

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

**Meeting Date: Tuesday, October 15, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Disposal of Fixed Assets (Info Systems) – Request from Sue Wentworth for Town Board action to dispose as junk various computer equipment (see memo from S. Wentworth and accompanying list of assets).
2. Budget Transfer (Fire Marshal) – Request from Suzanne Zaso for Town Board action to authorize a transfer of \$670 from Contracted Services in the Finance Office budget to Vehicle Set-up in the Fire Marshal budget to cover the cost to repair vehicle lights and for vehicle markings (see memo from S. Zaso).
3. Renewal Contract with Mohawk Valley Community College (MVCC) (Highway Dept.) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an agreement with MVCC to continue to provide training and certification for the one-person snow plow program for the period of October 1, 2013 through March 31, 2014 at a total cost not to exceed \$5,370. MVCC is the sole provider of these services (see letter from T. Keef).
4. Bid Award for Library Rooftop HVAC Unit and Appropriation of Repair Reserve Funds (Public Works/Finance) – Request from Chad Roscoe for Town Board action to award a bid in the amount of \$108,000 to Pipitone Enterprises, LLC to replace the existing multi-zone HVAC unit on the Library roof and to authorize the Supervisor to execute the contract along with any change orders that do not collectively exceed 10% of the awarded contract price. An appropriation of \$53,000 from the Repair Reserve is requested from Suzanne Zaso to fund the additional cost for the unit, engineering, and installation beyond the \$75,000 obtained through a BAN. A public hearing is required to appropriate the reserve funds (see letters from C. Roscoe and S. Zaso).
5. Amendatory Agreement with City of Rochester for Final Design and Right-of-Way Acquisitions for Highland Crossing Trail Project (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute a contract with the City of Rochester for costs associated with the final design and for right-of-way acquisitions pertaining to the Highland Crossing Trail (see letter from M. Guyon).
6. Accept and Appropriate Donation (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept and appropriate a \$1,500 donation from the Rochester Area Community Foundation 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).

7. Contract Renewal with Holfoth Risk Management for Independent Risk Management Services (Personnel Dept.) – Request from Gary Brandt for Town Board action to authorize the Supervisor to execute an agreement with Holfoth Risk Management Services to provide risk management services in 2014 at a rate of \$115 per hour (see letter from G. Brandt).
8. Contract Renewal for 2014 Employee Assistance Program (Personnel) - Request from Gary Brandt for Town Board action to authorize the Supervisor to execute a renewal agreement with the University of Rochester for the Strong Employee Assistance Program (Strong EAP) for 2014 for full-time and part-time permanent employees (see letter from G. Brandt).
9. Donations for July 4th Celebration (Parks/Recreation) – Request from Matt Beeman for Town Board action to accept donations totaling \$4,100 from various corporate sponsors for the July 4th, 2013 celebration (see letter from M. Beeman).
10. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, November 5, 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
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5390 Fax (585) 784-5396

1a.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Susan Wentworth, Coordinator of Data Processing *SAW*

Date: October 15, 2013

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET

DEPT. Information Systems

REQUESTING EMPLOYEE

Susan Wentworth

DATE October 15, 2013

DEPT. HEAD SIGNATURE

Susan Q. Wentworth

TOWN I.D. #*	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
2858	AS400 Operator Console	IBM	N/A	1991	N/A	\$1,000.00	
3327	Twintex Remote Access Controller	Unknown	N/A	1996	340003402	\$2,714.00	
4502	Computer	Dell	OptiPlex GX150	2001	556KD01	\$1,018.00	
4749	Computer	Dell	OptiPlex GX240	2002	6LZQM11	\$1,696.00	
4906	Computer	Dell	OptiPlex GX240	2002	2LZQM11	\$1,471.00	
4910	Computer	Dell	OptiPlex GX240	2002	1VZQM11	\$1,556.00	
4918	Computer	Dell	OptiPlex GX260	2002	J377T821	\$1,578.00	
4940	Computer	Dell	OptiPlex GX260	2003	1Z2WW21	\$1,1200.00	
5066	Computer	Dell	Precision 360	2003	14BQT31	\$3,615.00	
5084	Computer	Dell	Precision 360	2004	1ZQ1M51	\$1,857.00	
5100	Computer	Apple	PowerMac G4	2004	XB41203QQ6P	\$2,841.00	
5158	Laptop	HP	NX5000	2005	CNU504FZD4	\$1,965.00	
5170	Computer	Dell	OptiPlex 170L	2005	B0X5J61	\$1,024.64	
5221	Computer	Dell	OptiPlex GX620	2005	7Y6H191	\$1,248.40	

