

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

**Meeting Date: Tuesday, January 19, 2016 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 5, 2016 meeting.
2. Discussion - Review with Raymond F. Wager, CPA, P.C. regarding the upcoming financial audit of the Town for 2015.
3. Contract with Skycoasters for the 2016 July 4th Celebration (Parks) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters for their performance at the Town's 2016 July 4th celebration in an amount not to exceed \$3,500 (see letter from M. Beeman).
4. Budget Transfer for Data Services (Building & Planning) – Request from Ramsey Boehner for Town Board action to transfer \$500 within the Building and Planning 2016 budget to cover the cost of service for a tablet to be used by the department out in the field (see letter from R. Boehner).
5. Declare Equipment as Surplus (Highway/Sewer) – Request from Tim Anderson for Town Board action to declare various equipment as surplus and to dispose of through auction or trade-in (see letter from T. Anderson).
6. Declare Ambulance as Surplus (Ambulance Dist.) – Request from Suzanne Zaso for Town Board action to declare a 2001 Ford Suburban ambulance as surplus and authorize disposal through auction (see letter from S. Zaso).
7. Professional Services Agreement for Bond Counsel Services (Finance Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an engagement letter with Harris Beach, PLLC to provide legal bond counsel services to the Town (see letter from S. Zaso).
8. Appropriate Seized Funds for Vehicle Purchase (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$16,000 from seized funds in partially fund the purchase of an investigative vehicle (see letter from M. Henderson).

9. Contract for Vehicle Set-Up (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Emergency Vehicle Warning Systems to provide police vehicle set-up services for 2016 with the option to renew administratively for up to three (3) additional one-year periods (see letter from M. Henderson).
10. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 2, 2016 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

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

January 8, 2016

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with the Skycoasters for the 2016 July 4th celebration. The cost for their performance will be \$3,500, and funding will be available from donations and through our celebrations budget if needed. As part of their agreement, the Skycoasters are required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured. The certificate will be received prior to the event.

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

Sincerely,

Matt Beeman
Superintendent of Parks
Town of Brighton

Cc:

M. Hussar
S. Zaso
T. Keef

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Please sign and return ONE copy by August 20, 2015, in order to secure your date/time. If we do not hear back from you by this due date, this contract is null and void.

* *the* Skycoasters *

12 Windchase Rise
Fairport, NY 14450

This contract made on July 28, 2015, by and between the presenter and the undersigned performed as leader or attorney-in-fact and such extras as the said performer(s) may secure.

Presenter: Town of Brighton

Date: Monday, July 4, 2016

Location: Meridian Center

Type of Event: July 4 Celebration

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

Terms Agreed Upon: \$3,500.00

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

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

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

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

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

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

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

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

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

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

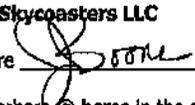
Please Note: NO deposit due. Full payment is due after the performance and you can mail the check made payable to *Skycoasters LLC* to our mailing address above.

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

Presenter: _____

Performer: Skycoasters LLC

Auth. Signature _____

Auth. Signature  _____

Office # _____

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

Cell # _____

Tax I.D. #16-1437850

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



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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January 12, 2016

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

Re: Budget transfers

Honorable Members:

I request that the Town Board authorize the following \$500 budget transfer to be made from the Building and Planning 2016 Budget:

From: A.DPW.8020 4.17 (Subscriptions) \$500
To: A.DPW 8020.4.22 (Phone/Internet Charges)

The transfer is necessary to allow the tablet used by the Building Inspector for "in-the-field" inspections to have a data account with Verizon. The transferred funds would be used to cover the monthly cost of data service for the tablet. To cover the cost of this transfer, the Building and Planning Department will not renew its subscription with the Zoning Bulletin in budget year 2016.

Respectfully Submitted,

Ramsey A. Boehner
Town Planner

cc: Tim Keef
Suzanne Zaso

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Town Of Brighton

Operations Center

1941 Elmwood Ave. / Rochester, New York 14620 / Phone (585) 784 - 5280 Fax (585) 784 - 5385

(S)

January 15, 2016

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

Re: Authorize Disposal of Equipment

Honorable Members:

I recommend that the following equipment be declared surplus to our needs:

2001 Ford Service Truck	Asset #C83497
1994 Alkota Pressure Washer	Asset #02196
2002 Bobcat angle broom	S/N 231411747
2015 Bobcat Skid Steer Loader	S/N ALJ813680
2015 Bobcat Skid Steer Loader	S/N ALJ813677

I further recommend that I be authorized to dispose of the service truck and pressure washer through Roy Teitsworth, Inc. at a municipal auction scheduled for May of this year; to trade the angle broom attachment towards a purchase of a new angle broom attachment; and to trade the two Bobcat skid steer loaders for two new (2016 model year) Bobcat skid steer loaders as part of Bobcat's equipment buy back program.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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

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

January 15, 2016

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

Re: Authorization to Declare Ambulance as Surplus for Auction

Dear Town Board Members:

I am recommending that the Town Board declare one (1) 2001 Ford Suburban Ambulance as surplus and authorize the disposal of the same via auction. This ambulance has been replaced by the recently delivered 2016 Mercedes Benz Sprinter ambulance.

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



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

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January 19, 2016

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

Re: Engagement Letter for Bond Counsel Services

Dear Town Board Members,

I am recommending that the Town Board authorize the Supervisor to execute a new engagement letter with Harris Beach PLLC to provide bond counsel services to the Town per the attached engagement letter from Patrick Malgieri of Harris Beach. This independent counsel will assist the Town in all obligations issued by preparing bond resolutions, legal notices and certificates, notice of sale, and all closing related documents, in addition to other services relating to the issuance. Fees for this service are based on the type and size of the issuance.

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



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

January 12th, 2016

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

RE: Vehicle Set Up Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between EVW Systems and the Town of Brighton for the provision of vehicle set up services. This contract is for the period beginning January 1, 2016 through December 31, 2016 with the option to renew for up to three years.

In accordance with the Town's procurement policy, three written requests for pricing were sought. EV Warning Systems receives the agreement based on the price of \$32.00 per hour at 40 hours of service per vehicle.

Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment