

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

**Meeting Date: Tuesday, February 14, 2017 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 31, 2017 meeting.
2. Executive Session – Employment of particular people.
3. Discussion regarding recruitment of a part-time Clerk II in the Sewer Department as authorized in the 2017 budget (see letter from T. Keef).
4. Budget Amendment (Fire Marshal) – Request from Tim Keef for Town Board action to transfer \$250 within the Fire Marshal 2017 budget for the replacement of a printer/scanner/fax machine (see letter from T. Keef).
5. Declare Truck Surplus for Auction and Trade-In Two Bobcat Skid Steer Loaders - (Sewer) – Request from Tim Anderson for Town Board action to declare one dump truck as surplus for auction and trade-in two Bobcat skid steer loaders for new loaders as part of the Bobcat Equipment Buy Back Program (see letter from T. Anderson).
6. Bid Award for Street Light Maintenance (Public Works) – Request from Tim Keef for Town Board action to award a bid to M.L. Caccamise Electric Corporation in an amount not to exceed \$9,400 to provide electrical maintenance services to Town street lights for 2017 and to authorize up to three one-year renewals administratively (see letter from T. Keef).
7. Bond Resolution for Drainage District Improvements (Finance Dept.) – Request from Suzanne Zaso for Town Board action to adopt a bond resolution in the amount of \$23,000 to support drainage improvements in the newly created Susquehanna Road & Northumberland Road Drainage District (see letter from S. Zaso).
8. Discussion with Elaine Ainsworth regarding opting out of an exemption from Real Property Taxes for solar and wind energy farms.

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 28, 2017 at 3:30 pm**, in the **Downstairs Meeting Room** of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

Public Works Department

Commissioner of Public Works - Tim Keef, P.E.

4.



Town of

Brighton

Mary Ellen Petri
Office Clerk

February 7, 2017

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Printer/Scanner/Fax Machine for Fire Marshal's Office

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to transfer \$250 from A.DPW.3410 4.41, which is Maintenance/Repair Service to A.DPW.3410 2.11, Office Equipment, for the purchase of a new printer/scanner/fax machine for the Fire Marshal's Office.

Thank you in advance for your consideration. I will be in attendance at your regularly scheduled February 14, 2017 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK:mep

cc: S. Zaso



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Highway Department
Commissioner of Public Works – Tim Keef, P.E.

Tim Anderson
Deputy Highway
Superintendent

February 9, 2017

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

Re: Authorize Disposal of Equipment

Honorable Members:

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

2002 Sterling dump truck w/plow equipment	Asset #K52242
2016 Bobcat Skid Steer Loader	S/N ALJ817542
2016 Bobcat Skid Steer Loader	S/N ALJ817543

I further recommend that I be authorized to dispose of the dump truck with plow equipment through Roy Teitsworth, Inc. at a municipal auction scheduled for May of this year; and to trade the two Bobcat skid steer loaders for two new (2017 model year) Bobcat skid steer loaders as part of Bobcat's equipment buyback program.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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

6.

Public Works Department



Tim Keef, P.E.
Commissioner of Public Works

February 13, 2017

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Award of Contract
Street Light Maintenance

Dear Chairperson DiPonzio and Committee Members:

I recommend that a bid be awarded for the above services to the low, responsive and responsible bidder, Caccamise Electric Corporation, in an amount not to exceed \$9,400.00. It is further recommended that the Supervisor be authorized to renew this contract for an additional three one year periods. The bid was publicly advertised and opened, all as required by law. Funds are available in the 2017 budget, A.DPW 5182 4.41 and 4.49 accounts for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 14, 2017 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wp

attachments

cc: T. Anderson
A. Banker
S. Zaso
M. Hussar

FASC.HWY.STREET.LIGHT.MAINT.AWARD.2017.01N

7.

Finance Department



Suzanne Zaso
Director of Finance

February 10, 2017

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

Re: Bond Resolution - Susquehanna Rd & Northumberland Rd Drainage District

Dear Honorable Members,

An order was recently received from the Office of the State Comptroller approving the establishment of the Susquehanna Road & Northumberland Road Drainage District. The purpose of the formation of this district was to fund drainage improvements to benefit the property owners in the district. The estimated cost of this improvement project to the district, as detailed in the engineering report, is \$23,000. I am recommending that the Town Board adopt a bond resolution, as prepared by bond counsel, for \$23,000 to provide financing for the project.

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

Sincerely,

Suzanne Zaso
Director of Finance