

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

PRESENT: January 4, 2010

Supervisor Sandra Frankel William Moehle, Attorney for the Town  
Councilmember Sheila Gaddis  
Councilmember Louise Novros Susan Kramarsky, Town Clerk  
Councilmember Ray Tierney  
Councilmember James Vogel

**MEETING CALLED TO ORDER: 1:40 PM**

**APPROVAL OF AGENDA:**

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel to 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 2010 (see Resolution #1 )

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. 1 attached.

UPON ROLL CALL VOTE MOTION UNANIMOUSLY CARRIED

**MATTERRE:** Designate 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:** Adopt 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 Councilmember seconded by 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:** Appoint Susan Kramarsky, Town Clerk, as Receiver of Taxes for a two-year term commencing January 1, 2010 and ending December 31 , 2011 (see Resolution #4; memorandum from Sandra L. Frankel, Supervisor dated December 30, 2009)

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. 4 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, 2010 and ending December 31, 2010 (see Resolution #5; letter from Marc L. Frankel dated December 23, 2009)

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.5 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, 2010 and ending December 31, 2010 (see Resolution #6; letter from Michael M. Phillips, CPA, dated December 18, 2009)

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.6 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize Supervisor to execute Letter of Engagement, retaining William W. Moehle, Esq., as Attorney for the Town of Brighton, and counsel to the Historic Preservation Commission, for 2010 (see Resolution #7; letter from William W. Moehle dated December 31,2009)

Motion by Councilmember James Vogel seconded by Councilmember Ray Tierney 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:** Authorize Supervisor to execute Letter of Engagement retaining David M. Dollinger, Esq., as Deputy Attorney for the Town of Brighton for 2010 (see Resolution #8; letter from David M. Dollinger dated January 1,2010)

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.8 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Designate Authorized Depositories (see Resolution #9)

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.9 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize Petty Cash and Change Funds (see Resolution #10; memorandum from Paula A. Parker, Director of Finance, dated January 4, 2010)

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. 10 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Designate Building Inspectors and Enforcement Officers (see Resolution #11; letter from Thomas A. Low, Commissioner of Public Works, and Timothy E. Keef, P.E., Town Engineer, dated December 28,2009)

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. 11 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Designate Secretaries to the Architectural Review and Conservation Boards (see Resolution #12; letter from Thomas A. Low, Commissioner of Public Works, and Timothy E. Keef, P.E., Town Engineer, dated December 28,2009)

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. 12 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Authorize agreement to spend highway repair funds in 2010 (see Resolution #13 letter from Thomas A. Low, Commissioner of Public Works dated December 29, 2009)

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:** Appoint Thomas A. Low as Commissioner of Public Works, Highway Superintendent and Superintendent of Sewer Maintenance, effective January 1, 2010 through January 8,2010; and Timothy E. Keef as Commissioner of Public Works, Highway Superintendent, and Superintendent of Sewer Maintenance, effective January 9,2010 through December 31,2011; and Timothy Anderson as Deputy Highway Superintendent, effective January 1, 2010 through December 31, 2011; (see Resolution #14; memorandum from Sandra I. Frankel, Supervisor, dated December 30, 2009; letter from Thomas A. Low, Commissioner of Public Works, and Timothy E. Keef, P.E., Town Engineer, dated December 29,2009)

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. 14 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Appoint David Ewell, Bruce Blackman and Amy Bianchi as Animal Control Officers of the Town of Brighton for terms of one year, commencing January 1, 2010 and ending December 31, 2010 (see Resolution #15)

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. 15 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**MATIERRE:** Adopt Deposit and Investment Policy for 2010 (see Resolution #17; memorandum from Paula A. Parker, Director of Finance, dated January 4, 2010, with attachment)

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. 16 attached.

