

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

January 2, 2009

PRESENT:

Councilmember Jim Vogel  
Councilmember Sheila Gaddis  
Councilmember Louise Novros  
Councilmember Ray Tierney

William Moehle  
Attorney for the Town

Town Clerk  
Susan Kramarsky

**MEETING CALLED TO ORDER:**

**APPROVAL OF AGENDA:**

Motion by Councilmember Sheila Gaddis seconded by Councilmember Louise Novros that the Town Board approve the agenda.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**ORGANIZATIONAL MEETING BUSINESS:**

**MATTER RE:** Ratify the Regular Meeting Schedule of Brighton Town Board for 2009 (see Resolution #1).

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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:** Designation of the Brighton-Pittsford Post as the official newspaper of the Town of Brighton (see Resolution #2).

Motion by Councilmember Sheila Gaddis 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. 2 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Adoption of the Scott, Foreman Robert's Rules of Order, Newly Revised, 10th Edition (2000) as the rules of its procedure (see Resolution #3).

Motion by Councilmember James Vogel 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. 3 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Appointment of Marc L. Frankel as Constable of the Town of Brighton for a one-year term commencing January 1, 2009 and ending December 31, 2009 (see Resolution #4; letter from Marc L. Frankel dated December 16, 2008).

Motion by Councilmember Ray Tierney seconded by Councilmember Sheila Gaddis 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:** Authorization to retain William W. Moehle, Esq., as Attorney for the Town of Brighton, and counsel to the Historic Preservation Commission, for 2009 (see Resolution #6; letter from William W. Moehle dated December 30, 2008).

Motion by Councilmember Louise Novros seconded by Councilmember James Vogel 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:** Authorization to retain David M. Dollinger, Esq., Deputy Attorney for the Town of Brighton for 2009 (see Resolution #7; letter from David M. Dollinger dated December 30, 2008).

Motion by Councilmember Ray Tierney seconded by Councilmember Sheila Gaddis 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:** Designation of Authorized Depositories (see Resolution #8).

Motion by Councilmember Sheila Gaddis 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. 7 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorization for Petty Cash and Change Funds (see Resolution #9; memorandum from Paula A. Parker, Director of Finance, dated January 2, 2009).

Motion by Councilmember Sheila Gaddis 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:** Designation of Building Inspector and Enforcement Officers (see Resolution #10; letter from Thomas A. Low, Commissioner of Public Works, dated December 29, 2008).

Motion by Councilmember Ray Tierney seconded by Councilmember James Vogel 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:** Designation of Secretaries to the Architectural Review and Conservation Boards (see Resolution #11; letter from Thomas A. Low, Commissioner of Public Works, dated December 29, 2008).

Motion by Councilmember Sheila Gaddis 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. 10 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize agreement to spend highway repair funds in 2009 (see Resolution #12; letter from Thomas A. Low, Commissioner of Public Works dated December 29,2008).

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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:** Appointment of David Ewell, Bruce Blackman and Amy Bianchi as Animal Control Officers of the Town of Brighton for terms of one year, commencing January 1, 2009 and ending December 31, 2009 (see Resolution #13).

Motion by Councilmember Louise Novros seconded by Councilmember Sheila Gaddis 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:** Authorization for Supervisor to appoint part-time, seasonal, on-call, and temporary employees (see Resolution #14 and list).

Motion by Councilmember Louise Novros seconded by Councilmember Sheila Gaddis 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:** Adopt Deposit and Investment Policy for 2009 (see Resolution #15; memorandum from Paula A. Parker, Director of Finance, dated January 2, 2009, with attachment).

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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:** Appointment of Jerome R. Ludwig as Chairman of the Historic Preservation Commission for a term of two years, effective January 1, 2009 through December 31, 2010 (see Resolution #20).

