

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

**Meeting Date: Tuesday, January 14, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract Extension for Printing Services (Recreation Dept./Central Services) – Request from Rebecca Cotter for Town Board action to extend a contract with Penny Lane Printing for the printing of the 2014 Town newsletter with no change in pricing (see letter from R. Cotter).
2. Contract Extension for Distribution of Town Newsletter (Recreation Dept./Central Services) – Request from Rebecca Cotter for Town Board action to extend the contract with Perinton Publishing for the distribution services for the 2014 Town newsletters with no change in pricing (see letter from R. Cotter).
3. Business Associate Agreement with Brown & Brown of NY, Inc. (Personnel) – Request from Gary Brandt for Town Board authorization of the Supervisor to sign an annual Business Associate Agreement with Brown & Brown of NY, Inc. to comply HIPPA laws for each year that Brown & Brown is designated as the broker of record for the health plans sponsored by the Town (see letter from G. Brandt).
4. Declare Vehicle Surplus (Highway Dept.) – Request from Tim Anderson for Town Board action to declare a 2007 Dodge Ram 2500 Pick-Up as surplus and to authorize disposal at municipal or on-line auction (see letter from T. Anderson).
5. Contract with Monroe County for All Seasons Services (Highway Dept.) - Request from Tim Keef for Town Board authorization of the Supervisor to execute a renewal contract with Monroe County DOT for the Town to provide mowing, sweeping, and dead animal pickup on County roads in 2014 (see letter from T. Keef).
6. Contract Extension with NYS DOT for Snow and Ice Control (Highway) - Request from Tim Keef for Town Board action to authorize the Supervisor to execute a extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2015/16 season (see letter from T. Keef).
7. Grant Application for Sidewalks (Public Works) - Request from Mike Guyon for Town Board authorization to apply for a Monroe County Community Development Block Grant (CDBG) to help fund sidewalks along the south side of Crittenden Road from E. Squire Dr. to W. Henrietta Road in 2015 (see letter from M. Guyon).

8. Discussion Only – Discussion with Mike Guyon regarding the purchase of materials for the upcoming Monroe Avenue GIGP Project.
9. Inter-Municipal Agreement with Monroe County for Tobacco Compliance Checks (Police Dept.) - Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for Tobacco Compliance Checks for the period of 4/1/13 through 3/31/14 (see letter from M. Henderson).
10. Contract for Accounts Payable Purchasing Card Program (Finance) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to enter into an agreement with M&T Bank to provide a purchasing card program as a form of vendor payment with a cash rebate of 1% for every paid dollar (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 4, 2014, 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.



(1)

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

January 14, 2014

Finance Committee
Town of Brighton
2300 Elmwood Avenue

**Re: Renewal of the Professional Services Contract
For Town Newsletter Printing**

Honorable Finance Committee Members:

I respectfully request that you authorize the Supervisor to renew the contract for the set up and printing of the Town newsletter with Penny Lane Printing at the 2013 rates. The prices are based on 18,800 newsletters per publication and are as follows: \$5,280.81 for a 44 page publication, \$4,599.63 for a 36 page publication, \$592.18 for any additional 4 page insert, \$256.32 per additional 1,000 (44 page newsletters), and \$220.51 per additional 1,000 (36 page newsletters). Newsletters will be printed on recycled paper.

Funding for is available for this expense in the Recreation and Shared Services Department's 2014 budget.

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

Sincerely,

Rebecca J. Cotter
Recreation Director



2.

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
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January 14, 2014

Finance Committee
Town of Brighton
2300 Elmwood Avenue

**Re: Renewal of the Professional Services Contract
For Town Newsletter Distribution**

Honorable Finance Committee Members:

I respectfully request that you authorize the Supervisor to renew a contract for the distribution of the Town newsletter with Perinton Publishing at the 2013 rates. The contract will be in the amount of \$25.00 per thousand, with an addition \$50.00 setup fee per mailing. We distribute approximately 17,500 newsletters for each season; this would amount to \$487.50 per mailing or \$1,462.50 annually. Funding for this expense is available in the 2014 budget.

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

Sincerely,

Rebecca J. Cotter
Recreation Director



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TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

TO: Christopher Werner, Chair, Finance & Administrative Services Committee

FROM: Gary Brandt, Director of Personnel & HR

Suzanne Zaso, Director of Finance

DATE: January 10, 2014

RE: Authorization to Execute Annual Business Associate Agreement with

Brown & Brown of NY, Inc.

