

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
August 24, 2011

PRESENT:

Supervisor Sandra Frankel
Councilmember Louise Novros
Councilmember Ray Tierney
Councilmember Sheila Gaddis
Councilmember James Vogel

William Moehle, Attorney for the Town

Susan Kramarsky, Town Clerk

MEETING CALLED TO ORDER: 7:10 PM

RECOGNITIONS/PRESENTATIONS:

Certificate of Appreciation: Police Lieutenant William P. Flood September 22, 1972 - August 25, 2011 retirement after 38 years of Service with the Town of Brighton Police Department.

Promotion Ceremony: Brighton Police Sergeant Ronald J. Ward to rank of Lieutenant

OPEN FORUM:

Kevin Becken, RG&E Engineer re: RG&E Transmission Rebuild
Sheldon Ruda
Brijen Gupta
Mordechai Rennert
Marjorie Alaimo

APPROVAL OF AGENDA:

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel to approve the agenda with the addition of Clover Blossom Legacy zoning violation New Business item

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

APPROVE AND FILE TOWN BOARD MEETING MINUTES FOR:

August 10, 2011 Town Board Meeting
August 17, 2011 Special Town Board Meeting

Motion by Councilmember Sheila Gaddis seconded by Councilmember Louise Novros to approve and file the aforementioned minutes

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

PUBLIC HEARINGS:

MATTER RE: Amendment to Application for Incentive Zoning Modifications – Wolk Manor (see Resolution #17, copy of amended Incentive Zoning application and Negative Declaration)

(Complete transcript under separate cover)

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. 1 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Formation of the Ambassador Drive Sidewalk Snow Removal District (see Resolution #13 and communication from Margaret and Edward Boucher, Ambassador Dr. concerning same).

(Complete transcript under separate cover)

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. 2 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Formation of the Sandringham Road Sidewalk Snow Removal District (see Resolution #14).

(Complete transcript under separate cover)

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. 3 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Adoption of proposed Local Law A2011 Speed Limit Reduction on the entire length of Weymouth Drive, Towpath Lane, Branch Avenue, Devonshire Drive, Inwood Drive, Milford Road, Stoneham Road and Towpath Circle to 25 miles per hour (see Resolution #12, proposed Local Law A2011 and communication received from John and Penny Kunkel residing on Devonshire Drive, Jennifer Gkourlias of Inwood Drive and John Davis of Towpath Lane regarding proposed law).

(Complete transcript under separate cover)

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: Continuation of Public Hearing from August 10, 2011. Winfield Park - Buckingham Properties proposed Environmental Review Scoping - Receive and file citizen letters (see Resolution #15 and communications received listing. Note: actual communications can be viewed in the Department of Public Works and Town Clerk's office)

(Complete transcript under separate cover)

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. 5 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

COMMUNICATIONS:

FROM Jennifer N. Cos to Supervisor and members of the Town Board dated August 10, 2011 regarding her support for a year-round Farmers Market in Brighton.

FROM Miriam J. Gale to Supervisor and members of the Town Board dated August 15, 2011 regarding her support for a year-round Farmers Market in Brighton.

FROM Scott M. Adair, CFO – Monroe County Department of Finance to Supervisor dated August 16, 2011 Re: Monroe County Sales Tax Distribution for Second Quarter 2011.

FROM Phillip Lederer dated August 16, 2011 to Supervisor regarding overly aggressive tree trimming done by RG&E at his residence.

FROM Andrew Kappy, President-Board of Trustees of the Brighton Memorial Library to Supervisor dated August 18, 2011 in response to August 10, 2011 letter received from Brighton citizen regarding the 2012 Brighton Memorial Library proposed Budget.

FROM Rochelle Bell, Monroe County Dept. of Planning & Development dated August 17, 2011 forwarding communication to the participants in the Greater Rochester Active Transportation Symposium, received from Richard DeSarra, President-Rochester Cycling Alliance.

FROM Aaron J. Hiller, Fire Chief Brighton Fire District, Fire Chief's Annual Report for 2010 to Supervisor received August 22, 2011

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel to receive and file aforementioned communications

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

COMMITTEE REPORTS:

Community Services - Next meeting September 22, 2011

Finance and Administrative Services – Councilmember Gaddis reported on meeting held August 17, 2011. Next meeting September 7, 2011

Public Safety Services - Next meeting Sept 13, 2011

Public Works Services – Next meeting Sept 12, 2011

NEW BUSINESS:

MATTER RE: Reading and approval of claims

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel that the Supervisor read and approve payment of claims as set forth in Exhibit No. 6 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve promotion of Sgt. Ronald J. Ward to the rank of Lieutenant, position being vacated with the retirement of Lt. William P. Flood, August 25, 2011 effective August 27, 2011 (see Resolution #4 and letter dated August 15, 2011 from Police Chief Mark Henderson).

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. 7 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve appointment of Mr. Eric Mineker as Engineering Assistant in the Department of Public Works; with a 52-week probationary period effective as of date of hire (see Resolution #2 and letter dated August 16, 2011 from Timothy Keef P.E. Commissioner of Public Works).