UPON ROLL CALL VOTE MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Appoint Supervisor Sandra L. Frankel, Town Clerk Susan Kramarsky, and Councilperson Louise Novros as Marriage Officers within the Town of Brighton for terms commencing January 1, 2010 and ending December 31, 2011 (see Resolution #18)

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. 17 attached.

UPON ROLL CALL VOTE MOTION UNANIMOUSLY CARRIED

**MATIERRE:** Appoint John Cholette, 10 Whitewood Lane, Rochester, NY 14618 as Chairman and David Lawrence, 156 Wintergreen Way, Rochester, NY 14618, as Vice-Chairman of the Town of Brighton Zoning Board of Appeals for terms of two years commencing January 1, 2010 and ending December 31, 2011 (see Resolution #19)

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. 18 attached.

UPON ROLL CALL VOTE MOTION UNANIMOUSLY CARRIED

**MATIERRE:** Authorize Supervisor to appoint part-time, on-call temporary and seasonal staff (see Resolution #16 and list)

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. 19 attached.

UPON ROLL CALL VOTE MOTION UNANIMOUSLY CARRIED

NEW BUSINESS:

**MATIERRE:** Authorize appointment of Todd Abbey to full-time position of Senior Automotive Mechanic, effective January 11, 2010 with six-month probationary period (see Resolution #21: letter from Thomas A. Low, Commissioner of Public Works/Superintendent of Highways, dated December 3, 2009)

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. 20 attached.

UPON ROLL CALL VOTE MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Appoint David Fader to the Planning Board, effective immediately through December 31, 2016 (see Resolution #24)

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. 21 attached.

UPON ROLL CALL

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Appoint Dennis Mietz to the Zoning Board of Appeals, effective immediately through December 31 >2014 (see Resolution #25)

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.22 attached.

UPON ROLL CALL

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Appointment to the Brighton Memorial Library Board of Trustees

Motion by Councilmember Ray Tierney seconded by Councilmember James Vogel to appoint Andrew Kappy to the Library Board of Trustees.

UPON ROLL CALL

MOTION UNANIMOUSLY CARRIED

**MATIERRE:** Appointments to the Historic Preservation Commission

Motion by Councilmember James Vogel seconded by Councilmember Louise Novros to reappoint Arlene Wright and John Page to the Historic Preservation Commission.

UPON ROLL CALL

MOTION UNANIMOUSLY CARRIED

**MATTERS OF THE SUPERVISOR:**

**MATIERRE:** Appoint Mary Jo Lanphear as Town Historian for the Town of Brighton for a term of one-year commencing January 1, 2010 and ending December 31, 2010 (see Resolution #20; letter from Sandra L. Frankel, Supervisor, dated January 4, 2010)

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

MOTION UNANIMOUSLY CARRIED

**MATTERS OF THE TOWN CLERK:**

**MATTER RE:** Present 2010 Salary Schedule and Authorization of Schedule by Town Board (see Resolution #22 and schedule)

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. 24 attached.

UPON ROLL CALL

MOTION UNANIMOUSLY CARRIED

**MATTER RE:** Adopt Records Retention Schedule (see Resolution #23; memorandum from Susan Kramarsky, Town Clerk, dated December 21,2009)

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. 25 attached.

UPON ROLL CALL

MOTION UNANIMOUSLY CARRIED

**MOTION TO GO INTO EXECUTIVE SESSION:**

Motion by Councilmember James Vogel seconded by Councilmember Louise Novros to go into executive session at 2:20 pm to discuss the appointment of particular people.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember Louise Novros seconded by Councilmember James Vogel to come out of executive session at 2:35 pm .

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

**ADJOURN:**

Motion by Councilmember James Vogel seconded by Councilmember Ray Tierney to adjourn at 2:45 PM

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 meeting held on the 4<sup>TH</sup> OF January 2010 and that I recorded said minutes of the aforesaid meeting of the Town Board of the Town of Brighton, New York.

