

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

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

1. Agreement for Animal Boarding and Veterinary Services (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2014 (see letter from M. Henderson).
2. Request for Fiber Interconnection and Dedicated Internet Services (Sewer/Public Works/Police) – Request from Mike Guyon for Town Board action to authorize the Supervisor to enter into an agreement with Fibertech Networks to install and support a fiber optic line between the Town Hall and the Operations Center and to provide dedicated internet services for the Brighton Police Department (see letter from M. Guyon).
3. Contract for MCC Sanitary Sewer Project Design Services Phase III (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute an agreement with Lu Engineers, the low responsive and responsible bidder, for professional design services for Phase III of the Monroe Community College sanitary sewer project at a fee not to exceed \$19,000 and additional authorization of the Supervisor to execute any change orders not exceeding 10% of this amount in aggregate (see letter from M. Guyon).
4. Contract for Emergency Call-Out Services (Public Works) – Request from Chris Roth for Town Board action to authorize the Supervisor to enter into an agreement with Emergency Enclosures, Inc. to provide emergency enclosure services as needed to secure vacant buildings in Town (see letter from C. Roth).
5. Budget Transfer for Truck Repairs (Highway) – Request from Tim Keef for Town Board authorization to transfer \$13,500 from Road Repairs (materials) to Machinery (\$4,450 for vehicle parts and \$9,050 for vehicle repairs) in the Highway Fund to repair two dump trucks (see letter from T. Keef).
6. Contract Renewal for Workers' Compensation (Personnel) – Request from Gary Brandt for Town Board authorization of the Supervisor to execute a renewal contract with Perma for workers' compensation insurance for 2014 (see letter from G. Brandt).
7. Renewal Contract for Senior Transportation (Recreation) – Request from Rebecca Cotter for Town Board authorization of the Supervisor to execute a renewal agreement with Park Place Limousine Services to provide transportation for the Seniors program for 2014 with no rate change (see letter from R. Cotter).

8. Amend Seasonal Employee Wage Rates (Finance) – Request from Suzanne Zaso for Town Board action to adopt new wage rates for seasonal employees effective 12/31/13 to be in compliance with the new State minimum wage (see letter from S. Zaso).
9. Replacement for Discontinued PIP Medical Plan (Finance) – Request from Suzanne Zaso for Town Board action to name the Core plan as the replacement medical plan for the Prolong Illness Protection Plan (PIP) due to its elimination by Excellus (see memo from S. Zaso).
10. Contract for Cable Television Programming (Cable) – Request from MaryAnn Hussar for Town Board action to authorize the Supervisor to execute an agreement with Electronic Field Productions Inc. for cable television programming and production services for 2014 in an amount not to exceed \$48,000 (see letter from M. Hussar)
11. Budget Transfers (Finance) – Request from Suzanne Zaso for Town Board authorization to make various 2013 budget transfers and amendments to reflect actual operations (see memo and attachment from S. Zaso).
12. Contract for Postage Machine (Town Clerk) – Request from Dan Aman for Town Board action to authorize the Supervisor to execute an agreement with Lineage for a 3-year lease of a Neopost postage machine at Town Hall for \$176.86 per month (See letter from Dan Aman).
13. Contract for Mailing Services (Town Clerk) – Request from Dan Aman for Town Board action to authorize the Supervisor to execute an agreement with IMS to provide first-class presort and mailing services (see letter from Dan Aman).
14. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, December 17, 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

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



**Mark T. Henderson**  
Chief of Police

1a.  
Emergency 911  
Administrative (585) 784-5150  
Fax: (585) 784-5151

December 2, 2013

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

## **RE: Boarding and Veterinary Services Agreement**

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between the Animal Hospital of Pittsford and the Town of Brighton for the provision of boarding and veterinary services. This contract is for the period beginning January 1, 2014 through December 31, 2014. This year's proposed contract represents a slight increase in some of the fees for services provided by the Pittsford Animal Hospital.

Possible alternatives to Pittsford Animal Hospital have been researched; however no other animal hospital offers a 24 hour emergency service site to compare to the Animal Emergency Services. AES is a division of Pittsford Animal Hospital.

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

Respectfully,

Mark T. Henderson  
Chief of Police

MTH:jpo  
Attachment

c: Captain David Catholdi  
David Ewell, Animal Control Supervisor

# Memorandum

**To:** Captain Robert Cline  
**From:** Dave Ewell, Animal Control  
**Date:** November 21, 2013  
**Re:** Pittsford Animal Hospital Contract Renewal

The boarding contract that the Town of Brighton has with the Pittsford Animal Hospital is due to be renewed on January 1, 2013.