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. 8 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize Supervisor to execute agreement and all associated documents with the Rochester Monroe County Youth Bureau in support of the Town's Youth Asset Building Initiative (see Resolution #3 and letter dated August 10, 2011 from Jerry LaVigne, Director of Parks and Recreation).

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. 9 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve revision to Town Policy on Procurement Guidelines and Procedures adding the ability to use Federal purchasing contracts where available, increasing the maximum amount to purchase without quotation from \$400 to \$600 and increasing the threshold for formal competitive bidding requirements (see Resolution #5 and letter dated August 16, 2011 from Suzanne Zaso, Director of Finance).

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: Approval of budget transfer for \$1,500 to cover associated training costs of a particular employee, at the International Urban Forestry Conference on September 25th – 28th, 2011 in Milwaukee, WI (see Resolution #6, letter dated August 16, 2011 from Timothy Keef, P.E. Commissioner of Public Works and training registration information).

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. 11 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Set Public Hearing for September 14, 2011 to appropriate \$75,000 from the Repair Reserve Fund; to Shared Services-Building Improvements account to fund the purchase and installation of HVAC improvements to the Town Hall's Information Technology Room, Vault and Building and Planning Room (see Resolution #7 and letter dated August 16, 2011 from Suzanne Zaso, Director of Finance).

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. 12 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Receive and file Planning Board Advisory report, modified Incentive Zoning application and Environmental Assessment for Wegman Companies' proposed Assisted Living/Alzheimer's Care facility, and;

Authorize Town to seek Lead Agency designation for Environmental Review, and; Set Public Hearing date of September 14, 2011 for Incentive Zoning application review (see Resolution #16, letter dated August 23, 2011 from Ramsey Boehner, Town Planner, modified Incentive Zoning Application and Environmental Assessment).

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. 13 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize budget appropriation for \$16,700; with approval for Supervisor to execute agreement with the Monroe County Soil and Water Conservation District for the Buckland Creek Restoration project (see Resolution #8 and letter dated August 16, 2011 from Michael Guyon, P.E. Town Engineer).

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. 14 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approval to accept \$650 in donations made by various Brighton citizens and businesses to the Town of Brighton Veterans Memorial Fund (see Resolution #9 and letter dated August 12, 2011 from Suzanne Zaso, Director of Finance).

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. 15 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Authorize Supervisor to execute agreement with Troy and Banks, Inc. to provide utility auditing services for the purpose of investigating whether the Town is eligible for and due utility cost refunds (see Resolution #10, letter dated August 16, 2011 from Suzanne Zaso, Director of Finance and copy of Agreement).

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 bid award to North Eastern Rescue Vehicles, Inc. in the amount not to exceed \$157,650 for the purchase of one (1) Ambulance vehicle for Brighton Volunteer Ambulance (see Resolution #11 , letter dated August 16, 2011 from Suzanne Zaso, Director of Finance, bid result sheet and bid award recommendation from Brighton Volunteer Ambulance).

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. 17 attached.

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve revision to Town Policy Guidelines for general Petty Cash account to allow up to \$40 in purchases without claim voucher; purchase order requirements (see Resolution #18, letter dated August 16, 2011 from Suzanne Zaso, Director of Finance and copy of proposed revised policy).

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: Legacy at Clover Blossom PILOT payments. Discussion concerning status of conditional rezoning of property in light of issue concerning PILOT payments

Councilmember Sheila Gaddis recused

MATTERS OF THE SUPERVISOR:

MATTER RE: Revenue & Expense Reports for period ending July 31, 2011

Motion by Councilmember Sheila Gaddis seconded by Councilmember James Vogel to receive and file aforementioned reports

MATTER RE: Empire State College update. Report provided during open forum.

MATTER OF THE ATTORNEY FOR THE TOWN TO THE TOWN:

MATTER RE: Proposed revision to Town Personnel Policy re Non-Discrimination and Harrassment on the basis of gender identity

MEETING ADJOURNED:

Motion by Councilmember James Vogel seconded by Councilmember Louise Novros to adjourn at 10:45PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

CERTIFICATION:

I, Susan Krämarsky, 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 24 August 2011 and that I recorded said minutes of the aforesaid meeting of the Town Board of the Town of Brighton, New York

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 24th day of August, 2011.

PRESENT:

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

WHEREAS, the Town Board previously received an application from Jewish Senior Life, Inc. for a proposed Amendment to the Incentive Zoning Approval previously granted by the Town Board for Wolk Manor, referred such application to the Planning Board, received and filed the Planning Board's Advisory Report on such project, declared its intention to seek lead agency status for the environmental review thereof and called a public hearing to be held on August 24, 2011, to consider such request, together with the Environmental Impact thereof; and be it further

RESOLVED, that such public hearing was duly called and held on August 24, 2011, at which time all persons having an interest therein were given an opportunity to be heard; and

WHEREAS, based on the materials and the testimony received at such public hearing, the Town Board has determined that the proposed Amendment will not have a significant negative impact on the environment; it is therefore

RESOLVED, that the Town Board hereby approves and adopts a Negative Declaration under the State Environmental Quality Review Act for the proposed Amendment to the Incentive Zoning approval previously granted to Jewish Senior Life, Inc. to add memory units to Wolk Manor; and be it further

RESOLVED, that based upon the materials received and the testimony heard at the public hearing, the Town Board hereby approves the Incentive

Zoning Amendment to the previous Incentive Zoning approval, submitted by Jewish Senior Life, Inc., to add memory units to Wolk Manor.

Dated: August 24, 2011

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	_____

State Environmental Quality Review

NEGATIVE DECLARATION

Notice of Determination of Non-Significance

Project Number: ER-10-11

Date: August 24, 2011

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Brighton Planning Board, as lead agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Wolk Manor

SEQR Status: Unlisted

Conditioned Negative Declaration: No

Description of Action: Amendment to the Incentive Zoning Approval for Summit at Brighton)

Location: 2000 Summit Circle Drive

Reasons Supporting This Determination:

After considering the action contemplated and reviewing the Environmental Assessment Form prepared by the applicant and the Criteria for determining significance in the SEQR regulations (6 N.Y.C.R.R. Section 617.11), the Town Planning Board finds that the proposed action will not have a significant impact on the environment based on the following finding:

1. Soil erosion control measures will be implemented during and after construction based upon a detailed grading and erosion control plan.
2. No threatened or endangered species of plants or animals will be affected by this project.
3. The site will be serviced by sanitary sewers and public

water. There appears to be adequate capacity to service the proposed development.

4. The storm water drainage system is designed and will be constructed in accordance with all applicable Town requirements and designed in a manner so as to mitigate storm water pollutant loads.
5. The duration of all impacts will be short term in nature.
6. The project is supported by the immediate community.
7. There will be no resources of value irreversibly lost.
8. The proposed amendments are consistent with the Environmental Impact Statement and Findings for the Summit of Brighton.
9. The revised layout is consistent with the overall intent of the approved site plan.
10. The proposed amendments are so minimal and that there will be no adverse impacts on the environment.

For further information:

Contact Person: Ramsey A. Boehner, Environmental Review
Liaison Officer

Address: Town of Brighton
2300 Elmwood Avenue
Rochester, N.Y. 14618

Telephone: (585)784-5229

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 24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,
Supervisor

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

Councilpersons

In the Matter of the
Establishment of
The Ambassador Drive Sidewalk
Snow Removal District
Town of Brighton, Monroe County,
New York

WHEREAS, as record owners of more than fifty percent (50%) of the taxable assessed value of taxable real property within the area bounded and described in the attached Exhibit AA@ and also including the signatures of resident owners owning more than fifty (50%) of the assessed value of taxable real property owned by resident owners within such area, in the Town of Brighton, County of Monroe, have filed with the Town Clerk and presented to the Town Board at a meeting of said Board, a Petition requesting the Ambassador Drive Sidewalk Snow Removal District be established in such area and in said Town, bounded and described in the attached Exhibit AA@; and

WHEREAS, said Petition provides for the provision of snow removal services to said property wholly at the expense of the petitioners; and

WHEREAS, said Town Board duly adopted an Order providing that the Town Board shall meet at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town on the 24th day of August, 2011, at 7:30 P. M., prevailing time, to consider said petition and to hear all persons interested in the subject thereof, and certified copies of said Order having been duly published and posted as prescribed by law and said Town Board having met at the time and place specified in said Order and having considered said petition and having heard all persons interested in the subject thereof, who appeared at such time and place, concerning the same; and the said Town Board having given due deliberation to the matter and having determined that the matter will not cause a significant environmental impact; and

WHEREAS, the evidence offered at such time and place requires that the Town Board make the determinations hereinafter made;

NOW, THEREFORE, BE IT ORDERED by the Town Board of the Town of Brighton that it be and hereby is determined as follows: (1) that said petition is signed and acknowledged or approved as required by law and is otherwise sufficient; and that the petition complies with section 191 of the Town Law and such other sections of Chapter 62 of the Consolidated Laws of the State of New York as are properly applicable thereto, and that there is annexed to said petition, a map showing the boundaries of the proposed District; (2) that the petitioners own more than 50% of all the taxable real property of the proposed District and also are resident owners owning more than 50% of all the taxable real property owned by resident owners in said proposed District according to the latest completed assessment roll in the Town of Brighton; and that all property and property owners benefited are included therein and that no property or property owners or interested persons benefited thereby have been excluded therefrom; and that all the property and property owners within the proposed District are benefited thereby; and that it is in the public interest to grant the whole relief sought in the said petitions; and be it further;

ORDERED, that the Negative Declaration under the State Environmental Quality Review Act in the form attached hereto, is hereby approved and adopted; and be it further

ORDERED, that the said petition praying that the Ambassador Drive Sidewalk Snow Removal District of the Town of Brighton be established to include certain real property therein described be, and the same hereby is, granted, with the costs thereof to be charged on a benefits derived basis; and be it further

ORDERED, that the Town Clerk be, and hereby is directed to record a certified copy of this Order in the office of the Clerk of the County of Monroe within ten days after the adoption of this Order.

