Guard	Pollock, Michael E.	\$ 12,709.00
	School Traffic Guard	Wamp, Marilyn	\$ 12,709.00
	School Traffic Guard	Lyons, Thomas C	\$ 12,709.00
	Office Clerk II	Monaghan, Diane	\$ 46,992.40
	Administrative Analyst	O'Brien, John P	\$ 68,159.00
	Clerk III	Ost, Susan	\$ 40,713.40
	Office Clerk III	Pike, Jacquelyn A	\$ 36,946.00
	Office Clerk II	Rampello, Joyce C	\$ 46,992.40
	Clerk I	Saucke, Jean M	\$ 49,522.20
	Chief of Police	Henderson, Mark	\$ 139,535.00
	Captain	Cline, Robert	\$ 121,337.00
	Captain	Catholdi, Charles	\$ 121,337.00
	Lieutenant	Ward, Ronald	\$ 107,484.00
	Lieutenant	Desain, Michael	\$ 107,484.00
	Sergeant	Molisani, David	\$ 98,605.00
	Sergeant	Bruzda, Walter	\$ 98,605.00
	Sergeant	Swancott, David	\$ 98,605.00
	Sergeant	Wagner, Christopher	\$ 98,605.00
	Sergeant	Fisher, Robert	\$ 98,605.00
	Sergeant	Laubacher, Allison	\$ 98,605.00
	Investigator	Ciulla, Gary	\$ 88,316.00
	Investigator	Liberatore, Mark	\$ 88,316.00
	Investigator	Dennis, Kevin	\$ 88,316.00
	Investigator	Karch, Timothy	\$ 88,316.00
	Police Officer	Corey, Scott	\$ 85,744.00
	Police Officer	Knutowicz, Julie	\$ 85,744.00
	Police Officer	Skidmore, Mark	\$ 85,744.00
	Police Officer	Hillier, Lisa	\$ 85,744.00
	Police Officer	Steve, Brad	\$ 85,744.00
	Police Officer	Hunt, Stephen	\$ 85,744.00
	Police Officer	Tumbiolo, James	\$ 85,744.00
	Police Officer	Caraballo, Jose	\$ 85,744.00
	Police Officer	DeNero, James	\$ 85,744.00
	Police Officer	Lehigh, Ryan	\$ 85,744.00
	Police Officer	Cecere, Brian	\$ 85,744.00
	Police Officer	Fischer, Renee	\$ 85,744.00
	Police Officer	Romach, Michael	\$ 85,744.00
	Police Officer	Houseman, Shawn	\$ 85,744.00
	Police Officer	Montes, Julio	\$ 85,744.00
	Police Officer	Ruffalo, Jeffrey	\$ 85,744.00
	Police Officer	Keller, Justin	\$ 85,744.00
	Police Officer	Hoffman, Jeffrey	\$ 85,744.00
	Police Officer	Woodard, Keith	\$ 85,744.00
	Police Officer	Kaiser, Heidi	\$ 74,990.00
	Police Officer	Flora, Cal	\$ 74,990.00
	Police Officer	Weech, Albert	\$ 74,990.00
	Police Officer	Barth, Taylor	\$ 63,880.00
	Police Officer	Kosakowski, Richard	\$ 63,880.00
	Police Officer	Hoag, Zachary	\$ 63,880.00

**Town of Brighton
2015 Salaried Employees
for the Jan 5, 2015 Organizational Meeting**

Department	Title	Name	1/1/2015 Annual Salary
Recreation	Senior Citizen Program Specialist	Mcgory, Nancy A	\$ 61,308.00
	Director of Recreation	Cotter, Rebecca J	\$ 80,418.13
	Office Clerk III	Sumner, Melissa Ann	\$ 40,713.40
	Pool Recreation Supervisor	Tytler, Katie E	\$ 58,441.50
	Recreation Supervisor	Winter, Christine	\$ 44,917.60
Supervisor	Assistant to the Supervisor	Hussar, Mary Ann	\$ 70,324.80
	Supervisor	Moehle, William W	\$ 98,108.00
Highway	Engineering Assistant	Sears, Kyle	\$ 51,334.40
	Accountant	Banker, Amy Jo	\$ 61,534.20
	Foreman (Roads)	Heinsbergen, Ernest P	\$ 93,386.83
	Foreman (Roads)	Springer, Peter D	\$ 95,913.77
Library	Administrative Analyst	Dutcher, Kathryn	\$ 54,747.00
	Librarian II	Bashore, Matthew L	\$ 64,161.00
	Librarian II	Fretz, Lynne K	\$ 64,161.00
	Librarian II	Schaeffer, Elissa A	\$ 55,280.00
	Librarian II	Viviani, Deena M	\$ 64,161.00
	Librarian II	Yerkes, Kory Ann	\$ 61,197.00
	Library Aide	Drumm, Rebecca A	\$ 27,688.00
	Library Aide	Montean, Gail A	\$ 27,688.00
	Senior Library Clerk	Mancuso, Jennifer L	\$ 37,203.00
	Library Director III	Ries-taggart, Jennifer T	\$ 102,845.00
	Network Technician	Sanna, Dominick Mario	\$ 51,118.00
Sewer District	Senior Library Clerk	Rosenberg, Judy	\$ 43,183.00
	Sewer Construction Inspector	Zimmer, Stephen	\$ 87,344.16