The proposed contract includes increases in some fees from 2013. The changes are as follows:

Dogs - 2013 first day \$13.25 to 2014 first day \$13.50.

Euthanasia – 2013 standard fee of \$19.00 to 2014 standard fee of \$20.00

Cremations - 2013 standard fee of \$1.00 per pound to 2014 standard fee of \$1.15 per pound.

All other fees in the proposed contract are the same as the 2014 contract. I have included a copy of the existing contract if you want to review it.

The remainder of the contract is identical to the existing contract.

As you know, we have researched possible alternatives to Pittsford Animal Hospital in past years, however, no other animal hospital offers a 24 emergency services site to compare to Veterinary Specialists of Rochester. VSR is a division of Pittsford Animal Hospital.

Please contact me if you have any questions regarding the contract.

DE/MEMO

**CONFIDENTIAL**



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

2a.

December 2, 2013

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

Re: Purchase Request  
Dedicated Fiber Interconnection to the Operation Center

Dear Councilperson Werner and Committee Members:

Following the November 5, 2013 FASC Meeting we contacted four Fiber Optic/Internet Vendors and requested quotes to install a fiber optic line from the Town Hall to the Operations Center and provide dedicated internet service to the Brighton Police Department. The vendors include Fibertech Network Services, Greenlight Network Services, Time Warner Cable Business Class Services and Windstream Communications Services. Appendix A attached provides the vendor quotes to install a fiber optic line from the Town Hall to the Operations Center for a 3 year service term,

Appendix A also includes the vendor quotes to provide a dedicated internet service to the Brighton Police Department and the combined costs for each Vendor.

We suggest that the FASC recommend that the Town Board authorize the Supervisor to enter into a contract with Fibertech Network Services to install a 20 Mb Fiber Optic Line from the Town Hall to the Operations Center and provide a dedicated internet service to the Brighton Police Department. Fibertech Network Services is the preferred vendor because:

- While Greenlight Network Services is the lowest priced vendor their contract documents do not include a guaranteed quality of service clause. Since this line will transmit all operation center phone calls it is critical that a quality of service be maintained.
- The price quoted by Time Warner Cable Business Class Service represents a connection speed between the Town Hall and Operation Center that is  $\frac{1}{2}$  that of the Fibertech connection.
- Windstream Communications monthly charge exceeds the Fibertech quote by more than \$400 per month.

In addition to the charges shown in Appendix A and regardless of the vendor, the Town will be required to upgrade its routers at the Town Hall and the Operation Center. RelComm provided a quote of \$2,730 to replace the existing routers. The total one-time cost to install a fiber optic cable between the Town Hall and the Operation Center and provide a dedicated internet service to the Brighton Police Department is \$3,730.00 with a total monthly charge of \$1,255.00. The total monthly charge will be offset by eliminating the current monthly charges of \$871.66 as shown in Appendix B. The total monthly charge will be \$383.34.

The Town Budget includes funding to pay for the dedicated internet service to the Brighton Police Department. The remaining funding will be provided by the sewer department from account SS.Sewer.8120 2.80. The costs will be allocated as follows:



December 2, 2013

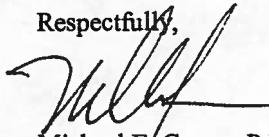
26.

- Town of Brighton Police Department will pay a one-time installation fee of \$500 and a monthly fee of \$500.00 for a dedicated internet service.
- The Town of Brighton Sewer Department will pay a one-time installation fee of \$3,730.00 and a monthly fee of \$755 to install a fiber optic line between the Town Hall and the Operation Center. There are sufficient funds in account SS. Sewer 8120 2.80.

I am requesting that the FASC recommend that the Town Board authorize the Supervisor to enter into a contract with Fibertech Networks to install and support a fiber optic line between the Town Hall and the Operation Center and install a dedicated internet service to the Brighton Police Department.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 3, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,