Dated: August 24, 2011

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	_____

STATE OF NEW YORK)
COUNTY OF MONROE) ss:

I, SUSAN KRAMARSKY, Town Clerk of the Town of Brighton, Monroe County, New York, do hereby CERTIFY that I have compared the foregoing copy of the Order and Resolution with the original thereof adopted by the Town Board of Brighton, on the 24th day of August, 2011, and filed in my office on the same day, and that the said foregoing copy is a true and correct copy of said original Order and Resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the seal of said Town this 24th day of August, 2011.

SUSAN KRAMARSKY, Town Clerk
Town of Brighton, Monroe County

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 24th day of August, 2011.

PRESENT:

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

In the Matter of the
Establishment of
The Sandringham Road Sidewalk
Snow Removal District
Town of Brighton, Monroe County,
New York

WHEREAS, as record owners of more than fifty percent (50%) of the taxable assessed value of taxable real property within the area bounded and described in the attached Exhibit AA@ and also including the signatures of resident owners owning more than fifty (50%) of the assessed value of taxable real property owned by resident owners within such area, in the Town of Brighton, County of Monroe, have filed with the Town Clerk and presented to the Town Board at a meeting of said Board, a Petition requesting the Sandringham Road Sidewalk Snow Removal District be established in such area, in said Town bounded and described in the attached Exhibit AA@; and

WHEREAS, said Petition provides for the provision of snow removal services to said property wholly at the expense of the petitioners; and

WHEREAS, said Town Board duly adopted an Order providing that the Town Board shall meet at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town on the 24th day of August, 2011, at 7:30 P. M., prevailing time, to consider said petition and to hear all persons interested in the subject thereof, and certified copies of said Order having been duly published and posted as prescribed by law and said Town Board having met at the time and place specified in said Order and having considered said petition and having heard all persons interested in the subject thereof, who appeared at such time and place, concerning the same; and the said

Town Board having given due deliberation to the matter; and

WHEREAS, the evidence offered at such time and place requires that the Town Board make the determinations hereinafter made;

NOW, THEREFORE, BE IT ORDERED by the Town Board of the Town of Brighton that it be and hereby is determined as follows: (1) that said petition is signed and acknowledged or approved as required by law and is otherwise sufficient; and that the petition complies with section 191 of the Town Law and such other sections of Chapter 62 of the Consolidated Laws of the State of New York as are properly applicable thereto, and that there is annexed to said petition, a map showing the boundaries of the proposed District; (2) that the petitioners own more than 50% of all the taxable real property of the proposed District and also are resident owners owning more than 50% of all the taxable real property owned by resident owners in said proposed District according to the latest completed assessment roll in the Town of Brighton; and that all property and property owners benefited are included therein and that no property or property owners or interested persons benefited thereby have been excluded therefrom; and that all the property and property owners within the proposed District are benefited thereby; and that it is in the public interest to grant the whole relief sought in the said petitions; and be it further;

ORDERED, that the Negative Declaration under the State Environmental Quality Review Act in the form attached hereto, is hereby approved and adopted; and be it further

ORDERED, that the said petition praying that the Sandringham Road Sidewalk Snow Removal District of the Town of Brighton be established to include certain real property therein described be, and the same hereby is, granted, with the costs thereof to be charged on a benefits derived basis; and be it further

ORDERED, that the Town Clerk be, and hereby is directed to record a certified copy of this Order in the office of the Clerk of the County of Monroe within ten days after the adoption of this Order.

Dated: August 24, 2011

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	_____

STATE OF NEW YORK)
COUNTY OF MONROE) ss:

I, SUSAN KRAMARSKY, Town Clerk of the Town of Brighton, Monroe County, New York, do hereby CERTIFY that I have compared the foregoing copy of the Order and Resolution with the original thereof adopted by the Town Board of Brighton, on the 24th day of August, 2011, and filed in my office on the same day, and that the said foregoing copy is a true and correct copy of said original Order and Resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the seal of said Town this 24th day of August, 2011.

SUSAN KRAMARSKY, Town Clerk
Town of Brighton, Monroe County

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
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

WHEREAS, the Town Board duly scheduled a Public Hearing to be held on the 24th day of August, 2011, at 7:30 P.M., prevailing time, to consider the adoption of a proposed Local Law of 2011 entitled "2011 Speed Limit Reduction Local Law" for the Town of Brighton, Monroe County, New York, and the environmental impact thereof; and

WHEREAS, such public hearing was duly called and held and all persons having an interest in the matter having had an opportunity to be heard; and

WHEREAS, based on the testimony and the materials received at such public hearing, the Town Board deems it necessary and advisable to adopt the proposed Local Law;

NOW, THEREFORE, on motion of Councilperson

_____, seconded by Councilperson _____,

RESOLVED, that the Town Board of the Town of Brighton, pursuant to the provisions of Article 3 of the Municipal Home Rule Law of the State of New York, hereby enacts, ordains and adopts the Local Law of 2011 entitled "2011 Speed Limit Reduction

Local Law", in the form attached hereto as Exhibit "A", for the
Town of Brighton, Monroe County, New York.