Our ongoing relationship with Brown & Brown of NY, Inc. requires that we sign an annual Business Associate Agreement with Brown & Brown to maintain compliance with the federal Health Insurance Portability & Accountability Act of 1996 (HIPPA). The Act requires that brokers and plan sponsors (the Town) enter into an agreement which stipulates various agency functions and certain responsibilities with regard to the confidentiality of medical records (see attached letter and agreement).

We request that you authorize the Supervisor to execute this agreement for 2014, and for all subsequent years while the Town has Brown & Brown of NY, Inc. as the designated broker of record for the health plans sponsored by the Town.





4.

TOWN OF BRIGHTON

Highway Department

1941 Elmwood Ave. / Rochester, New York / Phone (585) 784 - 5280 Fax (585) 784 - 5385

December 26, 2013

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

Re: Authorize Disposal of Equipment and Material

Honorable Members:

I recommend that the following equipment be declared surplus to our needs:

(1) 2007 Dodge RAM 2500 Pick- up truck, VIN #3D7KS26D87G742165 with plow (Asset #742165)

I further recommend that I be authorized to dispose of this equipment through Roy Teitsworth, Inc. through an on-line auction or at municipal auction scheduled May 2014.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: S. Zaso
T. Keef



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

January 10, 2014

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

re: 2014 All Seasons Work Agreement
with the Monroe County Department of Transportation (MCDOT)

Dear Chairman Werner and Committee Members:

The Town of Brighton provides some services (i.e. mowing, dead animal collection, etc.) along Monroe County roads via an agreement with the Monroe County Department of Transportation. At this time I am requesting your support to renew said agreement with the MCDOT for the upcoming 2014 season in accordance with the following rates. If the Finance and Administrative Services Committee concurs, please approve the Supervisor to execute this document.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 14, 2014 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

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

TEK/wpd

attachment

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



Department of Transportation
Monroe County, New York

5b.

Maggie Brooks
County Executive

Terrence J. Rice, P.E.
Director

December 16, 2013

Tim Keef
Commissioner of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: 2014 AMENDATORY AGREEMENT – ALL SEASONS COUNTY/TOWN WORK AGREEMENT

Dear Mr. Keef:

Enclosed, please find three copies of the Amendatory Agreement for the *All Seasons County/Town Work Agreement* for 2014. The original Agreement was executed by your Town/Village Board and Terrence J. Rice in 2007 and the Agreement allows for the renewal “*upon mutual written consent of the parties for additional one-year terms, for a maximum agreement term of ten years.*”

Also, enclosed are new Appendices A & B for 2014. Appendix A reflects the new fringe rates for 2014. As recommended and agreed to following the work of the Fringe Rate Task Group in 2002, the maximum fringe rates value each year will be either the Monroe County’s fringe rate or the actual town rate if less than the county rate. This year the County’s actual fringe rate is 56.76% and the calculated fringe rate for all towns/villages exceeds the County’s fringe rate. Therefore all towns/villages will be paid the County’s fringe rate of 56.76% for 2014.

Please have your Town Supervisor/Village Mayor authorize and sign all three copies of the Amendatory Agreements. Kindly return all three copies to Joyce Cordello, Principal Permit Assistant, Monroe County Department of Transportation, 50 West Main Street, Suite 6100, Rochester, New York 14614. Please include a Town/Village Board Resolution as applicable.

Once all the documents are received and we have verified that the current insurance documentation currently on file (as submitted and approved with your recent snow and ice agreement) is valid, I will execute the Agreements and return a signed copy to you.

If you have any questions regarding this Agreement, please feel free to contact me at 753-7731.

Sincerely,

Tim Frelier, P.E.
Associate Engineer

TF:bm

Attached

cc: T. Rice
J. Cordello

R E C E I V E D
DEC 18 2013

**TOWN OF BRIGHTON
DEPT. OF PUBLIC WORKS**



(Loc.)