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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 4th day of  
January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOIYEO**, 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 2010. (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 4, 2010

UPON ROLL CALL VOTE

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

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

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

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

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

PROPOSED 2010 TOWN BOARD MEETINGS SCHEDULE

MEETINGS HELD in BRIGHTON TOWN HALL AUDITORIUM

WEDNESDAYS AT 7:00 P.M. (exceptions noted \*)

January 4 (Organizational meeting, Monday, @ 1:30 p.m.)

January 13

January 27

February 10

February 24

March 10

March 24

April 14

April 28

May 12

May 26

June 9

June 23

July 14

July 28

August 11

August 25

September 7\* (Tuesday, as Rosh Hashanah begins sundown on the 8<sup>th</sup>)

September 22

October 13

October 27

November 10

November 23\* (Tuesday before Thanksgiving)

December 8

December 22- (Noon)

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 4th day of  
January 2010.

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 2010 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 4,2010

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 4th day of  
January 2010.

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 4,2010

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 4th day of  
January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that correspondence dated December 30, 2009 from Sandra L. Frankel, Brighton Town Supervisor, be received and filed; and be it further

**RESOLVED**, that Susan Kramarsky, Town Clerk, is hereby appointed as Receiver of Taxes for the Town of Brighton for a two-year term commencing January 1, 2010 and ending December 31,2011.

Dated: January 4,2010

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 4th day of  
January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that correspondence from Marc L. Frankel, dated December 23, 2009, 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, 2010 and ending December 31,2010.

**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 4,2010

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 4<sup>th</sup> day of January 2010.

PRESENT:

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

**RESOLVED**, that correspondence from Michael M. Phillips, CPA, dated December 18, 2009 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, 2010 and ending December 31,2010.

**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 4,2010

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 4th day of  
January 2010.

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 2010, pursuant to Town Law Section 20(2)(b), and the terms of the Engagement Letter dated December 31, 2009 attached hereto; and he is retained as counsel for the Historic Preservation Commission for the calendar year 2010, 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 4, 2010

UPON ROLL CALL VOTE

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

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

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

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

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

William W. Moehle

Attorney at Law

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December 31, 2009

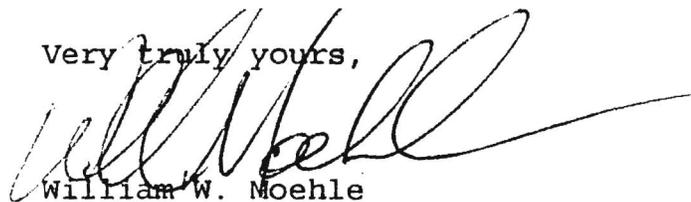
Sandra L. Frankel, Supervisor  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Dear Sandy:

This is to confirm my proposal to continue to serve in the position of Attorney for the Town for the calendar year 2009. -The terms and conditions of such service shall be the same as they had been in calendar year 2008, with the exception that the contract sum for the position shall be \$56,778.00. In addition, I also agree to serve as counsel to the Historic preservation commission at a contract sum of \$7,888.00 for the year, for a total of \$64,666.00. In each case, the contract will be payable on a monthly basis and unless separate arrangements are made, will not include representation of the Town in litigation.

It is a pleasure working with you and the Town Board and I look forward to continuing to serve the Town of Brighton and its residents in the coming year.

Very truly yours,



William W. Moehle

WWM/pb

Agreed and approved this  
day of \_\_\_\_\_, 20

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Sandra Frankel, 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 4th day of  
January 2010.