Dated: August 24, 2011

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	_____

STATE OF NEW YORK)
COUNTY OF MONROE) ss:

I, SUSAN KRAMARSKY, Town Clerk of the Town of Brighton, Monroe County, New York, do hereby CERTIFY that I have compared the foregoing copy of the Order and Resolution with the original thereof adopted by the Town Board of Brighton, on the 24th day of August, 2011 and filed in my office on the same day, and that the said foregoing copy is a true and correct copy of said original Order and Resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the seal of said Town this ____ day of August, 2011.

SUSAN KRAMARSKY, Town Clerk
Town of Brighton, Monroe
County

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 24th day of August, 2011.

PRESENT:

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

WHEREAS, the Town Board has conducted a public hearing concerning the scope of the Environmental Review under the State Environmental Quality Review Act for the proposed Winfield Park Project to be located on Brighton Henrietta Townline Road; and

WHEREAS, in connection therewith, the Town has received a number of written comments which the Town Board desires to receive and file and include in the record of such public hearing; it is therefore

RESOLVED, that various written communications concerning the scope of the Environmental Review under the State Environmental Quality Review Act of the proposed Winfield Park Project to be located on Brighton Henrietta Townline Road, all as set forth on the attached list, be received and filed and added to the record of the public hearing concerning such scope.

Dated: August 24, 2011

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, 2300 Elmwood Avenue,
in said Town of Brighton on the
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL

RAYMOND J. TIERNEY III

LOUISE NOVROS

SHEILA A. GADDIS

Councilpersons

RESOLVED, that correspondence dated August 15, 2011 from Mark T. Henderson, Chief of Police, concerning the appointment of a Police Lieutenant, together with an attachment thereto, be received and filed; and be it further

RESOLVED, that the Town Board hereby approves the promotion of Police Sergeant Ronald J. Ward to the rank of Lieutenant, effective August 27, 2011, on a probationary basis with a probationary period of 26 weeks, at an annual salary of \$95,467.

Dated: August 24, 2011

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, 2300 Elmwood Avenue,
in said Town of Brighton on the
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

RESOLVED, that correspondence dated August 16, 2011 from Timothy E. Keef, P.E., Commissioner of Public Works, concerning the appointment of an Engineering Assistant in the Department of Public Works, be received and filed; and be it further

RESOLVED, that the Town Board hereby appoints Eric Mineker to the position of Engineering Assistant at Group 4, Step 1 on the unrepresented salary schedule, for an annual salary starting at \$39,548.60 per year, for a 35 hour week, on a probationary basis with a 52 week probationary period, on a provisional basis pending successful completion of Civil Service testing.

Dated: August 24, 2011

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, 2300 Elmwood Avenue, in said Town of Brighton on the 24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

RESOLVED, that correspondence dated August 10, 2011 from Jerry LaVigne, Director of Parks and Recreation, concerning the Rochester Monroe County Youth Bureau Agreement, together with an attachment thereto, be received and filed; and be it further

RESOLVED, that the Supervisor is hereby authorized to execute and deliver an agreement by and between the Town and Monroe County for funding to the Town in the amount of \$8,466 to support the Town's Youth Asset Building Initiative, together with such other documents and agreements as may be necessary or advisable in connection therewith, which documents and agreements shall be in form and substance as may be approved by the Attorney for the Town.

Dated: August 24, 2011

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, 2300 Elmwood Avenue,
in said Town of Brighton on the
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

RESOLVED, that correspondence dated August 2, 2011 from
Suzanne E. Zaso, Director of Finance, together with a draft of
revised Procurement Guidelines and Procedures attached thereto,
be received and filed; and be it further

RESOLVED, that the Town Board hereby adopts the revised
Procurement Guidelines and Procedures in the form attached
hereto, as required under Section 104-b of the New York General
Municipal law.

Dated: August 24, 2011

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	_____



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

August 16, 2011

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

Re: Town Procurement Guidelines and Procedures Revisions

Dear Honorable Members:

New York State General Municipal Law (GML) Section 104-b requires that every unit of local government adopt written internal policies and procedures governing all procurements of goods and services that are not subject to formal competitive bidding as outlined in GML Section 103. As the Town's current internal policy has not been revised since 1998, I am recommending amendments to the current policy consisting of the following:

- Increasing the threshold on the requirements of formal competitive bidding for supplies and equipment from \$7,500 to \$20,000 and on public works contracts from \$15,000 to \$35,000. These amounts will now match those under the current GML Section 103.
- Increasing the threshold on requiring quotes for supplies, equipment, and professional services from \$400 to \$600
- Adding the ability to use Federal purchasing contracts where available to the Town (per the new NYS Mandate Relief Provisions).