Michael E. Guyon, P.E.  
Town Engineer

cc: S. Zaso  
T. Keef  
Mary Ann Hussar  
M. Henderson



## Appendix A

## Vendor Quotes to Install a Fiber Optic Line from the Town Hall to the Operations Center for a 3 Year Service Term

Fiber Optic/Internet Vendor	Service Provided	Contract Term	One-Time Installation Cost	Monthly charge
Fibertech Network Services	20Mb Fiber Optic Line from the Town Hall to the Operation Center	3 year	\$ 500.00	\$ 755.00
Green light Network Services	100Mb Fiber Optic Line from the Town Hall to the Operation Center	3 year	\$ 1,650.00	\$ 300.00
Time Warner Cable Business Class Services	10Mb Fiber Optic Line from the Town Hall to the Operation Center	3 year	\$ 250.00	\$ 600.00
Windstream Communication Services	Fiber Loop with Internet for the Town and for the Operation Center	3 year	\$ -	\$ 1,690.00

## Vendor Quotes to Provide a Dedicated Internet Service to the Brighton Police Department.

Fiber Optic/Internet Vendor	Service Provided	Contract Term	One-Time Installation Cost	Monthly charge
Fibertech Network Services	Dedicated Internet to BPD 10Mbx10Mb	3 year	\$ 500.00	\$ 500.00
Green light Network Services	Dedicated Internet to BPD 100Mbx20Mb	3 year	\$ 1,150.00	\$ 225.00
Time Warner Cable Business Class Services	Dedicated Internet to BPD 20Mbx20Mb	3 year	\$ 500.00	\$ 700.00
Windstream Communication Services	Internet included in the Fiber/Optic Charge	3 year	\$ -	\$ -

## Combined Vendor Costs

Fiber Optic/Internet Vendor	Service Provided	Contract Term	One-Time Installation Cost	Monthly charge
Fibertech Network Services	20Mb Fiber Optic Line from the Town Hall to the Operation Center/Dedicated Internet to BPD 10Mbx10Mb	3 year	\$ 1,000.00	\$ 1,255.00
Green light Network Services	100Mb Fiber Optic Line from the Town Hall to the Operation Center/Dedicated Internet to BPD 100Mbx20Mb	3 year	\$ 2,800.00	\$ 525.00
Time Warner Cable Business Class Services	10Mb Fiber Optic Line from the Town Hall to the Operation Center/Dedicated Internet to BPD 20Mbx20Mb	3 year	\$ 750.00	\$ 1,300.00
Windstream Communication Services	Fiber Loop with Internet for the Town and for the Operation Center	3 year	\$ -	\$ 1,690.00



2d.

## Appendix B

Existing Monthly Charges that will be Eliminated Once the Fiber Optic Interconnection is Installed.

Description of Service	Monthly Charge
1.5 Mb Point to Point connection through the Frontier T-1 Line	\$290.00
Hach Maintenance Charge	\$208.33
Omni site Pump Monitoring Service	\$165.00
Telog Flow Monitoring Service	\$208.33
<b>TOTAL =</b>	<b>\$871.66</b>





**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

3a.

December 2, 2013

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

Re: Monroe Community College Sanitary Sewer Project.  
Award Contract for Professional Design Services Phase III

Dear Councilperson Werner and Committee Members:

This department solicited proposals from qualified consultants for the above project. Fifteen, 15, responses were received as shown in Table 1 below. The proposals were evaluated for scope, completeness, understanding of the RFP, as well as other pertinent aspects of the solicitation as issued to these consultants. Staff reviewed these proposals and determined that Lu Engineers is the lowest priced qualified bidder with a not to exceed total price of \$19,000.00. This price includes soil borings along with a geotechnical evaluation to determine the soil conditions along the sewer route and at the roadway crossings. Staff believes that soil borings and geotechnical evaluation are necessary to complete this work and that this cost must be included in the proposal.

Table – 1 Bidder List

Consultant	Fee
Erdman Anthony	\$ 32,800.00
Bergmann Associates	\$ 29,950.00
Stantec	\$ 36,400.00
Lu Engineers	\$ 19,000.00
TY Lin International	\$ 28,900.00
Fisher Associates	\$ 22,500.00
Chatfield Engineers, P.C.	\$ 21,500.00
Didonato Engineering & Design Professionals	\$ 56,500.00
Larsen Engineers	\$ 77,500.00
Labella Associates, D.P.C.	\$ 27,490.00
MRB Group	\$ 39,900.00
Passero Associates	\$ 22,100.00 with geotech services
Parrone Engineering	\$ 31,665.00
Barton & Loguidice, P.C.	\$ 41,300.00
Marathon Engineering	\$ 26,595.00