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 2010, pursuant to Town Law Section 20(2)(b) and the terms set forth in the Engagement Letter dated January 1, 2010, attached hereto. The Supervisor is hereby authorized to execute said Engagement Letter in the name of the Town of Brighton

Dated: January 4, 2010

UPON ROLL CALL VOTE

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

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

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

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

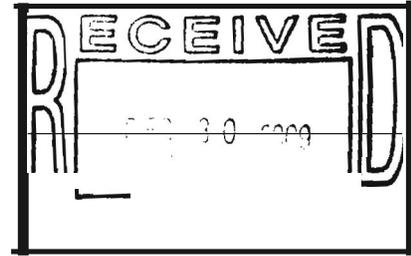
SHEILA GADDIS \_\_\_\_\_

**Dollinger Associates, P.C.**

7n CANAL VIEW BLVD., SUITE 1600  
ROCHESTER, NEW YORK 14623

Telephone (585) 424-3270

Telecopier 1.585) 424-3345



January 1, 2010

Supervisor Sandra L. Frankel  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

RE: Deputy Attorney for the Town of Brighton

Dear Supervisor Frankel:

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, 2010 through December 31, 2010.

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 \$29,982.00 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,

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

Accepted: The Town of Brighton

By: Sandra L. Frankel, 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 4th day of  
January 2010.

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 anyone 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 4, 2010

UPON ROLL CALL VOTE

SANDRA I. 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 4th day of January 2010.

PRESENT:

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

**RESOLVED**, that a memorandum dated January 4, 2010 from Paula A. Parker, Director of Finance, concerning authorization for Petty Cash and Change Funds for the fiscal year 2010, 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 2010 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-8.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.
<b>General</b> Petty Cash Fund-Cash	Susan Kramarsky	400.
<b>General</b> Petty Cash Fund-Checking	Suzanne <i>laso</i>	250.
<b>Library</b> Petty Cash Fund-Cash	Jennifer Ries-Taggart	80.

Dated: January 4, 2010

UPON ROLL CALL VOTE

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

MEMORANDUM

To: The Honorable Town Soard  
From: Paula A. Parker, Director of Finance P<sup>2</sup>  
Date: January 4, 2010  
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 Soard authorize these funds, Custodians, and amounts for the year 2010.

<u>Name of Fund</u>	<u>Custodian</u>	<u>Authorized Amt.</u>
Town Clerk Change Fund	Susan Kramarsky	\$250
Library Change Fund	Jennifer Reis-Taggart	\$307
Town Court Change Fund	Dianne Burdett	\$250
Recreation-T.H. Pool Change Fund	Katie Kogler	\$50
Recreation-S.H.S. Pool Change Fund	Katie Kogler	\$20
Recreation Office Change Fund	Mary Legasse	\$100
Rec-Sunset Serenades Change Fund	Rebecca Cotter	\$25
Police Dept. 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 Reis-Taggart	\$80

Copy to: J. Reis-Taggart. D. Sardette, S. Kramarsky, J. LaVigne, and T. Voelkl

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 4th day of January 2010.

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 28, 2009 from Thomas A. Low, Commissioner of Public Works, and Timothy E. Keef, P.E., Town Engineer, regarding Designation of Building Inspector; and be it further

**RESOLVED**, that Paul Moore and Linda Stango are hereby designated as the Town Building Inspectors; 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 4, 2010

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 28, 2009

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

Re: Designations

Honorable Supervisor and Members:

We 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.

We 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.

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

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

We 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;

We recommend that Timothy Keef be designated as:

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

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

We recommend that Linda Stango, Architect, be designated as code enforcement officer/building inspector for the Comprehensive Development Regulations.

Finally, we recommend that Paul Moore, who holds the Civil Service title of Building Inspector, be designed as code enforcement officer/building inspector for the Comprehensive Development Regulations.

Sincerely,



Thomas A. Low  
Commissioner of Public Works



Timothy Keef, P.E.  
Town Engineer

cc: W. Moehle  
R. Bohner  
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 4th day of January 2010.

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, and Timothy E. Keef, P.E., Town Engineer, concerning designations of Secretaries to various Town advisory Boards, dated December 28, 2009, 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, 2010 and ending December 31, 2010.

