

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

**Meeting Date: Wednesday, August 2, 2017 (8:30 am)
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the July 19, 2017 meeting.
2. Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 7, 2017. Total amount for these services are not to exceed \$510 (see letter from M. Henderson).
3. Budget Transfer for Police Vehicle (Police/Finance) – Request from Suzanne Zaso for Town Board action to transfer \$30,000 from Police wages to vehicles to purchase a replacement motorcycle for the department (see letter from S. Zaso).
4. Appointment of Office Clerk III (Recreation) – Request from Rebecca Cotter for Town Board action to appoint Linda Leavitt to the permanent position of Office Clerk III pursuant to Civil Service procedures (see letter from R. Cotter).
5. Budget Transfer for Payment Drop Box (Town Clerk) – Request from Daniel Aman for Town Board action to transfer \$760 within the Receiver of Taxes 2017 budget to purchase a drop box for payments of taxes and dog licenses (see letter from D. Aman).
6. Capital Improvement Plan for 2018–2020 – Request from Suzanne Zaso for Town Board action to adopt the proposed 2018-2020 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts (see letter from S. Zaso.)
7. Discussion on public hearing for improvements and equipment purchase in the Consolidated Sewer District.

The next regularly scheduled meeting of the FASC will be held Wednesday, August 16, 2017 at 8:30 a.m. in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

July 31, 2017

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

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians, for veterinary and related services to be performed at our annual Rabies Clinic on Saturday, October 7, 2017. The terms and rates for the services provided pursuant to this agreement are unchanged from last year, with a total amount for services not to exceed \$510.00. There is sufficient funding in the 2017 Animal Control budget to support this request.

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

Sincerely,

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

Mark T. Henderson
Chief of Police

MTH:dm

c: Captain Robert Cline
Bruce Blackman, Animal Control Supervisor

3

Finance Department



Town of

Brighton

Suzanne Zaso
Director of Finance

July 31, 2017

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

RE: Budget Transfer for Police Motorcycle Replacement

Dear Board Members:

The Police Department is requesting the replacement of a 1997 Harley Davidson Motorcycle as part of their 2018 Capital Improvement Plan (CIP). Due to a retirement in the department this past spring of a senior staff member, I am estimating that the department will have an excess at year-end 2017 of \$45,000 in total budgeted wages. I am recommending that the Town Board authorize a budget transfer to use a portion of these funds to replace this motorcycle in 2017, thereby removing it from the 2018 CIP request.

My formal request to the Town Board is to authorize the transfer of \$30,000 from Police full-time wages (A.POLCE.3120 1.10) to the Police vehicles account (A.POLCE.3120 2.22) to purchase a replacement motorcycle.

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

Sincerely,

Suzanne Zaso
Director of Finance

Cc: Chief Mark Henderson
J.P. O'Brien



4.

Recreation Department

Rebecca Cotter
Recreation Director

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

Dear Board Members:

I respectfully request that the honorable Town Board approve the appointment of Ms. Linda Leavitt as the Permanent Office Clerk III for the Town of Brighton Recreation Department. Ms. Leavitt has successfully completed the Office Clerk III exam (OC3-610-17) as required by Monroe County Civil Service. All required Civil Service procedures have been followed in making this recommendation. Ms. Leavitt has successfully been working in this position since March 30, 2017. Ms. Leavitt will remain on probation for a period of 52 weeks as required by Civil Service Rule XVI. We are pleased to be making this request to the Board. Ms. Leavitt has been a tremendous addition to the Department.

Thank you for your time and consideration in this matter. Please let me know if you have any questions that I may assist you with.

Sincerely,

Rebecca J. Cotter
Recreation Director
Town of Brighton

Cc: Tricia Van Putte, Human Resources Manager
Suzanne Zaso, Finance Director
Mary Ann Hussar, Assistant to the Supervisor



Office of the Town Clerk ^{5a.1}

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

MEMORANDUM

To: Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Daniel Aman, Town Clerk and Receiver of Taxes
Date: July 21, 2017
Subject: payment drop box

In my continuing efforts to improve the service we provide our residents, I would like to purchase a payment drop box. This will allow residents to drop off payments (by check only) for taxes and dog licenses. The box would be installed on the outside wall of Town Hall at an ADA accessible height next to the primary accessible entrance (#9) to the building. This location is within the view of the existing security cameras. I have attached information on the payment box that has been selected.

