

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

Meeting Date: Tuesday, April 17, 2012 (3:30 pm)

Location: Stage Conference Room, Brighton Town Hall

1. Solicit proposals for Professional Architectural Services (Recreation Dept.)
– Request from Jerry LaVigne for Town Board authorization to seek requests for proposals for professional architectural services to determine the cost of renovating the Western barn on the Buckland Expansion Parcel as a possible site for the Winter Farmers Market. \$250,000 in funding is available for this project through a New York State grant (see letter from J. LaVigne).
2. Declare Police K-9 Equipment as Surplus and Authorize Sale (Police Dept.)
– Request from Chief Mark Henderson for Town Board action to declare various Police K-9 items as surplus and sell them to the Village of Medina Police Dept for \$250. The K-9 unit was disbanded about five years ago and there is no immediate plan to restore the unit (see letter from M. Henderson).
3. Recruit Two Part-Time On-Call Security Attendants (Court) – Request from Dianne Burdett to hire two on-call Court Attendant positions and to amend the Court's Table of Organization for the same. The Court currently employs 5 part-time Court Attendants working an average of 5 hours a week. The additional positions would be budget neutral as they would only be providing coverage in lieu of the regularly scheduled Attendant(s) (see letter from D. Burdett).
4. Declare Vehicle Surplus and Authorize Sale at Auction (DPW) – Request from Tim Keef for Town Board action to declare one 2000 Ford Crown Victoria surplus due to its high mileage and maintenance costs and to authorize for sale at auction (see letter from T. Keef).
5. Accept Donations for Ambulance and Brighton Fire Services (Finance) – Request from Suzanne Zaso for Town Board action to accept two donations in the amount of \$250 each to support ambulance and fire services in Brighton and to forward the fire donation to the Brighton Fire District (see letter from S. Zaso).
6. Funds Transfer Agreement for Service Awards Program (WBFPD) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute a Funds Transfer Agreement between the W. Brighton Fire Protection District and Bank of America relating to transfers of funds for payments of benefits to eligible participants of the W. Brighton Fire District Service Awards Program (see letter from S. Zaso).

7. Collateral Agreement with First Niagara Bank and JPMorgan Chase (Finance) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute an agreement with First Niagara Bank and JPMorgan Chase for JPMorgan Chase to hold securities pledged by First Niagara to secure the Town's deposits and investments at First Niagara Bank above the FDIC limits (see letter from S. Zaso).

*There will be a special FASC meeting **Thursday April 19, 2012, at 3:00 p.m.**, to be held in the Downstairs meeting room of the Brighton Town Hall to review the Town of Brighton 2011 Audited Financial Statements.

The next regularly scheduled meeting will be held **Tuesday May 1, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



TOWN OF BRIGHTON

RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381



April 9, 2012

Finance Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Finance Committee Members:

I respectfully request your permission to seek professional architectural services to access the costs of renovating the western barn on the Buckland expansion parcel. This barn has been identified as a possible site for the winter Farmers Market. In order to make the proper assessment of this building, we need to have a licensed architect include all the amenities needed for public use. As you are aware, the Town has received a \$250,000 grant from NYS Department of Agriculture and Markets to rehab this building, and this funding can be used to cover architectural fees.

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

Sincerely,

Jerry LaVigne
Director of Parks and Recreation

Cc: T. Keef



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

April 17, 2012

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

Dear Board Members:

The Brighton Police Department disbanded the police K-9 Unit approximately five years ago. As a result there are many items associated with the K-9 Unit that are currently in storage. Due to the financial costs associated with a K-9 Unit, I have no immediate plan to restore the K-9 Unit.

On March 27, 2012 I received a communication from Chief Jose Avila of the Village of Medina Police Department, inquiring as to the possibility of securing used K-9 items for their police agency. They have an officer who has solicited donations and recently received Village approval to start a K-9 Unit.

Attached to this communication is a Memorandum from Sergeant Walter Bruzda identifying the K-9 items and their estimated value that are currently in storage at the Brighton Police Department. A number of these items have extensive wear and the total value has been estimated to be approximately \$800.00. The Village of Medina has offered to buy these items for \$250.00.

I hereby request that the Honorable Town Board declare the items outlined in the Memorandum as surplus and that I be allowed to sell these surplus items to the Village of Medina Police Department for \$250.00.

Respectfully,

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

Mark T. Henderson
Chief of Police

26.

**TOWN OF BRIGHTON
Police Department**

MEMORANDUM

To: Cpt. Cline

From: Sgt. Bruzda

Subject: K-9 Equipment Inventory

Date: 04/12/12

I have reviewed the inventory of K-9 equipment as listed in my previous memo. In the revised list included here I have highlighted items that are in unused or like-new condition. Based on that, I have valued those items at their retail price. All other items are in used condition. All used items listed here appear, in my opinion, to still be functional and ready for use. However, I have been unable to find comparable values for used K-9 equipment. Therefore, I have set a value at approximately half the retail price for each item, with the exception of items that appear to have more wear and tear on them. I have estimated the values of these items. Due to the rigorous nature of K-9 training and use, the sale of used items (other than vehicle related pieces) appears non-existent. The values listed here are only estimates based on my research and experience.

Sgt. W. Bruzda

Lc.