2300 Elmwood Avenue • Rochester, New York 14618 • 585-784-5250 • Fax: 585-784-5373  
<http://www.townofbrighton.org>



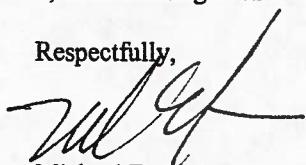
December 2, 2013

3b

I am requesting that the FASC authorize the Supervisor to sign a contract with Lu Engineers for these services, not to exceed \$19,000, with the Supervisor being able to approve any necessary change orders not exceeding 10% of this amount in aggregate. Funds are available in account SS.Sewer.8120 2.80.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 3, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,



Michael E. Guyon, P.E.  
Town Engineer

cc:      S. Zaso  
          T. Keef  
          S. Zimmer  
          Mary Ann Hussar





## OFFICE OF THE FIRE MARSHAL

TOWN OF BRIGHTON

2300 ELMWOOD AVENUE - ROCHESTER, NEW YORK 14618

(585) 784-5220 OFFICE (585) 784-5207 FAX

4a.

Christopher A. Roth  
[christopher.roth@townofbrighton.org](mailto:christopher.roth@townofbrighton.org)

Tuesday, October 29, 2013

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

Re: Award of Bid - Request for Proposal for Emergency Call-Out Services

Dear Councilperson Werner and Committee Members:

The cost of the above referenced services was anticipated to be less than \$35,000 and potentially greater than \$1,000. Therefore, competitive quotations were sought from three vendors. The above referenced RFP was mailed or emailed to five firms that provide Emergency Call-Out Services and the RFP was advertised on the Town of Brighton Website. Responses to the requests for proposal were opened on November 22, 2013 at 10:00 AM. Three bids were received and the results of each bid, Exhibit A Rate Sheet, are attached for your reference.

Town Staff reviewed the bids for completeness and accuracy and contacted the references of each bidder. The investigation of the references and our review of the response to the RFP revealed that ServiceMaster and Empire Enclosures, Inc. do not provide proof of experience to perform the Call-Out Services as described in the RFP. Therefore, we are requesting that FASC recommend that the Town Board award the bid to perform Emergency Call-Out Services to Emergency Enclosures, Inc.

If mutually agreeable to both parties we also request that FASC authorize the Supervisor have the ability to extend this contract for a period of one year at the end of each calendar year for a maximum of two years. The final contract termination date may be January 1, 2017.

The cost of these services will be reimbursed by the property owner.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 3, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

Christopher Roth  
Chief Fire Marshal  
Attachments

cc: S. Zaso  
T. Keef  
M. Hussar

4b

Company Name	Service Master by ASAP	Empire Enclosures, INC.	Emergency Enclosure, INC.
Address	900 Jefferson Rd., Bldg 16-2	3349 Monroe Ave. Suite 218	1464 Lake Avenue
City, State, Zip	Henrietta, NY 14623	Rochester, NY 14618	Rochester, NY 14615
Phone Number	585-475-1210	585-703-0015	585-262-4600
Contact Person	Douglas Morrison	Matthew Koerner	Robert Faulkner

Bid Item Description	Exhibit A Rate Sheet	Exhibit A Rate Sheet	Exhibit A Rate Sheet
1 Minimum service call charge	\$81.70	\$115.00	\$95.00
2 Regular Hourly Rae	\$32.80	\$43.00	\$39.75
3 Overtime/after hour's hourly rate	\$42.30	\$64.50	\$48.75
4 Truck/equipment flate rate per incident	\$62.70	\$95.00	\$79.85
5 Wood structure panel	\$19.20	\$36.00	\$44.00
6 Painting per code, per sheet	\$10.90	\$13.00	\$13.10
7 Winterization	\$182.60	\$220.00	\$194.25
8 Fencing, per foot	\$1.98	\$2.00	\$1.50
9 Fencing stakes, each	\$9.75	\$11.00	\$10.75
10 2x4, per linear foot	\$0.86	\$0.85	\$1.00
11 2x6, per linear foot	\$0.88	\$1.05	\$1.15
12 Padilock, each	\$23.95	\$30.00	\$27.18
13 Hasp set, each	\$14.12	\$20.00	\$19.33
14 Lock rekey	\$44.50	\$25.00	\$19.95
15 Entry set or deadbolt set	\$52.50	\$30.00	\$29.90
16 Tarpaulin, per quare foot	\$0.44	\$1.00	\$0.61
17 Woodlath, per bundle	\$16.72	\$20.00	\$22.88
18 Roof tar, per tube	\$680.00	\$8.00	\$7.64
19 Jack post	\$38.20	\$75.00	\$55.75
20 Keep out/Danger/ No Tresspassing signs, each	\$2.80	\$5.00	\$4.37
21 Pump, per day	\$115.00	\$140.00	\$107.45