Motion by Councilmember James Vogel seconded by Councilmember Sheila Gaddis 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

**NEW BUSINESS:**

**MATTER RE:** Appointment of Louise Novros as Marriage Officer within the Town of Brighton, commencing January 1, 2009 and ending December 31, 2009 (see Resolution #16).

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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 extension of bid award to purchase four loader tires from Lewis General Tires, Inc., total cost not exceeding \$6,116. (see Resolution #21; letter from Jay Jeffries, Deputy Highway Superintendent, dated December 17, 2008, with attachment).

Motion by Councilmember James Vogel seconded by Councilmember Sheila Gaddis 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:** Appointment of Thomas Warth to Planning Board, effective January 1, 2009 through December 31, 2015 (see Resolution #22).

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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:** Appointment of Arthur M. Holtzman and Elizabeth Brayer to the Historic Preservation Commission for terms of four years, effective January 1, 2009 through 2012.

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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:** Appointment of Mary Jo Lanphear as Town Historian for the Town of Brighton for a term of one-year commencing January 1, 2009 and ending December 31, 2009 (see Resolution #17; letter from Sandra L. Frankel, Supervisor, dated January 2, 2009).

Motion by Councilmember James Vogel seconded by Councilmember Sheila Gaddis 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:** Designation of delegates for the 2009 Association of Towns of the State of New York Training School and Annual Meeting (see communication from Association of Towns of the State of New York).

Motion by Councilmember Sheila Gaddis seconded by Councilmember Louise Novros that the Town

Board designate Ray Tierney, Delegate, and Jim Vogel, Alternate, for the Association of Towns of the State of New York 2009 Annual Meeting (refer to Exhibit No. 21 attached).

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTERS OF THE TOWN CLERK:**

**MATTER RE:** Presentation of 2009 Salary Schedule and Authorization of Schedule by Town Board (see Resolution #18 and schedule).

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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

**MATTER RE:** Adoption of Records Retention Schedule (see Resolution #19; memorandum from Susan Kramarsky, Town Clerk, dated December 29, 2008).

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel 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

**MOTION TO GO INTO EXECUTIVE SESSION:**

Motion by Councilmember James Vogel Seconded by Councilmember Sheila Gaddis that the Town Board go into Executive Session to discuss the appointment of a particular person at 2:20 P.M.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember Louise Novros seconded by Councilmember James Vogel that the Town Board come out of Executive Session at 2:35 P.M.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MEETING ADJOURNED:**

Motion by Councilmember James Vogel seconded by Councilmember Louise Novros that the Town Board adjourn at 2:40 P.M.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**CERTIFICATION:**

I, Susan Kramarsky, 79 Monteroy Road, Rochester, NY do hereby certify that the foregoing is a true and accurate record of the proceedings of the Town of Brighton County of Monroe, State of New York held on the 2nd day of January 2009 and that I recorded said minutes of the aforesaid meeting of the Town Board of the Town of Brighton, New York.

\_\_\_\_\_  
Susan Kramarsky, Town Clerk

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 2nd day of  
January 2009.

**PRESENT:**

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that the Regular Meetings of the Town Board of the Town of Brighton, Monroe County, New York, shall be held as set forth on the attached schedule during the year 2009. (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, and the business portion of the meeting shall commence at 7:30 p.m., except as noted on Schedule A

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

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 2009 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 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that the Town Board pursuant to Town Law Section 610 hereby  
adopts The Scott, Foreman Robert's Rules of Order, Newly Revised, 10th Edition  
(2000) as the rules of its procedure.

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that Marc L. Frankel, of 85 Roby Drive, Rochester, New York 14618, be and hereby is appointed as Constable of the Town of Brighton for a term of one (1) year commencing January 1, 2009 and ending December 31, 2009.