* For vehicles use the last 6 characters of the VIN number.

Finance Office
Use:

Town Board Authorization Date

Insurance Notification Date

Fixed Asset Disposal.xls

1b

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSETS**

DEPT Information Systems

DEPT. Information System DATE October 15, 2013

REQUESTING EMPLOYEE

Susan Wentworth

DATE October 15, 2013

DEPT HEAD SIGNATURE

Susan B. Anthony

The items below were never returned from Video Promulgation when contract ended in 2019 per former Communications Director Doug Clapp

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卷之三

Apple Computer 5237 iMac 24" 2008 \$1,998.00

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* For vehicles use the last 6 characters of the VIN number.

Insurance Notification Date _____
Town Board Authorization Date _____
Finance Office _____
Use: _____

Towa Board Authorization Date

Insurance Notification Date

Fixed Asset Disposal.xls



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 *sz*
Date: October 14, 2013
Subject: Budget Transfer for Fire Marshal Vehicle Set-Up Costs

In order to identify and distinguish the vehicles used by the Town Fire Marshal and his staff, we plan to have all three vehicles marked at a cost of \$155 each. This cost was not anticipated in the 2013 budget but funds are available for transfer from the Finance Department budget due to reduced payroll expenses. In addition, LED lights failed on the Fire Marshal's vehicle and needed to be replaced at a cost of \$205 that was not planned for in 2013.

My formal request to the Town Board is for authorization to transfer \$670 from contracted services in the Finance Department's budget (A.FINCE.1310 4.49) to vehicle set-up in the Fire Marshal's budget (A.DPW.3410 2.29).

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: Chris Roth
Tim Keef



Ba.

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

October 2, 2013

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

re: Mohawk Valley Community College (MVCC) Agreement
One Person Plowing (OPP) Training for Snow and Ice Control

Dear Councilperson Werner and Committee Members:

As you are the Town continues to implement our OPP program. There is a continued need for training of Highway personnel to either become certified operators and/or maintain their certification. As our most recent contract with Mohawk Valley Community College for these services has expired, I am recommending:

- 1) that a new contract, as attached, be established to provide for our upcoming needs;
- 2) that the not to exceed contract amount be established at \$5,370.00 (\$4,370.00 for training and \$1,000.00 (estimated) for travel and expenses). Presently, there is a balance of \$5,000.00 remaining in the 2013 budget (D.HWY.5142 4.74) for this purpose. The balance of \$370.00 will be provided from the 2014 budget; and
- 3) that the Supervisor be authorized to sign said agreement with MVCC.

Please note that MVCC remains our sole source for these services.

I will be in attendance at your regularly scheduled October 15, 2013 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Very truly yours,

A handwritten signature in black ink, appearing to read "Timothy E. Keef, P.E." It is written in a cursive, flowing style.

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

TEK/wp

attachment

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



MOHAWK VALLEY COMMUNITY COLLEGE

1101 Sherman Drive
Utica, New York 13501-5394
www.mvcc.edu/cced

Center for Corporate & Community Education
315-792-5300
Fax 315-792-5682

3b.

