

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

**Meeting Date: Tuesday, October 1, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Change Order for Fire Alarm System (Public Works) – Request from Mike Guyon for Town Board authorize to allow the Supervisor to execute a change order with Kaplan-Schmidt Electric, Inc. in the amount of \$24,036 to install heat/smoke detection system within the truck bays at the DPW Operations Center and to provide required cables and contactors for the security/intrusion system (see letter from M. Guyon).
2. Contract for HVAC Services (Public Works) – Request from Tim Keef to authorize an agreement with Crosby-Brownlie Inc. (the current Monroe County contract service provider) to provide maintenance and repair services to HVAC systems at Town Hall and the DPW Operations Center (see letter from T. Keef).
3. Budget Transfer for Pool Repairs (Recreation) – Request from Rebecca Cotter for Town Board authorization to transfer \$6,000 from Recreation PT wages to inter-department charges –Sewer in the amount of \$4,000 and \$2,000 to Recreation facility improvements to pay for repairs to the Town's outdoor pool by the Sewer Department staff (see letter from R. Cotter).
4. Appointment of On-Call Part-Time School Traffic Guard (Police Dept.) – Request from Chief Mark Henderson for Town Board action to approve the appointment of Ms. Suzy Jensen to the vacant position of on-call part-time School Traffic Guard effective October 14, 2013 at a Pier Diem rate of \$49.84 (see letter from M. Henderson).
5. Appropriation of Forfeited Property Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the appropriation of \$3,165 to expense account A.POLCE.3125 2.17 (law enforcement equipment) to be fully supported by a transfer from forfeited property funds (A 889.JSTCE) to purchase a GPS tracking unit (see letter from M. Henderson).
6. Exception to Procurement Policy (Police Dept.) – Request from Chief Mark Henderson for Town Board approval of an exception to the Town's procurement policy relating to the purchase of a GPS tracking unit (see letter from M. Henderson).
7. Appropriation of Forfeited Property Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the appropriation of \$147.87 to expense account A.POLCE.3125 2.17 (law enforcement equipment) to be fully supported by a transfer from forfeited property funds (A 889.JSTCE) to pay for special shipping costs for training equipment previously approved for purchase (see letter from M. Henderson).

8. Accept and Appropriate Donation (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept and appropriate a \$500 donation from Vision Automotive Group into Police program supplies to be fully supported by an increase in donations. Funds will be used for the Brighton Police Youth Explorer Program (see letter from M. Henderson).
9. Appropriation for Sidewalk Program (Finance Dept.) – Request from Suzanne Zaso for Town Board authorization to appropriate \$8,107.11 from the Consolidated Sidewalk District fund balance to the sidewalk construction/repairs account for lawn restoration expenses relating to 2011 repairs (see memo from S. Zaso).
10. Professional Services Agreement for Borrowing and Fiscal Advising Services (Finance Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a professional services agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services for the next 9 months. Fees for these services will not change from the existing agreement with Municipal Solutions (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, October 15, 2013, 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

1a.

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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

7, 2013

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

Re: Replace Town Hall Facility & Operations Center Fire Alarm and Security System
Request for Change Order

Dear Councilperson Werner and Committee Members:

In November 2010 the Town contracted with M/E Engineering to prepare construction documents to replace the existing Town Hall and Operations Center fire alarm and security systems. This project was publicly bid in November 2012 and the Town Board awarded the construction of the alarm system to Kaplan-Schmidt at their 12/27/12 meeting. The bid amount \$140,700 was well below the Capital Improvement Plan budget of \$296,945.

The Town Hall facility construction phase of the fire alarm system is complete excepting the intrusion system improvements. The replacement of the existing fire alarm system at the Operations Center is underway. During the Operations Center installation it was discovered that the contract documents did not include the replacement of the existing fire alarm system within the truck bays. The existing alarm system is incompatible with the new system and requires replacement. Therefore, a new fire alarm/smoke detection system must be extended to serve the truck bays. Upon discovery of this oversight, M/E Engineering designed a fire alarm system for the truck bay area and obtained a price quote of \$15,936 from the contractor Kaplan-Schmidt to complete the work. A copy of the price quote is attached.

Additionally, during the installation of the Town Hall security/intrusion system the contractor discovered several door contactors that were inadvertently overlooked during the system design. M/E Engineering has obtained a price quote from the contractor to provide additional cable and contactors. A price quote of \$8,100 was provided by the contractor, Kaplan Schmidt, to complete this work.



Replace Town Hall Facility & Operations Center Fire Alarm and Security System

September 27, 2013

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1b.

The installation of the fire alarm system in the truck bays and the installation of the additional contactors were not included in the original contract amount of \$140,700. If authorized by the Town Board the new contract amount will be \$164,736.00.