To support this purchase, I will need the Town Board to approve a budget transfer from A.CLERK.1330 4.83 to A.CLERK.1330 2.60

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

Cc: MAH



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450-OW
\$1,039.00

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400-OW



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Includes:

- **Model 400-OW**
 - Cap and cabinet is 12 x 8 x 22 inches tall
 - Capacity: 100+ Payments
 - Slot opening: .25" x 6.5" wide
 - Industrial hinged door
 - Brass works lock
 - (2) double-bitted keys
 - Strong cam
 - Lock cover
 - Floor liner - keeps payments off the bottom of the unit
 - Rainshield (installed above payment slot)
 - (3) black signs: "PLACE PAYMENTS HERE", "DO NOT USE CASH" and "THANK YOU"
- **ID Plate**
 - 1.25 x 8.5 inch wide, engraved with your name

Installation Hardware available for an additional purchase. Select the option to right.

+ OTHER DETAILS

100+ PAYMENTS

\$756.00

* Please enter the name you want on your ID Plate:

TOWN OF BRIGHTON

CLOSED Slot Cover (+\$37.00):

"CLOSED" cover to go over the slot.

Double Lock Door Panel (+140.00):

with (2) eight tumbler, all brass works locks and (2 for each lock.

Wide Slot Entry Panel (+111.00):

Wide Slot Entry Panel .75 x 8.75 inch wide slot on duty, stainless steel rainshield installed above slot.

(4) Stainless Steel Wedge Anchors (+8.00):

(4) 3/8" x 3" stainless steel wedge anchors for inst the wall.

(4) Stainless Steel Wedge Anchors - brick (+24.00):

(4) 1/2" x 3 1/2" stainless steel wedge anchors for cabinet to a brick wall.

Envelope Holder (10.5" x 4.5") - 25 capacity (+\$199.00)

[25 capacity] - Holds #6 1/4, #6 3/4, #7, #7 3/4, #8 envelopes.

Envelope Holder (8" x 4.5") - 25 capacity (+\$199.00):

[25 capacity] - Holds #6 1/4, #6 3/4 and #7 envelo

Extra Large Envelope Holder (10.5" x 4.5") - 100 capac

[100 capacity] - Holds #6 1/4, #6 3/4, #7, #7 3/4, #8 envelopes.

Custom Vinyl Message and or Color (+\$45.00):

Custom Vinyl Message and/or Color

Ocean Front Finish (+\$296.00):

Ocean Front Finish powder coat salt resistant finis pedestal, or pair of protector posts. (If you choose this choose the Powder Coat Entire Cabinet option.)

5c.

+ FIND SIMILAR PRODUCTS BY CATEGORY

+ PRODUCT REVIEWS

Powder Coat entire cabinet (+\$296.00):

Powder Coat the entire cabinet one color.

Extra Set of Keys (+\$26.00):

Extra set of keys for your access door.

Quantity

1 ▼

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ADD TO WISHLIST

Pin it G+



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\$547.00

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450-OW
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Choose Options



400-DOC
\$1,442.00

Choose Options



300-C
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CONTACT

American Security Cabinets
 2605 5th Street North
 St. Cloud, MN 56303
 888-268-0295

Hours:
 (8:00 AM – 5:00 PM CST)

FOLLOW US ON



6.

Finance Department



Suzanne Zaso
Director of Finance

August 1, 2017

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

RE: Capital Improvement Plan Adoption for 2018-2020

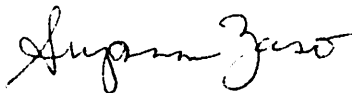
Dear Board Members:

I am recommending that Your Honorable Body adopt the attached proposed 2018-2020 Capital Improvement Plan (CIP). This annually updated planning tool has been subject to the review of the Finance and Administrative Services Committee, the Supervisor's Budget Review Task Force and the Sustainability Oversight Committee.

We believe the proposed 2018-2020 CIP meets all critical Town and Special District capital needs for infrastructure management, park planning and development, major equipment purchases and replacements, and Town facility improvements and repairs. However, it is important to note that the CIP serves primarily as a financial planning tool and that the Capital Budget for each of these years ultimately determines the level of cash capital funding to be provided in each year.

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

Sincerely,



Suzanne Zaso
Director of Finance

Attachment