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 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL

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JAMES R. VOGEL

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RAYMOND J. TIERNEY III

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LOUISE NOVROS

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SHEILA GADDIS

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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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that William W. Moehle, Esq., be and hereby is retained as Attorney for the Town of Brighton for the calendar year 2009, pursuant to Town Law Section 20(2)(b), and the terms of the Engagement Letter dated December 30, 2008 attached hereto; and he is retained as counsel for the Historic Preservation Commission for the calendar year 2009, 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 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that David M. Dollinger, Esq., be and hereby is retained as Deputy Attorney for the Town of Brighton for the calendar year 2009, pursuant to Town Law Section 20(2)(b) and the terms set forth in the Engagement Letter dated December 30, 2008, attached hereto. The Supervisor is hereby authorized to execute said Engagement Letter in the name of the Town of Brighton

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,  
Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,  
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	HSBC Bank USA
Citibank	Key Bank
Citizens Bank	Manufacturers and Traders Trust Company
Bank of America	
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 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL	_____
JAMES R. VOGEL	_____
RAYMOND J. TIERNEY III	_____
LOUISE NOVROS	_____
SHEILA GADDIS	_____

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,  
Supervisor  
JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,  
Councilpersons

RESOLVED, that a memorandum dated January 2, 2009 from Paula A. Parker, Director of Finance, concerning authorization for Petty Cash and Change Funds for the fiscal year 2009, 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 2009 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	Susan Kramarsky	\$250.
Library Change Fund	Jennifer Ries-Taggart	307.
Town Court Change Fund	Dianne Burdett	250.
Recreation-Town Hall Change Fund	Katie Kogler	50.
Recreation-B.H.S. Pool Change Fund	Katie Kogler	20.
Recreation Office Change Fund	Mary Legasse	100.
Rec. Sunset Serenades Change Fund	Rebecca Cotter	25.
Police Department Fees Change Fund	Freda White	25.
General Petty Cash Fund-Cash	Susan Kramarsky	400.
General Petty Cash Fund-Checking	Suzanne Zaso	250.
Library Petty Cash Fund-Cash	Jennifer Ries-Taggart	80.

Dated: January 2, 2009 

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_  
JAMES R. VOGEL \_\_\_\_\_  
RAYMOND J. TIERNEY III \_\_\_\_\_  
LOUISE NOVROS \_\_\_\_\_  
SHEILA GADDIS \_\_\_\_\_

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 2nd day of January 2009.

PRESENT:

SANDRA L. FRANKEL,  
Supervisor  
JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,  
Councilpersons

RESOLVED, that the Town Board receive and file a letter dated December 29, 2008 from Thomas A. Low, Commissioner of Public Works, Re: Designation of Building Inspector; and be it further

RESOLVED, that the Manager of Plan Review and Building Inspection of the City of Rochester, acting pursuant to the contract between the City and the Town for building inspection services, is hereby designated as the Town Building Inspector; and be it further

RESOLVED, that the Commissioner of Public Works, the Associate Planner, the Planner 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.

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

December 29, 2008

Honorable Town Board  
Town of Brighton  
2300 Elmwood Ave.  
Brighton, NY 14618

Re: Designations

Honorable Supervisor and Members:

I recommend that Ramsey Boehner, Associate Planner, be designated as:

- (a) enforcement officer for chapters 51, 66, 85, 91, 129, 175 and 211 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; and,
- (d) secretary to the Architectural Review Board.

I recommend 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; and,
- (b) secretary to the Conservation Board.

I recommend that Paul White, Planning Technician, be designated as:

- (a) secretary to the Architectural Review Board; and,
- (b) secretary to the Conservation Board.

I recommend that Christopher Roth, Fire Marshal, be designated as:

- (a) enforcement officer for chapters 51, 66, 85, 91, 129, 175 and 211 of the Town Code;

(b) code enforcement officer/building inspector for the Comprehensive Development Regulations;

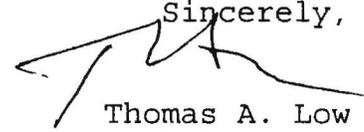
I recommend that I be designated as:

(a) enforcement officer for chapters 51, 66, 85, 91, 129, 175 and 211 of the Town Code; and,

(b) code enforcement officer/building inspector for the Comprehensive Development Regulations.