I am requesting that FASC recommend that the Town Board approve a change order in the amount \$24,036 to install a heat/smoke detection system within the truck bays at the Operation Center and provide the required cables and contactors for the security/intrusion system. Furthermore I am requesting that FASC recommend that the Supervisor be authorized to execute this change order.

As always, thank you for your consideration. A representative from M/E Engineering and I will be in attendance at the October 1, 2013 regularly scheduled meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon
Town of Brighton Department of Public Works

cc: S. Zaso
 T. Keef
 K. Hall



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

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September 27, 2013

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

re: Authorize HVAC Service Agreement
Monroe County Bid - Mechanical Term Services

Dear Chairman Werner and Committee Members:

We have been recently informed by Monroe County that it will no longer be providing support services to the Town for the maintenance and repair of our HVAC systems at the Town Hall and DPW Operations Center. This is due to the increased demand of services the County's staff is now obligated to attend to for its own facilities. While this is an unfortunate development due to the timing and the uncertainty of the impacts to our budget in this regard, there is a mechanical term services item on County contract that essentially provides the necessary scope of services for our needs, which we can take advantage of. Furthermore, the County wishes to curtail these services as quickly as we can mutually agree to do so (tentatively October 30th). Therefore, it is recommended that we pursue instituting provisions to insure that we have the necessary coverage for servicing our equipment needs and enter into an agreement with the County's low bidder, Crosby-Brownlie, Inc.. There will be the remaining funds in the 2013 budget for the balance of this year, and monies have been included in the tentative 2014 budget for this purpose. Again, the exact fiscal impact realized is dependent upon the number of calls made for service and is not yet fully known. However, it will most likely be greater than what we have experienced with the County due to various factors.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 1, 2013 meeting in the event that you have any questions regarding this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read "T. Keef".

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

TEK/wp

attachment

cc: K. Hall
M. Hussar
S. Zaso
A. Bunker
K. Gordon



TOWN OF BRIGHTON

RECREATION & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Rd.
Rochester, NY 14618
www.townofbrighton.org

(585) 784-5260

Fax: (585) 784-5365

TTY: (585) 784-5381

(3)

September 23, 2013

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

Dear Board Members:

The Town of Brighton Sewer Department has evaluated the Outdoor Pool and has concluded that all required repairs needed for the pool can be done utilizing Sewer Department Staff, Materials and Equipment. Doing the repairs "in house" will result in a great cost savings for the Town.

I respectfully request your permission to transfer \$6,000 from A. Rec 7310 1.20 (Part Time Wages) to cover the costs of the repairs including materials and manpower. \$4,000 to go to A. Rec. 7310 4.02 (Inter Department Sewer Charges) to cover staff, equipment expenses and \$2,000 to go to A. Rec. 7310 2.60 (Facility Improvements) to cover necessary supplies and materials for the repair.

This budget transfer will allow us to complete the repairs utilizing the 2013 budget. Please let me know if you have any questions or concerns I may answer for you.

Sincerely,

A handwritten signature in cursive ink, appearing to read "R. Cotter".
Rebecca J. Cotter
Recreation Director
Town of Brighton



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

September 23, 2013

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

RE: ON CALL CROSSING GUARD

Dear Board Members,

There currently exists a vacancy in the position of School Traffic Guard (Part-Time) *On-Call*. After an extensive search for candidates, Mrs. Suzy Jensen has been chosen to fill this vacancy.

Mrs. Jensen is a resident of the Town of Brighton who resides on Eastland Avenue.

I request that the Honorable Town Board approve the appointment of Mrs. Suzy Jensen to the position of School Traffic Guard (Part-Time) *On-Call*, effective October 14, 2013, at a Pier Diem rate of pay of \$49.84 per day as defined by the 2013 Salary/Wage Schedule Flat Salaried Positions for a probationary period of fifty-two weeks (52).

Sincerely,

A handwritten signature of 'Mark T. Henderson' is written over a horizontal line.

Mark T. Henderson
Chief of Police

xc: Gary Brandt, Director of Personnel
Suzanne Zaso, Director of Finance



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

September 24, 2013

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

RE: PURCHASE USING SEIZED ASSETS ACCOUNT

Dear Board Members:

I hereby request that an amendment be approved to the 2013 Police Department operating budget to provide for sufficient appropriations for the purchase of the following item:

Investigative Equipment \$3,165.00

(Presidio A102 Gold All-in One GPS Tracking Unit and service package with Pelican Case)

This investigative equipment is the same equipment used by Monroe County and the City of Rochester to assist in investigations.

I propose that the Proceeds of Forfeited Property be used to fund this purchase. I request that appropriations in account **A.Police.3125.2.17 (Law Enforcement Equipment)** be increased by **\$3,165.00**. The total expenditure will be supported with the use of Forfeited Property account **A.889.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for the purpose of these purchases is appropriate.