Answering Service Provided	not submitted	not submitted	not submitted
<b>Bidders Qualifications Requirements:</b>			
Located in Monroe County	✓	✓	✓
3 years of experience	✓		✓
Proof of experience			✓
Proof of ownership of (2) vehicles	✓		✓
Employees Bonded (\$100,000)			✓
(2) employees per Incident			✓
Supply Emergency power source			
<b>References (2 municipalities)</b>			
Greece	✓		✓
Chil			✓
Ogden			✓
Irondequoit			✓



5a.

# 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

December 2, 2013

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

re: Proposed Transfer of Highway Funds  
for Truck Repairs

Dear Chairman Werner and Committee Members:

Specific needs have been identified in the Highway Department that would benefit from a transfer of funds to effect repairs and purchases for unanticipated and/or unbudgeted items. Two of the Highway Department's light duty dump trucks warrant attention, specifically cab and dump body repair work. Specific information regarding these vehicles is attached for your reference and review. Therefore, I would recommend, and ask your consideration, for the transfer of \$13,500.00 from the Road Materials account (D.HWY.5110 4.16) as follows:

- 1) \$4,450.00 to Vehicle Parts (D.HWY.5130 4.08); and
- 2) \$9,050.00 to Vehicle Repairs (D.HWY.5130 4.65)

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 3, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

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

TEK/wpd

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

VEHICLE INFORMATION AND DATA

Truck: #64  
Make: Ford F-350 light duty dump  
Year: 2003  
Mileage: 77,000 miles  
Replacement cost: \$40,000  
CIP status: Proposed for the 2014-2016 CIP, but ultimately not included  
Work: Replacing sheet metal on cab, repairing door hinges on cab doors, replacing the rotted and corroded portions of dump body, repaint dump body  
Benefit: Extends serviceability of vehicle to coincide with CIP and may extend service life for replacement

Truck: #65  
Make: Ford F-350 light duty dump  
Year: 2003  
Mileage: 85,000 miles  
Replacement cost: \$39,000  
CIP status: Proposed for the 2013-2015 CIP, but ultimately pushed to 2016  
Work: Replacing sheet metal on cab, repairing door hinges on cab doors, replacing the rotted and corroded portions of dump body, repaint dump body  
Benefit: Extends serviceability of vehicle to coincide with CIP and may extend service life for replacement



**TOWN OF BRIGHTON**  
**RECREATION DEPARTMENT**

220 Idlewood Rd.  
Rochester, NY 14618  
[www.townofbrighton.org](http://www.townofbrighton.org)

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

(7a.)

December 3, 2013

Honorable Finance Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, NY 14618

Dear Finance Committee Members:

I respectfully request your permission to authorize the Supervisor to renew our day to day transportation service with Park Place Corporation Services for 2014. We are pleased to renew this contract at a rate of \$89.98 per hour. This is the same rate charged for 2013 with no cost increase for 2014. We average 3 hours of service on a normal program day.

The term of this renewal will be for a period of one year. Funding for this service is provided in the 2014 budget.

The Seniors have been satisfied with the quality of transportation services provided by Park Place. I will be happy to answer any questions you may have regarding this matter.

Respectfully,

*Rebecca Cotter*

Rebecca J. Cotter  
Recreation Director  
Town of Brighton

(7b.)



2007  
OPERATOR OF THE YEAR  
NATIONALLY RECOGNIZED AS  
"AMERICAS TOP TRANSPORTATION PROVIDER"

December 1, 2013

Rebecca Cotter  
Town of Brighton  
220 Idlewood Rd.  
Rochester, NY 14618

RE: Senior Citizens Transportation Services Proposal for 2014

Mrs. Cotter,

Please accept our Proposal as your preferred ground transportation provider. You will notice diesel fuel is still above \$4.00 per gallon but we did not apply any increase to your rate during the year. I hope this helps you maintain your 2014 budget.