Dated: January 4, 2010

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 4th day of  
January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that correspondence dated December 29, 2009, 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 the Commissioner of Public Works/Superintendent of Highways to expend highway funds for road repairs during 2010, pursuant to Highway Law, Section 284, as more fully described in the adopted Budget for the year 2010, 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 2010 Town Budget.

January 4, 2010

UPON ROLL CALL VOTE

SANDRA I. FRANKEL \_\_\_\_\_

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

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

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

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



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

December 29, 2009

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

Re: Authorize Agreement  
Highway Monies

Honorable Supervisor and Members:

I **recommend** that your Honorable Body join the Highway Superintendent in executing an agreement regarding the expenditure of funds for Highway Repairs in 2010, as required by sec. 284 of the Highway Law.

The amount shall not exceed the funds appropriated in the 2010 Budget in D.HWY.5110 (\$2,0110,725.00).

The form of the agreement shall be provided by the Town Attorney.

Sincerely,



Thomas A. Low

Commissioner of Public Works

cc: T. Keef

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 4th day of January 2010.

PRESENT:

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

**RESOLVED**, that correspondence dated December 30, 2009 from Sandra L. Frankel, Brighton Town Supervisor, and from Thomas A. Low, Commissioner of Public Works, and Timothy E. Keef, P.E., Town Engineer, dated December 29, 2009, be received and filed; and be it further

**RESOLVED**, that Thomas A. Low, is hereby re-appointed as Commissioner of Public Works, Superintendent of Highways and Superintendent of Sewer Maintenance, effective January 1, 2010 through January 8, 2010; and be it further

**RESOLVED**, that Timothy E. Keef is hereby appointed as Commissioner of Public Works, Highway Superintendent, and Superintendent of Sewer Maintenance for the Town of Brighton for a two-year term commencing January 9, 2010 and ending December 31,2011; and be it further

**RESOLVED**, that the Town Board hereby ratifies the appointment of Timothy Anderson as Deputy Highway Superintendent for a two-year term, commencing January 1,2010 and ending December 31,2011 .

Dated: January 4, 2010

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 4th day of  
January 2010.

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, 2010 and expiring December 31,2010.

Dated: January 4, 2010

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 4th day of  
January 2010.

PRESENT:

SANDRA I. FRANKEL,  
Supervisor

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

Councilpersons

RESOLVED, that a memorandum dated January 4, 2010 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 2010 in the form attached to the above referenced memorandum.

Dated: January 4, 2010

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 4, 2010  
Subject: Deposit and Investment Policy - 2010 Review and Update

I request that your Honorable Body review and adopt the attached Deposit and Investment Policy for 2010. 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 anyone 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 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 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 (cant'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.

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 4th day of January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that Sandra L. Frankel, Supervisor of the Town of Brighton, Susan Kramarsky, Town Clerk of the Town of Brighton, and Louise Novros, Councilperson of the Town of Brighton are hereby appointed to serve as Marriage Officers within the Town of Brighton, under Section 11-c of the Domestic Relations Law, for a term commencing January 1, 2010 and extending through December 31, 2011, 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 4, 2010

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 4th day of January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that the appointment of John Cholette, 10 Whitewood Lane, Rochester, New York 14618, as Chairman of the Brighton Zoning Board of Appeals and David Lawrence, 156 Wintergreen Way, Rochester, New York, 14618, as Vice Chair of the Town of Brighton Zoning Board of Appeals, for terms commencing immediately and expiring on December 31, 2011 , be and hereby are ratified

January 4, 2010

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 4th day of  
January 2010.

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 2009, subject to ratification by the Town Board; and

**WHEREAS,** the Town desires to grant the same power to the Supervisor during 2010; 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 2009, 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 2010

Dated: January 4,2010

UPON ROLL CALL VOTE

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

2010  
Board

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 4th day of January, 2010.

**PRESENT:**

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL

RAYMOND J. TIERNEY III

LOUISE NOVROS

SHEILA A. GADDIS

Councilpersons.