Respectfully,

Mark G. Henderson

Mark T. Henderson
Chief of Police



Town of Brighton

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



Mark T. Henderson
Chief of Police

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

September 24, 2013

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

**RE: EXCEPTION FROM THE TOWN OF BRIGHTON PROCUREMENT
POLICY**

Dear Board Members:

I hereby request that an exception be made to the Town of Brighton procurement policy to allow for the Police Department to purchase a brand specific, *Presidio A102 Gold All-in One GPS Tracking Unit and service package with Pelican Case*, without seeking additional quotes from competing equipment vendors. We have dealt directly with a representative from Presidio Systems Engineering of Orlando, Florida to secure a price quote.

This Presidio Company provides quality and proven GPS tracking equipment. The unit that the Brighton Police Department will be purchasing is the same equipment used by Monroe County and the City of Rochester to assist in investigations. Members of the Brighton Police Department have used this equipment in the past and are familiar with its operation.

The total expenditure of **\$3, 165.00** will be fully supported with the use of Forfeited Property from account **A.889.JSTCE**.

Respectfully,

Mark T. Henderson
Chief of Police



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**

September 27, 2013

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

RE: SHIPPING COSTS USING SEIZED ASSETS ACCOUNT

Dear Board Members:

I hereby request that an amendment be approved to the 2013 Police Department operating budget to provide sufficient appropriations for the following item:

Shipping Costs for Training Equipment \$147.87

In July you approved the purchase of training equipment utilizing funds from the Forfeited Property account. At the time of purchase the shipping costs were not calculated in the purchase of the equipment. Due to the volatile nature of the product, mandatory hazardous material shipping and handling charges were added. The total shipping costs were \$147.87

I propose that the Proceeds of Forfeited Property be used to fund this charge. I request that appropriations in account **A.POLCE.3125.2.17 (Law Enforcement Equipment)** be increased by **\$147.87**. The total expenditure will be supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

Marie ~~Hender~~ _____

Mark T. Henderson
Chief of Police



Town of Brighton

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



8a.

Mark T. Henderson
Chief of Police

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

September 30, 2013

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

Re: Donation

Dear Board Members:

Recently, the Police Department received a donation of \$500.00 from the Vision Automotive Group/ Vision Hyundai. The donation was directed to be used for costs associated with the Brighton Police Youth Explorer Program.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2013 Police Department Operating Budget. I further request that the 2013 Police Department Operating Budget be amended to increase line **A.POLCE 3120 4.18 Program Supplies** by \$500.00 to be fully supported by an increase in **A.POLCE 3120.2705 Gifts and Donations**. I have attached a copy of my letter to the Vision Auto Group expressing the department's gratitude for this generous donation.

Sincerely,

A handwritten signature of Mark T. Henderson in black ink.

Mark T. Henderson
Chief of Police

attachment



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

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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *AS*
Date: October 1, 2013
Subject: Budget Appropriation for Sidewalk Program Lawn Restoration

In March 2011 the Town Board authorized a contract with Emerald Services of WNY Inc. to provide sidewalk replacement and repair services for 2011. The total contract award inclusive of change orders was not to exceed \$247,280 (of which only \$139,727.52 was spent). At year end 2012 we believed that all payments to Emerald were made in full so the balance on the original \$148,012.79 2011 purchase order was closed to fund balance (with \$8,107.11 going back to the consolidated sidewalk district fund balance). We have recently been made aware of additional lawn restoration services that were and still need to be performed relating to the 2011 sidewalk program in the district. Therefore, I am requesting that funds be re-appropriated from fund balance to pay for these services.

The formal action requested of the Town Board is to authorize an appropriation in the amount of \$8,107.11 into account SK.SWLKD.5211 2.65 (sidewalk construction/repairs) from fund balance in the consolidated sidewalk district (SK 909).

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.

Cc: T. Anderson
A. Banker
T. Keef

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SUZANNE ZAS, 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 *AS*
Date: September 30, 2013
Subject: Professional Services Agreement with Municipal Solutions, Inc.
for Financial Advising and Bonding Services

I request that Your Honorable Body authorize the Supervisor to execute an agreement with Municipal Solutions, Inc. for the provision of services in connection with Bond Anticipation Notes and Serial Bonds borrowings.

Fees for each service are outlined in the agreement and vary depending on the amount and type of borrowing. These fees have remained the same from the previous agreement. Fees for these services are apportioned to each related capital project or fund.

For a number of years, the Town has utilized the services of Municipal Solutions, Inc. (previously David Allardice) and has been very pleased with the service the Town of Brighton has received. This new agreement would be good for 9 months upon execution.

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. A copy of the proposal is enclosed for your review.