Finally, I recommend that the Manager of Plan Review and Building Inspection of the City of Rochester, acting pursuant to the contract for such services between the City and the Town, be designated as Building Inspector for the Town.

Sincerely,



Thomas A. Low  
Commissioner of Public Works

cc: W. Moehle  
R. Boehner  
C. Roth

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that correspondence from Thomas A. Low, Commissioner of Public Works, concerning recommendations as Secretaries of various Town advisory Boards, dated December 29, 2008, be received and filed; and be it further

RESOLVED, that Ramsey Boehner and Paul White are hereby appointed as Secretaries of the Architectural Review Board, and Richard DiStefano and Paul White are hereby appointed as Secretaries of the Town Conservation Board, in each case upon the recommendation of the Commissioner of Public Works and for a term of one (1) year commencing January 1, 2009 and ending December 31, 2009

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL

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JAMES R. VOGEL

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RAYMOND J. TIERNEY III

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LOUISE NOVROS

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SHEILA GADDIS

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**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

December 29, 2008

Honorable Town Board  
Town of Brighton  
2300 Elmwood Ave.  
Brighton, NY 14618

Re: Designations

Honorable Supervisor and Members:

I recommend that Ramsey Boehner, Associate Planner, be designated as:

- (a) enforcement officer for chapters 51, 66, 85, 91, 129, 175 and 211 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; and,
- (d) secretary to the Architectural Review Board.

I recommend 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; and,
- (b) secretary to the Conservation Board.

I recommend that Paul White, Planning Technician, be designated as:

- (a) secretary to the Architectural Review Board; and,
- (b) secretary to the Conservation Board.

I recommend that Christopher Roth, Fire Marshal, be designated as:

- (a) enforcement officer for chapters 51, 66, 85, 91, 129, 175 and 211 of the Town Code;

(b) code enforcement officer/building inspector for the Comprehensive Development Regulations;

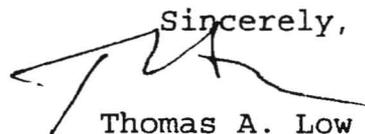
I recommend that I be designated as:

(a) enforcement officer for chapters 51, 66, 85, 91, 129, 175 and 211 of the Town Code; and,

(b) code enforcement officer/building inspector for the Comprehensive Development Regulations.

Finally, I recommend that the Manager of Plan Review and Building Inspection of the City of Rochester, acting pursuant to the contract for such services between the City and the Town, be designated as Building Inspector for the Town.

Sincerely,



Thomas A. Low  
Commissioner of Public Works

cc: W. Moehle  
R. Boehner  
C. Roth

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

**RESOLVED**, that correspondence dated December 29, 2008, from Thomas A. Low, 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 Superintendent of Highways and Commissioner of Public Works Thomas A. Low, to expend highway funds for road repairs during 2009, pursuant to Highway Law, Section 284, as more fully described in the adopted Budget for the year 2009, 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 2009 Town Budget.

January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS

Councilpersons

RESOLVED, that David Ewell, Bruce Blackman, and Amy Bianchi 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, 2009 and expiring December 31, 2009

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of January 2009.

PRESENT:

SANDRA L. FRANKEL,  
Supervisor  
JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,  
Councilpersons

WHEREAS, the Town Board previously authorized Supervisor Sandra L. Frankel to appoint part-time, seasonal, on-call, and temporary employees for the Town during 2008, subject to ratification by the Town Board; and

WHEREAS, the Town desires to grant the same power to the Supervisor during 2009; 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 2008, 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 2009

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL	_____
JAMES R. VOGEL	_____
RAYMOND J. TIERNEY III	_____
LOUISE NOVROS	_____
SHEILA GADDIS	_____

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,  
Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

**RESOLVED**, that a memorandum dated January 2, 2009 from Paula A. Parker, Director of Finance, concerning the Town's Deposit and Investment Policy, together with the Town of Brighton Deposit and Investment Policy attached thereto, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby adopts the Deposit and Investment Policy for 2009 in the form attached to the above referenced memorandum.