**RESOLVED**, that the Town Board hereby concurs in the permanent probationary appointment of Todd Abbey to the full-time 40 hour-per-week position of Senior Automotive Mechanic at the 2009 hourly rate of \$27.72, effective January 11, 2010, with a six-month probationary period.

Dated: January 4, 2010

---

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 4th day of  
January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that David Fader, 960 Crittenden Road, Rochester, New York  
14623, be and hereby is re-appointed to the Brighton Planning Board for a term of  
seven years, effective January 1, 2010 through December 31, 2016.

Dated: January 4, 2010

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 4th day of January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that Dennis Mietz, 65 Poplar Way, Rochester, New York, 14618, be and hereby is re-appointed to the Brighton Zoning Board of Appeals, for a **term** commencing immediately and expiring on December 31,2014.

January 4, 2010

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 4th day of  
January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that correspondence dated January 4, 2010 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, 2010 and ending December 31, 2010 is hereby ratified.

Dated: January 4, 2010

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 4, 2010

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, 2010 through December 31, 2010

Sincerely,

Sandra 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 4th day of  
January 2010.

PRESENT:

SANDRA I. FRANKEL,

Supervisor

JAMES R. VOGEL,  
RAYMOND J. TIERNEY til,  
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 2010 through  
December 31,2010, 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 4,2010

UPON ROLL CALL VOTE

SANDRA I. FRANKEL \_\_\_\_\_

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

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

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

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

Town of Brighton  
 2010 Salaried Employees  
 for the January 4, 2010 Organizational Meeting

Department	Title	1/1/2010 Annual Wage
Council:	Councilmember	\$21,515.00
	Councilmember	\$21,197.00
	Councilmember	\$21,515.00
	Councilmember	\$21,515.00
Justice:	Clerk to Justice	\$42,733.60
	Clerk to Justice-Administrator	\$59,004.40
	Office Clerk II	\$42,533.40
	Office Clerk III	\$31,850.00
	Town Justice	\$49,043.00
	Town Justice	\$49,043.00
Supervisor:	Assistant to the Supervisor	\$56,940.00
	Sec to Supervisor	\$59,238.40
	Supervisor	\$99,298.00
Finance:	Asst Director of Finance	\$59,004.40
	Director of Finance	\$93,151.33
	Sr Account Clerk	\$42,533.40
Rec of Taxes:	Clerk III	\$36,873.20
	Receiver of Taxes	\$27,143.00
Assessor:	Assessor	\$76,670.70
	Office Clerk II	\$42,533.40
	Office Clerk III	\$31,850.00
Town Clerk:	Deputy Town Clerk/Recvr of Tax	\$44,844.80
	Town Clerk	\$54,957.00
Public Works:	Assistant Engineer	\$59,004.40
	Commissioner of Public Works	\$93,151.33
	Drafting Technician	\$51,833.60
	Office Clerk III	\$36,873.20
	Town Engineer	\$88,015.20
Shared Services:	Custodial Assistant	\$36,873.20
	Facilities Administrator	\$5,280.00
	Maintenance Mechanic	\$48,609.60
Info Systems:	Coordinator of DP	\$64,810.20