**Weekly Schedule (Tuesday, Thursday & 3<sup>rd</sup> Friday of the month)**

<b>Tuesday:</b>	<b><u>27-37 pass bus</u></b>
8:00 AM – 9:30 AM / 1:00 PM – 2:30 PM	\$269.94
<b>Thursday:</b>	
8:00 AM – 9:30 AM / 1:00 PM – 2:30 PM	\$269.94
<b>3<sup>rd</sup> Friday:</b>	
10:00 AM – 11:30 AM / 2:00 PM – 3:30 PM	\$269.94
<b>Non-Routine per 1 hr</b>	<b>\$89.98</b>

Prices based on \$4.00/gal diesel fuel rate. A sliding price scale of 4% will be used to reflect any \$.50/gal change in fuel prices. The scale floor will be \$2.00/gal and the ceiling will be \$10.00/gal. Price will be adjusted on the 1<sup>st</sup> of each month.

Regards,

Scott Pizzo



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

*Suzanne E. Zaso*

November 27, 2013

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

Re: New Seasonal Employee Wage Rates Effective 12-31-13

Dear Honorable Members:

As discussed during the 2014 budget preparation, NYS will be increasing the minimum wage from \$7.25 per hour to \$8.00 per hour effective December 31, 2013. To meet this new minimum requirement, a revised schedule for seasonal employees was developed. Attached is a schedule showing the existing hourly rates for seasonal employees as presented in the Town's Part-Time Permanent and Seasonal Employee Wage Schedule along with the proposed new hourly rates for these positions beginning December 31, 2013.

My formal request to the Town Board is to adopt the attached wage rates to be effective December 31, 2013 for seasonal Town employees.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne E. Zaso".

Suzanne E. Zaso  
Director of Finance

Attachment: Seasonal Employee Hourly Wages

Cc: Gary Brandt, Personnel Director

8b

TOWN OF BRIGHTON  
SEASONAL EMPLOYEE HOURLY WAGES

	Current Rates		Effective 12/31/13	
	Step A	Step B	Step A	Step B
<u>Group I:</u>	N/A	N/A	N/A	N/A
<u>Group II:</u>	N/A	N/A	N/A	N/A
<u>Group III:</u> Recreation Assistant II Clerk IV Office Clerk IV Student Intern	N/A	\$ 7.25	N/A	\$ 8.00
<u>Group IV:</u> Recreation Assistant I Seasonal Laborer	\$ 7.25	\$ 7.65	\$ 8.00	\$ 8.40
<u>Group V:</u> Recreation Leader III Clerk III Office Clerk III Account Clerk/Typist	\$ 7.75	\$ 8.15	\$ 8.50	\$ 8.90
<u>Group VI:</u> Lifeguard II Recreation Leader II	\$ 8.25	\$ 8.65	\$ 9.00	\$ 9.40
<u>Group VII:</u> Recreation Leader I Recreation Supervisor Supervising Lifeguard Clerk II Drafting Technician (Seasonal)	\$ 8.75	\$ 9.15	\$ 9.50	\$ 9.90
<u>Group VIII:</u> Lifeguard I (WSI)	\$ 9.25	\$ 9.65	\$ 10.00	\$ 10.40
<u>Group IX:</u> Student Intern (Engineering)	\$ 10.00	\$ 10.40	\$ 10.50	\$ 10.90



TOWN OF BRIGHTON  
Suzanne Zaso, Director of Finance  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5210 Fax (585) 784-5396

9

MEMORANDUM

To: The Honorable Town Board  
Attn: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance *✓*  
Date: December 3, 2013  
Subject: Prolonged Illness Protection Medical Plan Replacement

In 2013 Excellus Blue Cross Blue Shield discontinued one of the under-65 medical plans that had been offered through the Town, Prolonged Illness Protection (PIP). This plan was a cost basis for determining the Town's contribution to medical premiums in retirement for several retired Town employees. To choose a replacement plan for determining cost contributions going forward for those retirees affected, we consulted with Excellus and the Town's insurance broker, Brown & Brown. It was noted by both Excellus and Brown & Brown that of the plans currently offered through the Town, the benefits of the Core plan was the most comparable to the benefits of the PIP plan; in fact the benefits in the Core plan are far superior to those that were covered under the PIP plan.

Based the a review of the PIP and Core plan benefits along with the outside recommendation noted above, I am recommending that the Town Board adopt a resolution naming the current Core plan (with \$300 Lifestyle benefit) as the replacement plan to the now eliminated Prolong Illness Protection Plan (PIP).

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.

CC: Gary Brandt, Personnel Director



MARYANN HUSSAR, Assistant to the Supervisor  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618

109.