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_



PAULA A. PARKER  
DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5210 Fax (585) 784-5396

To: The Honorable Town Board  
From: Paula A. Parker, Director of Finance   
Date: January 2, 2009  
Subject: Deposit and Investment Policy – 2009 Review and Update

I request that your Honorable Body review and adopt the attached Deposit and Investment Policy for 2009. There are no proposed changes to this policy and I recommend it for adoption.

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

Cc: S. Frankel  
W. Moehle

## **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 she 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
Citibank	\$10,000,000
Citizens Bank	\$25,000,000
J.P. Morgan Chase Bank	\$25,000,000
Key Bank	\$10,000,000
M & T Bank	\$10,000,000
HSBC Bank USA	\$10,000,000

The above-listed maximum deposit amounts for JP Morgan Chase Bank and Bank of America 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 Financial Management Guide for Local Governments, in the Cash Management and Investments Policies and Procedures Section, Sub-Section 2.1130. 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 it's 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 1<sup>st</sup> through November 1<sup>st</sup> 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
Citibank	\$10,000,000
Citizens Bank	\$25,000,000
J.P. Morgan Chase	\$25,000,000
Key Bank	\$10,000,000
M & T Bank	\$10,000,000
HSBC Bank USA	\$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.

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS

Councilpersons

RESOLVED, that. the Town Board hereby appoints Jerome R. Ludwig as  
Chairman of the Historic Preservation Commission for a term of two years, effective  
January 1, 2009 through December 31, 2010.

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS

Councilpersons

RESOLVED, that Louise Novros, resident and Councilmember of the Town of Brighton, is hereby appointed to serve as Marriage Officer within the Town of Brighton, under Section 11-c of the Domestic Relations Law, for a term commencing January 1, 2009 and extending through December 31, 2009, such appointment to be without salary or wage, but with the right, pursuant to Section 11-c (3) of the Domestic Relations Law, to accept and keep up to seventy-five dollars (\$75.00) for each marriage at which either of them officiates, paid by or on behalf of the persons married.

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL

\_\_\_\_\_

JAMES R. VOGEL

\_\_\_\_\_

RAYMOND J. TIERNEY III

\_\_\_\_\_

LOUISE NOVROS

\_\_\_\_\_

SHEILA GADDIS

\_\_\_\_\_

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 2<sup>nd</sup> day of January 2009.

**PRESENT:**

SANDRA L. FRANKEL,  
Supervisor

JAMES R. VOGEL  
RAYMOND J. TIERNEY III  
LOUISE NOVROS  
SHEILA A. GADDIS  
Councilpersons

**RESOLVED**, that correspondence dated December 17, 2008 from Jay Jeffries, Deputy Highway Superintendent, concerning the extension of a bid award for the purchase of loader tires, be received and filed, together with attachment thereto, and be it further

**RESOLVED**, that the Town Board authorizes the extension of the bid award to Lewis General Tires, Inc. for purchase of four additional tires for the landfill loader at the same pricing in original bid, for a total cost not to exceed \$6,116.00, with available funds in the 2008 highway budget.

Dated: January 2, 2009

Sandra L. Frankel, Supervisor	Voting	_____
James R. Vogel, Councilman	Voting	_____
Raymond J. Tierney III, Councilman	Voting	_____
Louise Novros, Councilperson	Voting	_____
Sheila A. Gaddis, Councilperson	Voting	_____

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,  
Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS  
Councilpersons

RESOLVED, that. the Town Board hereby re-appoints Thomas J. Warth to the  
Brighton Planning Board for a term of seven years, effective January 1, 2009 through  
December 31, 2015.