TRAINING AGREEMENT

Name of Contracting

Organization/Institution:

Address:

Town of Brighton DPW
2300 Elmwood Avenue, Rochester, NY 14618

Organization Contact

Tim Anderson Title: Deputy Highway Superintendent
Phone 585-784-5288 Fax: 585-784-5385
email: tim.anderson@townofbrighton.org

MVCC Contact:

Jack Altdoerffer Title: Director Corporate Training
Phone: (315) 792-5681 email:jaltdoerffer@mvcc.edu

Course Title:

OPP Snow Plow Training

Course Description:

Number of Participants

6

Training	Rate	Total
Classroom	4 hours@\$110	\$440.00
Pre- Op/Shop	3 hours @\$110	\$330.00
Dry Run	6 hours @\$120 (1 hour per participant)	\$720.00
Assessment	24 hours @ \$120 (4 hours per participant)	\$2880.00

Number of Training Hours: approximately 37 Hours

ESTIMATED TOTAL COST: ----- **\$4370.00 + Expenses**

Estimated Instructor Travel Expenses \$500-\$1625 (depends on the number of trips)

Instructor Travel Rate \$50/ hour (from and to home)

Travel Mileage \$.555 per mile

Misc. for example (tolls, meals, hotel)

All billing will be invoiced on actual time and expenses.

Date(s):

Oct 1, 2013 – March 31, 2014

Location:

Town of Brighton DPW

Equipment required: Provided by Town of Brighton DPW

Signature Organization Contact: _____ Date: _____

MVCC Contact: _____ Date: _____

To pay by credit card. --Call Joann Dickson at 792-5524 --in our office to finalize payment.

To pay by check make payable to **MVCC Center for Corporate and Community Education**
and mail it to:

Center for Corporate and Community Education

Mohawk Valley Community College

1101 Sherman Drive, Utica NY 13501-5394



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

4a.

10/3/2013

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

Re: Award of Bid
2013 Library Rooftop HVAC System Replacement

Dear Councilperson Werner and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on October 3, 2013 at 10:00 AM, all as required by law. A copy of the bid advertisement and bid tabulation are attached for your reference. Three bids were received and are shown in Table – 1.

Table – 1 Bid Results Summary

	Company	Base Bid
1	<i>Leo J. Roth Corporation</i>	\$115,500
2	<i>Bell Mechanical Contractors, Inc.</i>	\$118,000
3	<i>Pipitone Enterprises, LLC</i>	\$108,000

The Town Staff reviewed the bids for completeness and accuracy and concluded that the low bid submitted by Pipitone Enterprises, LLC is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract. Therefore, I am requesting that FASC recommend that the Town Board award the base bid, for the 2013 Library Rooftop HVAC System Replacement to the low, responsible and responsive bidder, Pipitone Enterprises LLC of Rochester, N.Y. for a cost not to exceed \$108,000. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

As always, thank you for your consideration. A representative from our department will be in attendance at your regularly scheduled October 15, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad J. Roscoe
Junior Engineer

Attachments

cc: S. Zaso, T. Keef, M. Hussar, Kevin Hall

2013

BID TABULATION SHEET

46



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

4c

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: October 14, 2013
Subject: Appropriation of Repair Reserve Funds for Library Rooftop HVAC Unit and Set Public Hearing

On August 8, 2012 the Town Board authorized a Bond Resolution which included \$75,000 for the purchase and installation of a replacement HVAC unit on the Library rooftop. Upon further engineering review it was discovered that a heavier unit than originally estimated is required which will increase the cost of the unit. Bids for the unit have now been received with the low bid being for \$108,000. To offset the additional costs for engineering, purchase, installation, and contingencies, I am recommending that the Town Board appropriate funds from the Town's Repair Reserve account.

My formal request to the Town Board is to authorize the appropriation of \$53,000 from the Repair Reserve Fund (A.889.REPAR) to the Library Rooftop HVAC Unit capital project (H.LIBRY.HVAC 2.63 – Building Improvements) to help fund the costs associated with the purchase and installation of a replacement HVAC unit on the Library rooftop.

General Municipal Law section 6-d requires that a public hearing be set to appropriate repair reserve funds. Therefore, it is also requested that the Town Board set a public hearing at their November 13, 2013 meeting to consider the appropriation of \$53,000 from the Town's Building Repair Reserve Fund for HVAC unit purchase and installation.

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

Copy to: M. Guyon
C. Roscoe
K. Hall
J. Ries-Taggart



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

5a.