**TOWN OF BRIGHTON
2015 PAYROLL**

<u>PAYROLL #</u>	<u>CHECK DATE</u>
1	1/9/2015
2	1/23/2015
3	2/6/2015
4	2/20/2015
5	3/6/2015
6	3/20/2015
7	4/3/2015
8	4/17/2015
9	5/1/2015
10	5/15/2015
11	5/29/2015
12	6/12/2015
13	6/26/2015
14	7/10/2015
15	7/24/2015
16	8/7/2015
17	8/21/2015
18	9/4/2015
19	9/18/2015
20	10/2/2015
21	10/16/2015
22	10/30/2015
23	11/13/2015
24	11/27/2015
25	12/11/2015
26	12/25/2015

TOWN OF BRIGHTON
NOTABLE CLAIMS FOR TOWN BOARD APPROVAL AT MEETING OF

January 05, 2015

THE CLAIMS LISTING TOTALS

(In Addition to Monthly Utility and Employee Benefit Clair \$394,466.62

and Includes the Following Notable Claims:

Vendor and Service Description:

Claim Amount

PERMA	2015 Workers Compensation Annual Contributions	\$293,435.00
PENNY LANE PRINTING	Printing Town Brochures	\$5,280.81
ELECTRONIC FIELD PRODUCTION	Video Production for the month of December	\$4,000.00

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 5th day of January, 2015.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

JAMES R. VOGEL

LOUISE NOVROS

CHRISTOPHER K. WERNER

JASON S. DIPONZIO

Councilpersons

RESOLVED, that a memorandum dated December 22, 2014 from Director of Finance Suzanne Zaso, regarding authorization for the Supervisor to execute proposal and letter of engagement with Raymond F. Wager, CPA to provide 2014 year-end auditing with accounting and policy compliance services for 2015, be received and filed; and be it further

RESOLVED, that the Town Board hereby authorize the Supervisor to accept and execute a proposal and letter of engagement with Raymond F. Wager, CPA to provide 2014 year-end auditing along with accounting and policy compliance services as requested in 2015 with a base fee not exceeding \$22,725, subject to review and approval as to form by the Attorney to the Town.

Dated: January 5, 2015

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) 784-5398

MEMORANDUM

To: The Honorable Town Board
From: Suzanne Zaso, Director of Finance 
Date: December 22, 2014
Subject: Annual Engagement Letter with Raymond F. Wager CPA, P.C. for Independent Audit and Accounting Services

I request that Your Honorable Body authorize the Supervisor to execute the an Engagement Letter with Raymond F. Wager, CPA, P.C. for services relating to the 2014 year-end independent audit along with accounting and policy compliance services as needed. The base fees for these services are not to exceed \$22,725, plus additional services as needed. Adequate funding for these services is provided for in the 2015 Town budget.

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.

TOWN OF BRIGHTON

NEW YORK

ENGAGEMENT LETTER FOR ACCOUNTING SERVICES

FOR YEAR ENDED DECEMBER 31, 2014

Raymond F. Wager, CPA, P.C.
Certified Public Accountants

Shareholders:

Raymond F. Wager, CPA
Thomas J. Lauffer, CPA
Thomas C. Zuber, CPA

Members of
American Institute of
Certified Public Accountants
and
New York State Society of
Certified Public Accountants

December 16, 2014

Ms. Suzanne Zaso, Director of Finance
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Ms. Zaso:

We are pleased to confirm our understanding of the services we are to provide the Town of Brighton (the Town) for the year ended December 31, 2014.

A. Audit Engagement

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town as of and for the year ended December 31, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General and Major Special Revenues Fund Types

(Audit Engagement) (Continued)

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements:

1. Combining Balance Sheet – Nonmajor Governmental Funds
2. Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds
3. Combining Balance Sheet – Nonmajor Special Revenues Funds
4. Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Special Revenues Funds

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the governing board of the Town. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

(Management Responsibilities) (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

(Audit Procedures – General) (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Our fee to complete the above service for the Town of Brighton is as follows:

Financial Statement Audit \$ 15,600

B. Annual Financial Report – Update Document

We will complete the Town of Brighton Annual Financial Report - Update Document for the year ended December 31, 2014. This report will be completed by February 28, 2014 for filing with the New York State Department of Audit and Control. If circumstances exist which would preclude the timely filing of this report, you would be notified immediately.