I have attached a copy of the proposed revised Procurement Guidelines and Procedures and I am recommending that the Honorable Town Board adopt this revised policy.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance

Xc: S. Frankel, W. Moehle

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
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

RESOLVED, that correspondence dated August 16, 2011 and August 9, 2011, from Timothy E. Keef, P.E., Commissioner of Public Works, with attachments thereto, concerning a budget transfer to fund a training request, be received and filed; and be it further

RESOLVED, that the Town Board hereby approves a budget transfer of \$1,500.00 from account A.DPW.8560.449 to account A.HWY.7110.474, in order to permit Jerry Petersen, the Town's staff Arborist, to attend the Society of Municipal Arborists International Forestry Conference in Milwaukee, Wisconsin.

Dated: August 24, 2011

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, 2300 Elmwood Avenue,
in said Town of Brighton on the
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,
Supervisor

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

RESOLVED, that a memorandum dated August 16, 2011 from Suzanne Zaso, Director of Finance, concerning the Appropriation of Repair Reserve Funds for HVAC units in the lower level of Town Hall, be received and filed; and be it further

RESOLVED, that the Town Board hereby sets a public hearing to be held at 7:30 p.m., September 14, 2011, at Brighton Town Hall, 2300 Elmwood Avenue, in such Town, to consider the appropriation of \$75,000 from the Repair Reserve Fund, account A.889.REPAR to account A.SSVCS.1620.263 (Shared Services - Building Improvements) to fund the costs associated with the purchase and installation of heating, ventilation and air-conditioning units in the lower level of Town Hall, at which time all persons having an interest in such matter will have an opportunity to be heard therein; and be it further

RESOLVED, that the Town Clerk is hereby directed to publish and post notice of such public hearing as required by law.

Dated: August 24, 2011

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	_____

**LEGAL NOTICE
TOWN OF BRIGHTON**

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Brighton at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town on the 24th day of August, 2011, adopted a resolution pursuant to Section 6-d of the General Municipal Law of the State of New York, setting a public hearing to consider the appropriation of \$75,000 from the Town of Brighton Repair Reserve Fund, to fund the estimated cost of HVAC units for the information technologies, cable, vault and building and planning storage rooms on the lower level of Brighton Town Hall. The public hearing will be held at Brighton Town Hall, 2300 Elmwood Avenue in such Town, on September 14, 2011, at 7:30 p.m., prevailing time, and all persons having an interest in said matter will have the opportunity to be heard therein.

Dated: August 24, 2011

Susan Kramarsky, Town Clerk
Town of Brighton

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 24th day of August, 2011.

PRESENT:

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

WHEREAS, the Town Board previously received and filed an Incentive Zoning Application from Wegman Companies, Inc. for a proposed senior assisted living facility to be located on land formerly owned by Farash Properties on Westfall Road, and referred the application to the Planning Board for its review and Advisory Report; and

WHEREAS, the Town Board Public Safety and Public Works Committees also reviewed the proposal, and along with the Planning Board, made certain recommendations that the developer desires to incorporate in an amended application; it is therefore

RESOLVED, that the Town Board hereby receives and files correspondence dated August 23, 2011 from Ramsey A. Bohner, Town Planner, together with the Advisory Report of the Planning Board, and the supplemental environmental assessment information, both of which are attached thereto, concerning the Incentive Zoning Application previously submitted by Wegman Companies, Inc. for a proposed senior assisted living facility on Westfall Road; and be it further

RESOLVED, that the Town Board hereby receives and files an Amended Incentive Zoning Application, received August 24, 2011 as prepared by BME Associates on behalf of Wegman Companies, Inc. based on recommendations received from the Town Board Public Works Committee, the Town Board Public Safety Committee and the Town Planning Board; and be it further

RESOLVED, that the Town Board hereby seeks lead agency status for the Environmental Review of such Incentive Zoning Application under the State Environmental Quality Review Act and hereby initiates a coordinated review of such project with other interested and involved agencies; and be it further

RESOLVED, that the Town Board hereby authorizes the Town's Environmental Liaison to notify the other interested and involved agencies of this review and to submit the development review form to the Monroe County Department of Planning and Development; and be it further

RESOLVED, that the Town Board hereby sets a public hearing to consider the Amended Incentive Zoning Application by Wegman Companies, Inc. for a proposed assisted living facility to be located on Westfall Road, together with the Environmental Review thereof under the State Environmental Quality Review Act, to be held on September 14, 2011 at Brighton Town Hall, 2300 Elmwood Avenue, in such Town, commencing at 7:30 p.m. local time, at which time all persons having an interest in such proposal shall have an opportunity to be heard therein; and be it further

RESOLVED, that the Town Clerk is hereby directed to publish and post a notice of such public hearing as required by law; and be it further

RESOLVED, that the Town Board hereby directs Wegman Companies, Inc. to submit payment of the Incentive Zoning fees associated with such project in the amount of \$1,316.