October 14, 2013

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

Re: Highland Park/Canalway Trail
City of Rochester
Amendatory Agreement

Dear Councilperson Werner and Committee Members:

The Genesee Transportation Council approved an amendment to the Highland Crossing Trail agreement which adds \$25,000 of design and \$200,000 of right-of-way acquisition funding for the above referenced project. The FASC at their May 14, 2013 meeting recommended that the Town Board authorize the Town Supervisor to endorse Supplemental Agreement No. 3 to the Federal-Aid Local Project Agreement. This agreement allows the NYSDOT to reimburse the Town of Brighton eighty percent of the additional design services and right of way acquisition phase fees for this project. The remaining 20% of the project cost will be shared between the City of Rochester and the Town of Brighton.

Subsequently, we prepared an Amendatory Agreement between the Town of Brighton and the City of Rochester that defines the cost sharing methodology for funding the remaining 20% of the project cost associated with the additional design services and right-of-way acquisition. The agreement requires that the City of Rochester fund 60% of the remaining cost of the additional design services and the total remaining cost for any property acquisition within the City of Rochester limits.

I am requesting that the FASC recommend that the Town Board authorize the Town Supervisor to endorse the attached amendatory agreement.

I will be in attendance at your regularly scheduled October 15th meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon
Department of Public Works

Cc Tim Keef
Mary Ann Hussar
Suzanne Zaso



Town of Brighton

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



Mark T. Henderson
Chief of Police

6
Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

October 9, 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 \$1,500.00 from the Rochester Area Community Foundation. 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 \$1,500.00 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 Rochester Area Community Foundation 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



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

A handwritten signature in blue ink, appearing to read "Ka."

TO: Suzanne Zaso, Director of Finance
FROM: Gary Brandt, Director of Personnel & HR 
DATE: October 10, 2013
RE: Request Approval for Town Supervisor to Execute the
Holfoth Risk Management Contract for 2014

Attached is the 2013 contract renewal request letter from James Hood, CPCU of Holfoth Risk Management, a division of Aldrich & Cox of Buffalo, NY. Mr. Hood is proposing a modest increase in his hourly rate from \$110. to \$115. per hour (see attached memo).

Mr. Hood has been a valuable asset as the risk management and municipal insurance consultant to the Town since 1997. He also serves as a standing member of the Town Insurance Committee.

I therefore request that the Town Board authorize the Town Supervisor to execute the 2014 Holfoth Risk Management & Insurance Consultant agreement.

c: Dan Aman, Town Clerk





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

8a.

TO: Christopher Werner, Chair, Finance & Admin. Services Committee
FROM: Gary Brandt, Director of Personnel
DATE: October 8, 2013
RE: Strong EAP Contract for FY 2014

I respectfully request your review and approval of the FY 2014 Employee Assistance Program (EAP) contract with the Strong EAP of the University of Rochester Medical Center.

The cost for 2014 is a fixed rate of \$21.53 per employee, based on a total of 202 employees. This represents a 3.0% increase over the rate of \$20.90 for 202 employees for the current contract for 2013.

The total contract amount for FY 2014 will be \$4,349.06, or an increase of \$117.26 from the prior year.

Strong EAP has been our EAP consultant since 2008 and they have provided the Town and our employees with excellent service. I recommend the approval of the agreement for FY 2014.

c: Suzanne Zaso, Director of Finance





(9)

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

October 11, 2013

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

Dear Finance Committee Members:

I respectfully request your permission to accept the following donations that were made by various corporate sponsors for our 2013 July 4th celebration. Their contributions are as follows:

Wegmans	\$2,000.00
Paris Kirwan Associates	\$300.00
JP Morgan Chase	\$300.00
Canandaigua National Bank	\$300.00
Stantec	\$300.00
Klee Real Estate/Don's Original	\$300.00
Kornerstone Kitchens	\$300.00
Xceed Financial Credit Union	\$300.00
Total	\$4,100

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

Sincerely,

Matthew S. Beeman
Superintendent of Parks