K-9 Equipment
(as of 03/30/2012)

1 - Akah leather lead 16mm x 10m		approx. \$100
1 - Snare 'Em pole	NEW \$69.95	USED \$20.00
1 - Ray Allen bite sleeve, gray arm	NEW\$119.95	\$50.00
1 - Ray Allen bite sleeve, black arm	NEW\$199.95	\$100
2 - Jute bite sleeve cuffs		\$37.95 each
1 - Leather patrol lead	NEW\$38.95	\$10.00
1 - 6" Leather lead	NEW\$24.95	\$10.00
3 - 3' Leather leads, twisted grip		\$20.95 each
1 - Padded leather tracking harness	NEW\$79.95	\$25.00
1 - 8" leather tab		\$10.95
1 - 26" Leather lead	NEW\$24.95	\$10.00
1 - 3' Nylon lead	NEW\$16.95	\$5.00
1 - Ray Allen scratch pants	NEW\$339.95	\$150.00
1 - Nylon long lead		\$26.95
1 - Nylon long lead	NEW\$19.95	\$10.00
1 - Nylon long lead, with grip weave	NEW\$18.95	\$5.00
1 - Whip, with spare end		\$29.95
1 - Leather muzzle, large	NEW\$119.95	\$50.00
1 - Ray Allen first aid kit (bag only)		(unknown value)
1 - Nylon collar	NEW\$11.95	\$5.00
1 - 2" Leather collar	NEW\$44.95	\$22.00

2d.

4 - Nylon training bags, large	\$10.00
4 - Nylon training bags, small	\$10.00
1 - Wooden stick	\$2.95
9 - PVC drug probes	\$10.00
Total of all items	\$811.55

Vehicle inserts

2 - E-Z Rider K-9 Transport units by American Aluminum Accessories.
Used value, approximately \$400 each.

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JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

<http://www.townofbrighton.org>

JUSTICES
KAREN MORRIS
JOHN A. FALK

COURT ADMINISTRATOR
DIANNE BURDETT
ASSISTANT COURT CLERK
MARY JO SCHILLER

April 11, 2012

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

Dear Finance and Administrative Committee Members,

The court is seeking permission to hire two on call court attendant positions and to amend our table of organization reflecting this requested change. While the department is authorized and funded for six court attendants, we currently employ only five, each working on average 5 hours/week. Due to illness or scheduled vacations, the security in the court becomes compromised when an officer(s) is unable to work. On Monday when both courts are in session, we are in need of all five officers for adequate security and control. To accommodate the future needs of the court, we would like to have the capability to call-in an officer(s) on a stand- by basis when the need arises. The additional positions would be budget neutral as they would only be providing coverage in the instance when a regularly scheduled officer is unavailable.

In summary, we are seeking approval to recruit two part-time on-call security attendants and to amend our table of organization to reflect this change.

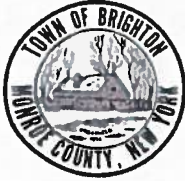
Thank you for your consideration of this request.

Sincerely,



Dianne Burdett
Administrative Court Clerk

cc: Mary Ann Hussar
 Gary Brandt
file



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Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618
PHONE: (585)784-5250 FAX: (585) 784-5368

April 16, 2012

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

re: Declaration of Surplus Vehicle

Dear Chairman Werner and Committee Members:

I request that a 2000 white Ford Crown Victoria, license plate #K14620, Vin # 2FAFP71W7XY196071, with 85,938 miles be declared surplus and sent to auction for disposal. This car has most recently served the Fire Marshal's office as a pool vehicle and, while this vehicle has not met the minimum mileage threshold guidelines that we have established (90,000 miles), it has become a high maintenance item and also experienced a small car fire last year due to its age and deteriorated condition.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 17, 2012 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

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



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

5.

April 16, 2012

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

Re: Acceptance of Donations for Ambulance and Fire Services

Dear Honorable Members:

I am recommending that your Honorable Town Board accept two donations in the amount of \$250 each in support of ambulance services and fire services in Brighton. These donations were received from Mr. and Mrs. William R. Harper through the Rochester Area Community Foundation.

In that the donation to support fire services is to benefit those in the Brighton Fire District, I request that the Town transfer these funds to such district.

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

Sincerely,

A handwritten signature in cursive script that reads "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance

Xc: W. Moehle
K. Gordon



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

A handwritten mark consisting of a circle with a stylized letter 'S' or 'Z' inside, possibly representing the initials of Suzanne Zaso.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: April 16, 2012
Subject: Bank of America Funds Transfer Agreement for
Service Awards Program

I request that Your Honorable Body authorize the Supervisor to execute an agreement with Bank of America authorizing representatives of the Town to transfer funds as needed relating to benefits payable to participants of the West Brighton Fire Protection District's Service Awards Program.

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: W. Moehle, K. Gordon



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

A handwritten signature in blue ink, appearing to be "S. Zaso", enclosed within a blue circular scribble.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *SZ*
Date: April 16, 2012
Subject: First Niagara Bank Collateral Agreement

I request that Your Honorable Body authorize the Supervisor to execute a Third Party Custodial Agreement with First Niagara Bank to secure uninsured deposits over the FDIC amounts. The third party custodian for this agreement is JPMorgan Chase Bank. This agreement will replace the existing agreement with HSBC Bank as First Niagara Bank will be acquiring the HSBC accounts held by the Town in May of 2012.

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: W. Moehle, K. Gordon