**MEMORANDUM**

**To:** Members of the Finance and Administrative Services Committee,  
The Honorable Town Board

**From:** MaryAnn Hussar, Assistant to the Supervisor

**Date:** December 3, 2013

**Subject:** Request Town Board action to authorize the Town Supervisor to execute  
a Professional Services Agreement with Electronic Field Productions, Inc.  
to provide Video Production and Cable Television Management Services  
for 2014

A Request for Proposal was sent to five potential vendors including our current provider Electronic Field Services (EFP) to provide video production and cable television management services to Town of Brighton for 2014. One vendor chose to respond. Attached is a summary of the services and associated pricing.

Based on proposal received from current provider EFP, with pricing for 2014 reflecting no price increase over their 2013 pricing, the recommendation is to select Electronic Field Productions, Inc. as the provider of these services for the period January 1, 2013 – December 31, 2014.

This request is for Town Board action to authorize the Town Supervisor to execute a Professional Services Agreement with Electronic Field Productions, Inc. at an annual cost of \$48,000, to provide Video Production and Cable Television Management Services for 2014.

Thank you for your consideration.

**Attached:** Cable Proposal Summary  
Professional Services Agreement

10b.

## Cable Proposal Summary

Proposal Features	Electronic Field Productions, Inc	Meatlin Digital	AC Productions	Video Pro	Digital Cinema Services	Penfield TV
Annual Cost	\$48,000	No Bid	No Bid	No Bid	No Bid	N/A
Town Board Meeting Coverage	Up to 3 person crew					
Event Coverage	Included					
Maintain Media Archives	Included					
Location Video Production	Included					
Cable Television Operations	Included					
Equipment Maintenance	EFP staff					
Extras	Total weekly time = 40 hours avg 24/7 on call, vendor equipment provided as necessary to complete projects					



TOWN OF BRIGHTON  
Suzanne Zaso, Director of Finance  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5210 Fax (585) 784-5396

11a.

MEMORANDUM

To: The Honorable Town Board  
Attn: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance *1/*  
Date: December 3, 2013  
Subject: Budget Transfers and Amendments to 2013 Town, Special District, and Capital Budgets

As part of our monthly review of budgeted to actual expenditures, I am requesting Town Board authorization to record the attached 2013 budget amendments and transfers to reflect actual operations in the Town and Special District Operating Budgets and in the Capital Budget. These amendments are necessary to allocate funds from where originally budgeted to the actual classifications where funds were expended.

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.

Attachment

Copy to: Department Heads

<u>Transfers</u>			FROM (DEBIT)	TO (CREDIT)
<b>General Fund (A)</b>				
<b>Public Works</b>				
Public Works Dept.	A.DPW.1490 1.10	Full-time Wages	\$5,500	
Public Works Dept.	A.DPW.1490 8.10	NYRSR Contributions		\$5,500
Facility Operations	A.DPW.1620 7.20	Interest on Notes	\$915	
Facility Operations	A.DPW.1620 6.10	Principal on Bonds		\$915
Building & Planning	A.DPW.8020 6.10	Principal on Bonds	\$175	
Building & Planning	A.DPW.8020 4.22	Telephone Charges		\$175
Undistributed Expenditures	A.UNDST.9000 8.45	Retiree Medical Premiums	\$9,000	
Building & Planning	A.DPW.8020 8.40	Medical Premiums		\$9,000
<b>Public Works(Parks) and Recreation</b>				
Recreation Administration	A.REC.7020 1.10	Full-time Wages	\$46,000	
Parks Administration	A.DPW.7021 1.10	Full-time Wages		\$46,000
Recreation Administration	A.REC.7020 8.10	NYRSR Contributions	\$39,000	
Parks Administration	A.DPW.7021 8.10	NYRSR Contributions		\$39,000
Recreation Administration	A.REC.7020 4.65	Vehicle Maintenance/Repair	\$1,000	
Parks Administration	A.DPW.7021 4.65	Vehicle Maintenance/Repair		\$1,000
Recreation Administration	A.REC.7020 1.20	Part-Time Wages	\$2,000	
Buckland Park	A.DPW.7115 1.20	Part-Time Wages		\$2,000
Recreation Administration	A.REC.7020 8.20	FICA	\$375	
Buckland Park	A.DPW.7115 8.20	FICA		\$375
Town Park	A.DPW.7120 1.20	Part-Time Wages	\$250	
Meridian Centre Park	A.DPW.7125 1.20	Part-Time Wages		\$250
Meridian Centre Park	A.DPW.7125 4.43	Landscaping Services	\$150	
Meridian Centre Park	A.DPW.7125 8.20	FICA		\$150
<b>Town Clerk</b>				
Undistributed Expenditures	A.UNDST.9000 8.45	Retiree Medical Premiums	\$5,500	
Town Clerk	A.CLERK.1410 8.40	Medical Premiums		\$5,500
<b>Highway Fund (D)</b>				
Road Repair	D.HWY.5110 4.16	Road Materials	\$3,000	
Highway Administration	D.HWY.5140 4.53	Attorney Fees		\$3,000
<b>Library Fund (L)</b>				
Library	L.LIBRY.7410 8.10	NYRSR Contributions	\$245	
Library	L.LIBRY.7410 6.10	Principal on Bonds		\$245
<b>W. Brighton Fire Prot. Dist. (SF)</b>				
WBFPD	SF.FIRED.3415 4.32	General Liability Insurance	\$46,400	
WBFPD	SF.FIRED.3415 8.10	NYRSR Contributions		\$46,400
<b>Capital Projects (H)</b>				
Town Hall Roof	H.BLDGS.ROOF 4.53	Attorney Fees	\$425	
Town Hall Roof	H.BLDGS.ROOF 2.63	Building Improvements		\$425
Library HVAC Unit	H.LIBRY.HVAC 2.63	Building Improvements	\$3,000	
Library HVAC Unit	H.LIBRY.HVAC 4.52	Engineer Fees		\$3,000