**Town of Brighton**  
 2010 Salaried Employees  
*for the January 4, 2010 Organizational Meeting*

Department	Title	1/1/2010 Annual Wage
Council:	Councilmember	\$21,515.00
	Councilmember	\$21,197.00
	Councilmember	\$21,515.00
	Councilmember	\$21,515.00
Justice:	Clerk to Justice	\$40,677.00
	Clerk to Justice-Administrator	\$56,238.00
	Office Clerk II	\$42,533.40
	Office Clerk ""	\$30,321.20
	Town Justice	\$49,043.00
	Town Justice	\$49,043.00
Supervisor:	Assistant to the Supervisor	\$56,940.00
	Sec to Supervisor	\$59,238.40
	Supervisor	\$99,298.00
Finance:	Asst Director of Finance	\$59,004.40
	Director of Finance	\$93,151.33
	Sr Account Clerk	\$42,533.40
Rec of Taxes:	Clerk ""	\$36,873.20
	Receiver of Taxes	\$27,143.00
Assessor:	Assessor	\$76,670.70
	Office Clerk II	\$42,533.40
	Office Clerk III	\$30,321.20
Town Clerk:	Deputy Town Clerk Recvr of Tax	\$44,844.80
	Town Clerk	\$54,957.00
Public Works:	Assistant Engineer	\$59,004.40
	Commissioner of Public Works	\$93,151.33
	Drafting Technician	\$51,833.60
	Office Clerk ""	\$36,873.20
	Town Engineer	\$88,015.20
Shared Services:	Custodial Assistant	\$36,873.20
	Facilities Administrator	\$5,280.00
	Maintenance Mechanic	\$48,609.60
Info Systems:	Coordinator of DP	\$64,810.20



Town of Brighton  
2010 Salaried Employees  
for the January 4, 2010 Organizational Meeting

Department	Title	1/1/2010 Annual Wage
Police:	Police Sergeant	\$85,447.00
	Police Sergeant	\$85,447.00
	School Traffic Guard	\$9,863.00
Fire Protection:	Fire Marshal	\$64,810.20
	District Administrator	\$4,201.00
Highway Super:	Deputy Highway Superintendent	\$73,091.20
	Highway Superintendent	\$10,748.24
Highway:	Accountant	\$48,211.80
Sr. Citizen Program:	Sr. Citizen Program Specialist	\$51,833.60
Recreation Admin.:	Asst. Director of Recreation	\$50,941.80
	Asst. Director of Recreation	\$59,004.40
	Clerk II	\$42,533.40
	Director of Parks & Rec	\$88,715.55
	Office Clerk III	\$36,873.20
	Pool Recreation Supervisor	\$49,413.00
	Recreation Attendant	\$34,962.20
	Recreation Attendant	\$34,962.20
	Recreation Attendant	\$42,533.40
	Recreation Attendant	\$42,533.40
Library:	Administrative Analyst	\$49,586.00
	librarian I	\$44,661.00
	librarian I	\$42,263.00
	Librarian II	\$58,113.00
	librarian "	\$58,113.00
	librarian II	\$58,113.00
	Library Aide	\$25,077.00
	library Aide	\$25,077.00
	Library Director	\$90,491.00

**Town of Brighton**  
 2010 Salaried Employees  
*for the January 4, 2010 Organizational Meeting*

<u>Department</u>	<u>Title</u>	<i>1/1/2010</i> <u>Annual</u> <u>Wage</u>
Library:	Network Technician	\$42,026.00
	Office Clerk IV	\$32,473.00
	Sr Library Clerk	\$39,112.00
	Sr Library Clerk	\$39,112.00
Historian:	Historian PT	\$4,206.00
Building/Planning:	Associate Planner	\$81,645.20
	Building Inspector	\$53,453.40
	Office Clerk "	\$42,533.40
	Planner	\$59,004.40
	Planning Technician	\$51,833.60

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 4th day of  
January 2010.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

**RESOLVED**, that a memorandum dated December 21, 2009, from Susan Kramarsky, Town Clerk. concerning the Town's records retention policy, be received and filed; and be it further

**RESOLVEO**, 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 4. 2010

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

Susan Kramarsky  
Town Clerk/Receiver of Taxes

(585) 784-5240  
Email: brclerk@rochester.rr.com

TO: Honorable Town Board  
FROM: Susan Kramarsky, Town Clerk  
RE: Records Retention Schedule  
DATE: December 21, 2009

To comply with New York State requirements regarding records retention I **am asking** that your honorable body adopt the Records Retention Schedule compiled by the State Archives and Records Administration **as the** minimum list required by the Town of Brighton.

I will be happy to answer **any** questions that you may have.