Dated: August 24, 2011

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, 2300 Elmwood Avenue, in said Town of Brighton on the 24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,
Supervisor

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

RESOLVED, that correspondence dated August 16, 2011 from Michael E. Guyon, Town Engineer, concerning an agreement with the Monroe County Soil and Water Conservation District for the Buckland Creek Restoration Project, be received and filed; and be it further

RESOLVED, that the Supervisor is hereby authorized to execute and deliver an agreement by and between the Town and the Monroe County Soil and Water Conservation District, under which the Monroe County Soil and Water Conservation District would reimburse the Town of Brighton for 75% of the cost paid by the Town for the proposed Buckland Creek Restoration Project at the Brighton Twelve Corners Middle School campus, which agreement shall be in form and substance as may be approved by the Attorney to the Town; and be it further

RESOLVED, that the Town Board hereby authorizes an amendment to the 2011 Budget to increase appropriations in account D.HWY.5110.416 (Highway - Road Material) by \$16,700, to be fully supported by an increase in revenues for grants received from Monroe County in account D.HWY.5140.2715.

Dated: August 24, 2011

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, 2300 Elmwood Avenue,
in said Town of Brighton on the
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

JAMES R. VOGEL

RAYMOND J. TIERNEY III

LOUISE NOVROS

SHEILA A. GADDIS

Councilpersons

RESOLVED, that a memorandum dated August 12, 2011 from
Suzanne Zaso, Director of Finance, concerning Town of Brighton
Veteran's Memorial Fund Donations, be received and filed; and be
it further

RESOLVED, that the Town Board hereby gratefully accepts
\$650 in donations to the Veteran's Memorial Fund.

Dated: August 24, 2011

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, 2300 Elmwood Avenue,
 in said Town of Brighton on the
 24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

RESOLVED, that a memorandum dated August 16, 2011 from
 Suzanne Zaso, Director of Finance, concerning a contract for
 utility auditing services, be received and filed, together with
 an attachment thereto; and be it further

RESOLVED, that the Town Board hereby authorizes the
 Supervisor to execute and deliver an agreement by and between the
 Town and Troy and Banks, Inc. for utility auditing services,
 including gas, electric and telephone services, under the State
 Contract for such services, which agreement shall be in form and
 substance as may be approved by the Attorney to the Town.

Dated: August 24, 2011

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, 2300 Elmwood Avenue,
in said Town of Brighton on the
24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

WHEREAS, the Town previously solicited bids, on behalf of
the Brighton Volunteer Ambulance District, for the purchase of a
replacement ambulance; and

WHEREAS, in response to such solicitation, the Town
received three bids; and

WHEREAS, the Town Board has reviewed the recommendation of
Brighton Volunteer Ambulance, Inc., which recommends the
rejection of the bid submitted by Gorman Emergency Vehicles,
Inc., which took complete exception to the bids specifications,
and it, and instead, recommends awarding the bid to North Eastern
Rescue Vehicles, Inc.; it is therefore

RESOLVED, that a memorandum dated August 16, 2011 from
Suzanne Zaso, Director of Finance, concerning the award of a bid
for an Ambulance, be received and filed, together with an
attachment thereto; and be it further

RESOLVED, the Town Board accepts the recommendation to
reject the bid submitted by Gorman Emergency Vehicles, Inc.,
based on its own acknowledgement that it took exception to all
elements of the bid specifications and based further on the risk
of additional injury in the event of a motor vehicle accident
involving the ambulance due to the materials used in the interior
of such ambulance, upon the recommendation of Brighton Volunteer
Ambulance, Inc., set forth in an undated summary of bids, and
therefore rejects the bid for the purchase of a replacement

ambulance received from Gorman Emergency Vehicles for its non-compliance with design specifications; and be it further

RESOLVED that the Town Board hereby awards the bid for the purchase of an ambulance to be used in service to the Brighton Ambulance Service District, to North Eastern Rescue Vehicles, Inc., the lowest remaining responsive and responsible bidder, at a bid amount of \$157,650.

Dated: August 24, 2011

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	_____



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

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: August 16, 2011
Subject: Award of Ambulance Bid
North Eastern Rescue Vehicles, Inc.

I request that Your Honorable Body authorize the award of the 2011 ambulance bid to the lowest responsible bidder, North Eastern Rescue Vehicles, Inc., 10 Dwight Park Drive, Syracuse, NY 13209 in the bid amount of \$157,650.

Other bidders were Specialty Vehicles in the amount of \$168,957 and Gorman Emergency Vehicles at \$149,500, whose bid was rejected due to non-compliance with design specifications. Brighton Volunteer Ambulance, who developed the technical specifications for the ambulance, has reviewed the bid responses of the bidders deemed to be responsive and recommended North Eastern Rescue Vehicles, Inc. be awarded the purchase contract (see BVA's recommendation memo).

This ambulance purchase was planned for in the 2011 Operating and Capital Budgets for the district. It is recommended that \$100,000 be financed through the issuance of short-term debt, \$50,000 from the district's 2011 operating budget, and the balance of \$1,650 from district fund balance.