Our fee to complete the above services will be \$ 1,150.

C. IRS Form 990

We will prepare Form 990 - Return of Organization Exempt From Income Tax, for the year ended December 31, 2014 for the Library. As part of this process we request certain information which relates to the Library Gift Funds. The information provided is used to compile the Library's Form 990 and we do not audit the transactions of or the process and procedures utilized in the collection, disbursements, and reporting of the transactions.

Our fee to complete the above services be \$ 825.

D. Justice Accounts

The procedures we will perform are in accordance with the annual checklist for Review of Justice Court records per NYS Comptroller as follows:

1. We will review and test bank reconciliations for two random months, and at year end, for the judge fine and bail accounts.
2. For the same two months, above, we will review the monthly report submitted to the New York State Comptroller for the following:
 - a) For a sample of fines, criminal and civil cases, and dismissed charges, we will examine the supporting cash file, supporting cash receipt and how it was reported.
 - b) For a sample of bail activity, we will examine the supporting case file and cash receipt, and disbursement documentation.
3. We will review outstanding bail at year end against case files and accounting information to verify it is proper outstanding bail.
4. We will review a sample of accounts receivable to ensure reporting to DMV is made timely and unpaid/unanswered tickets are properly scofflawed.
5. We will review the internal accounting control procedures for the Justice Accounts.
6. Upon completion of the procedures noted above, we will issue a report providing findings and recommendations for procedural improvements.

Our fee to complete the above services will be \$ 2,250.

E. Special Review-Agreed Upon Procedures

Pursuant to your request, we will provide the following non-audit engagement.

We will perform the procedures enumerated below, which are agreed to by the Town of Brighton solely to assist in evaluating the procedures and controls of the samples selected.

This engagement to apply agreed-upon procedures will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this engagement has been requested or for any other purpose.

The procedures we will perform are as follows:

1. For a selected sample, we will review payroll processing and documentation for at least one of the following departments that retain original "time card" reporting in their respective office. We will select the department(s) to be tested using auditor judgment and past experience:
 - a. Highway and Sewer Departments
 - b. Brighton Memorial Library
 - c. Police Department
 - d. Recreation Department

(E. Special Review – Agreed Upon Procedures)

2. We will review a significant sample of selected cash disbursements for documentation developed and retained by Town departments relating to soliciting competitive pricing for goods and services, including professional services, to provide reasonable assurance of conformance to the Town's Procurement Policy.
3. We will review the financial related confidential records maintained by the Police Department to ensure appropriate use of Town funds relating specifically to the Police Department Confidential Fund.
4. We will review the investment transactions and accounting maintained by the Finance Department to provide reasonable assurance of conformance to the Town Board's Deposit and Investment Policy.

Our fee to complete the above services will be \$ 1,550.

F. Review of Town Clerk's Financial Records-Agreed Upon Procedures

Pursuant to your request, we will provide the following non-audit engagement.

We will perform the procedures enumerated below, which are agreed to by the Town of Brighton solely to assist in evaluating the procedures and controls of the accounts selected.

This engagement to apply agreed-upon procedures will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this engagement has been requested or for any other purpose.

The procedures we will perform are as follows:

1. We will determine whether cash collections are properly recorded in the cash receipts book.
2. We will determine whether postings in the cash receipts book are supported by original source documents.
3. We will determine whether monthly reports agree with the cash receipts book.
4. We will determine whether deposits are made intact and on a timely basis.
5. We will determine whether disbursements are in agreement with the cash book and corresponding monthly reports.
6. We will determine that the fees collected are properly accounted for.

The fee to complete the above services for the year ended December 31, 2014 will be \$ 1,350.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Raymond F. Wager, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Raymond F. Wager, CPA, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulatory or its designee. The regulatory agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Mr. Thomas Zuber is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We do not charge for any phone consultation throughout the year. If you require accounting assistance which necessitates travel to your location, we will charge an hourly rate and mileage. Our hourly rates for 2014 will be as follows:

Shareholders	\$ 165	Managers	\$ 110	Audit Supervisor	\$ 95
Senior Accountants	\$ 80	Staff Accountants	\$ 65		

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
Raymond F. Wager, CPA, P.C.



Raymond F. Wager

This letter correctly sets forth the understanding of the Town of Brighton, New York.

By: _____ Title: _____

Date: _____

Raymond F. Wager, CPA, P.C.