Dated: January 2, 2009

UPON ROLL CALL VOTE	
SANDRA L. FRANKEL	_____
JAMES R. VOGEL	_____
RAYMOND J. TIERNEY III	_____
LOUISE NOVROS	_____
SHEILA GADDIS	_____

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 2nd day of January 2009

PRESENT:

SANDRA L. FRANKEL,  
Supervisor  
JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,  
Councilpersons

RESOLVED, that Arthur M. Holtzman and Elizabeth Brayer be and hereby are re-appointed to the Town of Brighton Historic Preservation Commission for terms of four years, effective January 1, 2009 through 2012.

Dated: January 2, 2009

SANDRA FRANKEL  
JAMES R. VOGEL,  
RAYMOND J. TIERNEY III  
LOUISE NOVROS  
SHEILA GADDIS

Voting \_\_\_\_\_  
Voting \_\_\_\_\_  
Voting \_\_\_\_\_  
Voting \_\_\_\_\_  
Voting \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that correspondence dated January 2, 2009 from Sandra L. Frankel, 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, 2009 and ending December 31, 2009 is hereby ratified.

Dated: January 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_



## TOWN OF BRIGHTON

**Sandra L. Frankel**  
SUPERVISOR

January 2, 2009

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 322 Village Lane, Rochester, NY 14610 as the Brighton Town Historian for a one-year term commencing January 1, 2009 through December 31, 2009

Sincerely,

Sandra L. Frankel



**CERTIFICATE OF DESIGNATION****THIS FORM MUST BE FILED WITH :****ASSOCIATION OF TOWNS  
150 STATE STREET  
ALBANY, NEW YORK 12207****NO LATER THEN FEBRUARY 4, 2009***In order to Establish Eligibility & Credentials to Vote at the 2009 Business Session***TO: THE OFFICERS AND MEMBERS OF  
THE ASSOCIATION OF TOWNS OF  
THE STATE OF NEW YORK**

TO INSURE CORRECT SPELLING ON DELEGATE BADGES, PLEASE PRINT OR TYPE

I, Susan Kramarsky Town Clerk of the Town of Brighton,in the County of Monroe and State of New York DO HEREBY CERTIFY

that the Town Board of the aforesaid Town has duly designated the following named person to

attend the Annual Business Session of the Association of Towns of the State of New York, to be held

in New York City, on February 18, 2009, and to cast the vote of the aforesaid Town, pursuant to

§6 of Article III of the Constitution and By-Laws of said Association:

NAME OF VOTING DELEGATE Ray Tierney OFFICE Council MemberADDRESS 2300 Elmwood Ave.Rochester NY ZIP 14618*In the absence of the person so designated, the following named person has been designated to cast the  
vote of said Town:*NAME OF ALTERNATE Jim Vogel OFFICE Council MemberADDRESS 2300 Elmwood Ave.Rochester, NY ZIP 14618

In WITNESS WHEREOF, I have hereunto set my hand and the seal of said Town

this 6 day of Feb, 2009.Susan Kramarsky  
Town Clerk

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

RESOLVED, that the attached Salary Schedule of Town Officers and  
Employees, and their pay periods, are hereby fixed and determined for 2009 through  
December 31, 2009, 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 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_

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 2nd day of  
January 2009.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY III,  
LOUISE NOVROS,  
SHEILA GADDIS,

Councilpersons

**RESOLVED**, that a memorandum dated December 29, 2008, from Susan Kramarsky, 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 2, 2009

UPON ROLL CALL VOTE

SANDRA L. FRANKEL \_\_\_\_\_

JAMES R. VOGEL \_\_\_\_\_

RAYMOND J. TIERNEY III \_\_\_\_\_

LOUISE NOVROS \_\_\_\_\_

SHEILA GADDIS \_\_\_\_\_