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

Copy to: S. Frankel, W. Moehle, and Brighton Volunteer Ambulance

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 24th day of August, 2011.

PRESENT:

SANDRA L. FRANKEL,

Supervisor

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

Councilpersons

RESOLVED, that correspondence dated August 16, 2011 from Suzanne E. Zaso, Director of Finance, concerning a revision to the Town's Petty Cash Guidelines, be received and filed, together with a copy of the proposed revised General Petty Cash Fund Guidelines attached thereto; and be it further

RESOLVED, that the Town Board hereby approves the revised General Petty Cash Fund Guidelines, attached to the above-referenced correspondence, to increase the dollar limit per petty cash transaction from \$25 to \$40 and allowing reimbursement to employees for parking fees from such Petty Cash Fund.

Dated: August 24, 2011

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	_____

TOWN OF BRIGHTON
GENERAL PETTY CASH FUND
GUIDELINES FOR USE OF FUND

Purpose Statement

The Town of Brighton General Petty Cash Fund can be used by all Town departments to purchase miscellaneous, minimal cost items or services. Generally, items or services costing \$40 or less can be purchased through this fund. The General Petty Cash Fund, established at \$400, is intended to provide a more expeditious method for purchase of low cost items and/or services.

General Information

The General Petty Cash Fund seeks to provide a means by which departments can purchase minimal cost items without having to follow the normal process of preparing a Claim Voucher or Purchase Order. It is more efficient to issue one check for replenishment of the petty cash fund, than to issue multiple small dollar value checks directly to vendors. Use of the General Petty Cash Fund is a privilege granted to Town departments that do not abuse that privilege.

The General Petty Cash Fund **cannot** be used to pay for:

- State/County sales tax (the Town is exempt)
- Professional association membership fees
- Employee mileage
- Cashing of employee personal checks
- Items and services costing more than \$40

Custodian – Town Clerk

The Town Clerk will serve as the Custodian for the General Petty Cash Fund and has been empowered by the Town Board with the authority to disburse funds according to this Guideline. The Clerk shall assume that a department requesting release of petty cash monies has sufficient budget appropriations to enable the Finance Department to “charge” that department’s budget for the purchase to be made with petty cash fund monies. All requesting departments should be certain sufficient appropriations are available to fund the intended purchase (s) before requesting monies from the Town Clerk.

The Town Clerk will safeguard all petty cash funds as he/she does all other Town monies, will keep them separate from other monies, and shall balance the account at the end of each workday. The Clerk will document each petty cash transaction through use of a “Petty Cash Requisition Slip” (Exhibit #1), which shall be initially prepared by the requesting department.

Procedure for Purchasing an Item/Service Using Petty Cash

- 1) An authorized Town department employee, on determining a need to make a purchase appropriate to petty cash funds, must fill out a "Petty Cash Requisition Slip" including a description of the item/service, budget code to be charged, and the estimated cost.
- 2) The employee must have the purchase authorized by the person (s) responsible for managing that department's budget. The authorizing individual must be certain that sufficient appropriations are available to support the purchase. The Town Clerk will not release petty cash funds to employees that have failed to obtain an authorizing signature from the budget manager for the department.
- 3) Upon presentation of a properly prepared and authorized requisition slip, the Town Clerk will release cash to the employee making the purchase. Both the employee and Clerk will initial the requisition slip to signify that a cash transaction took place. The clerk will remind the employee that the Town is exempt from sales taxes and, if necessary, will provide an exemption form for use by the employee in the purchase. Sales taxes paid will be a personal expense of the employee.
- 4) The employee must obtain a legible receipt for the purchase and return the receipt to the Clerk, along with any change left from the amount of cash initially released. If the purchase was for more than the initial release, the employee will be reimbursed for the additional expense. Once the completed purchase transaction has been reviewed by the Clerk, the requisition slip will again be initialed by the Clerk, attached to the vendor's receipt, and filed.

Procedure for Replenishment of General Petty Cash Fund

- 1) The Clerk should request replenishment of the fund whenever the balance of the fund is \$40 or less. In requesting reimbursement, the Clerk must prepare a Town Claim Voucher and attach the accounting of departmental expenses paid from the fund since the last fund replenishment. The claim voucher should be signed by the Clerk (as Department Head) and forwarded to the Finance Department for review and processing for payment after the next Town Board meeting.
- 2) If during review of the claim, the Finance Department has questions regarding any purchases made, Finance will contact the purchasing department directly. Inappropriate purchases, such as those listed above, may become the personal expense of the purchaser who may be asked to reimburse the fund directly.
- 3) Once the claim has been processed, and when the Board has approved replenishment of the fund, a check will be issued to the Clerk as Custodian of the General Petty Cash Fund. The check should be promptly cashed and monies placed with the balance of the authorized amount of the fund.

Originally Prepared by Finance Department 4/93

Updated and Adopted by Town Board on 8/24/11