

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

**Meeting Date: Tuesday, September 15, 2015 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 1, 2015 meeting.
2. Discussion – Independent Accountant's report on agreed upon procedures for the Police property room inventory.
3. Discussion – Third party vendor for police reports.
4. Budget Appropriation for Emerald Ash Borer Treatment – Request from Suzanne Zaso for Town Board action to appropriate \$4,500 from General Fund balance for treatment of Emerald Ash Borer along the Brickyard Trail (see letter from S. Zaso).
5. Accept Sponsorships for July 4th Celebration (Parks) – Request from Matt Beeman for Town Board action to accept \$4,600 in sponsorships for the July 4th, 2015 celebration (see letter from M. Beeman).
6. Budget Amendment for July 4th Celebration – Request from Suzanne Zaso for Town Board action to amend the 2015 Celebrations budget by \$3,975 for additional expenditures (see letter from S. Zaso).
7. Amend Seasonal Employee Wage Rates (Finance) – Request from Suzanne Zaso for Town Board action to adopt new wage rates for seasonal employees effective 12/31/15 to be in compliance with New York State minimum wage (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, October 6, 2015 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

September 15, 2015

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

Dear Board Members:

A grove of Ash trees has been identified along the Brickyard Trail that will be constructed between Elmwood Ave. and Westfall Road that the Town would like to preserve. In order do so, the trees will need to be treated to prevent the Emerald Ash Borer disease. There are approximately 60 trees to be treated for an estimated cost of \$4,500. Since this expenditure was not anticipated as part of the 2015 budget, I am proposing the Town Board appropriate fund balance to pay for the treatment.

My formal request of the Town Board is to amend the 2015 Tree Program budget by appropriating from General Fund balance \$4,500 into landscaping services of the Tree Program account (A.DPW.8560 4.43).

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

Sincerely,

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

Suzanne Zaso
Director of Finance

Cc: T. Anderson
T. Keef
A. Banker

5.



TOWN OF BRIGHTON
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

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

September 14, 2015

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

Dear Finance Committee Members:

I respectfully request your permission to accept the following donations that were made by various corporate and community sponsors for our 2015 July 4th celebration. These generous contributions are as follows:

Wegmans	\$2,000.00
Harvey M. Nusbaum	\$500.00 (previously accepted in January)
Kornerstone Kitchens	\$300.00
Paris Kirwan Associates	\$300.00
JP Morgan Chase	\$300.00
Canandaigua National Bank	\$300.00
ESL Federal Credit Union	\$300.00
Stantec	\$300.00
Segar & Sciortino Law Firm	\$300.00
Total	\$4,600.00

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

Sincerely,

Matt Beeman
Superintendent of Parks



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

6.

September 15, 2015

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

Dear Board Members:

Expenditures for the 2015 July 4th celebration came in \$3,975 more than anticipated in the 2015 budget estimate. To offset the additional expenditure, I am recommending that additional funding be transferred from the July 4th trust fund account.

My formal request of the Town Board is to amend the 2015 Celebrations budget as follows:

Increase expenditures in the following accounts:

- Overtime wages (A.REC.7550 1.30) by \$1,196
- Rubbish removal (A.REC.7550 4.42) by \$375
- Equipment rental (A.REC.7550 4.45) by \$937
- Other contracted services (A.REC.7550 4.49) by \$725
- Advertising fees (A.REC.7550 4.86) by \$650
- FICA (A.REC.7550 8.20) by \$92

Increase revenues in the following account:

- Transfer from trust fund (A.REC.7550 5035) by \$3,975

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

Sincerely,

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

Suzanne Zaso
Director of Finance

Cc: M. Beeman



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

(7a)

September 14, 2015

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

Re: New Seasonal Employee Wage Rates Effective 12-31-15

Dear Honorable Members:

The New York State minimum wage will be increasing again on December 31, 2015 from \$8.75 per hour to \$9.00 per hour. To meet this new minimum requirement, a revised schedule for seasonal employees is being proposed. Attached is a schedule showing the existing hourly rates for seasonal employees along with the proposed new hourly rates for these positions beginning December 31, 2015.

My formal request to the Town Board is to adopt the attached wage rates to be effective December 31, 2015 for seasonal Town employees.

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

Sincerely,

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

Suzanne E. Zaso
Director of Finance

Attachment: Seasonal Employee Hourly Wages

Cc: Tricia VanPutte, Director of Personnel

7b.

TOWN OF BRIGHTON
SEASONAL EMPLOYEE HOURLY WAGES

	Current Rates		Effective 12/31/15	
	Step A	Step B	Step A	Step B
<u>Group III:</u> Recreation Assistant II (Counselor) Clerk IV Office Clerk IV Student Intern	N/A	\$ 8.75	N/A	\$ 9.00
<u>Group IV:</u> Recreation Assistant I (Asst Dir) Animal Control Officer I Seasonal Laborer	\$ 8.75	\$ 9.15	\$ 9.00	\$ 9.40
<u>Group V:</u> Recreation Leader III Clerk III Office Clerk III Account Clerk/Typist	\$ 9.25	\$ 9.65	\$ 9.50	\$ 9.90
<u>Group VI:</u> Lifeguard II Recreation Leader II (Director)	\$ 9.75	\$ 10.15	\$ 10.00	\$ 10.40
<u>Group VII:</u> Recreation Leader I Recreation Supervisor Supervising Lifeguard Clerk II Deputy Receiver of Taxes Drafting Technician (Seasonal) Payroll Clerk Security Worker	\$ 10.25	\$ 10.65	\$ 10.50	\$ 10.90
<u>Group VIII:</u> Lifeguard I (WSI)	\$ 10.75	\$ 11.15	\$ 11.00	\$ 11.40
<u>Group IX:</u> Student Intern (Engineering)	\$ 11.25	\$ 11.65	\$ 11.50	\$ 11.90