(11c)

Appropriations			FROM (DEBIT)	TO (CREDIT)
<b>Recreation (for July 4th Celebration)</b>				
Celebrations	A.REC.7550 4.18	Program Supplies		370
Celebrations	A.REC.7550 4.45	Rentals		1036
Celebrations	A.REC.7550 4.49	Other Contracted Services		7277
Celebrations	A.REC.7550 4.86	Advertising		650
Celebrations	A.REC.7550 4.89	Misc. Expense		32
Celebrations	A.REC.7550 5035	Transfer from Trust Fund	9365	

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**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

**MEMORANDUM**

**To:** Honorable Town Board  
**Attn:** Finance and Adminstrative Services Committee  
**From:** Daniel Aman, Town Clerk and Receiver of Taxes  
**Date:** December 3, 2013  
**Subject:** Postage Meter

I am recommending that Your Honorable Body authorize the Supervisor to execute a 3-year agreement with Lineage for the lease of a Neopost IN-600 Digital Mailing System. The lease has a monthly payment of \$176.86. This is a savings of \$104 per month over our current Pitney Bowes meter.

The USPS has designated five vendors as authorized providers. I contacted 4 of the 5 (2 are made by the same manufacturer) for pricing and lease information. Two of the vendors did not respond to my inquiry. The remaining two – Pitney Bowes and Neopost – did reply and provided a number of options after looking at our current needs. There were four different machines presented (information on all is attached) that were comparable. The main difference between was the touchscreen user interface. While the touchscreen was easy to use, I do not feel that it warrants the extra \$900 over the life of the lease.

The Neopost IN-600 was chosen over the Pitney Bowes DM400C based on a 3yr lease versus 4yr, lower monthly cost and a lower cost of consumables (ink & sealing solution).

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.

**Cc: MAH**

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13a.



**TOWN OF BRIGHTON**  
MONROE COUNTY, NEW YORK

**Daniel Aman**  
Town Clerk/Receiver of Taxes

**David Marcus**  
Deputy Clerk / Deputy Receiver

**MEMORANDUM**

**To:** Honorable Town Board  
**Attn:** Finance and Adminstrative Services Committee  
**From:** Daniel Aman, Town Clerk and Receiver of Taxes  
**Date:** December 3, 2013  
**Subject:** Mail Services

I am recommending that Your Honorable Body authorize the Supervisor to execute an agreement with IMS, Inc. for processing the Town's first class presorted mail.

IMS' services include mutually agreed upon daily scheduled mail pickup at 4:00pm (60 minutes later than DXO can offer), processing certified mail (\$.60 cheaper than USPS and will save Town staff from having to go to the post office) and a presort meter rate of \$.405 which is \$.03 cheaper than our current rate with DXO.

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

Cc: MAH

13b

## Appendix A

Presort Meter Rate applied by Town of Brighton: \$ .405  
Cost of Service: N/A

Client shall be responsible for Residual Postage cost for non qualified First Class Mail

Flat Mail Postage Savings if client elects to utilize Flay Mail Services:

5digit Sort:	\$ .12/each
3digit Sort:	\$ .10/each
ADDC	\$ .04/each
Mixed AADC:	\$ .0/Each