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

January 10, 2014

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

re: Snow and Ice Control Agreement Amendment
with the New York State Department of Transportation (NYSDOT)
2015/2016 Season

Dear Chairman Werner and Committee Members:

The Town of Brighton provides snow and ice control for New York State roads via an agreement with the New York State Department of Transportation. At this time I am requesting that said agreement with the NYSDOT be amended per the attached communication from the State. Therefore, I recommend that the Finance and Administrative Services Committee approve the Supervisor to execute these documents.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 14, 2014 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

attachments

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



(Lob)

STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
938 W. LINDEN AVENUE
EAST ROCHESTER, NY 14445
PH: (585) 586-4514 FAX (585) 586-4675

December 18, 2013

Town of Brighton
Mr. Timothy Keefe
Commissioner of Public Works
1941 Elmwood Avenue
Rochester, NY 14620

Re: S&I Agreement Extension (15/16 Season)

Dear Mr. Keefe:

Please review the enclosed contract extensions for errors before submitting them to the Town Board for approval. The extensions will need page 1 (both sides) filled out and notarized, all maps signed, & three completed original resolutions from the Town Board certified (with raised seal) and signed. Once this is complete, return the entire package to the Monroe East Residency for processing. Please let me know if you have any questions.

Thank you,

Bryan V. Severino

Bryan V. Severino
Highway Maintenance Supervisor

attachment



Town of Brighton

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MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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

January 7, 2014

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

Re: Community Development Block Grant (CDBG) Application
Monroe County

Dear Councilperson Werner and Committee Members:

We are requesting that the FASC recommend that the Town Board authorize the preparation of a Monroe County CDBG grant application to fund the construction of a sidewalk along the south side of Crittenden Road from E. Squire Drive to West Henrietta Road. The proposed project consists of the construction of a 5 feet wide concrete sidewalk approximately 1,700 feet in length which will result in a disturbance of approximately 8,500 square feet. Projects that disturb more than 4,000 square feet must provide a letter from SHPO stating that the project will have no impact on historic or archaeological resources. The proposed project was submitted to SHPO who reviewed the project and provided a letter indicating that the project will not impact historic or archaeological resources.

Monroe County's CDBG funds are intended to be used in suburban towns and villages for projects located serving Low-Moderate income areas as determined by HUD. The proposed project will provide for safe pedestrian travel within Census Block Group 130.019 which is considered a Low-Moderate Income area.

We are requesting that 90% of the project to be funded by the CDBG Grant program. The remaining 10% will be funded by the Town of Brighton through in-kind services. The in-kind services will include project design, preparation of construction documents and construction oversight.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 14, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

Cc: Tim Keef, Commissioner of Public Works
Suzanne Zaso
Mary Ann Hussar

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



Town of Brighton

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MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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

January 13, 2013

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

Re: Monroe Avenue GIGP Project
Discussion regarding the Purchase of Materials

Dear Councilperson Werner and Committee Members:

The Monroe Avenue Green Innovation Grant Project is proceeding through the public participation and project design phases and we anticipate that construction will begin in late spring of 2014. The project will be constructed by Town forces. Therefore, the Town will be responsible to purchase the materials associated with the green infrastructure improvements. Federal, New York State or County purchasing contracts will be used to purchase much of the material required to complete the project. In addition, material purchases should be less than \$20,000 annually and competitive quotes will be sought from three vendors without a formal competitive bid authorized by the Town Board. However, there will be materials required to complete the project that are not included in these purchasing contracts and their cumulative annual cost may exceed \$20,000. In an effort to expedite the construction of the project, we would like to discuss with FASC a single meeting process that would permit Town staff to solicit competitive bids for and purchase materials such as these.

I will be in attendance at your regularly scheduled January 14, 2014 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Tim Keef



Town of Brighton

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



9a

Mark T. Henderson
Chief of Police

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

January 2, 2014

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

RE: INTER-MUNICIPAL AGREEMENT WITH MONROE COUNTY TOBACCO COMPLIANCE CHECKS

Dear Board Members:

I recommend that the Supervisor be authorized to digitally sign an agreement between the County of Monroe and the Town of Brighton for the Inter-Municipal Agreement with Monroe County Tobacco Compliance Checks. Along with the signed agreement, they have requested the Supervisor to forward insurance certificates that are required in order for the contract to be processed. Attached is a printout of the digital agreement.

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

Respectfully,

A handwritten signature in black ink that reads 'Mark T. Henderson'.

Mark T. Henderson
Chief of Police

Attachment

Xc: Captain Robert Cline
J.P. O'Brien



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

10

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *sz*
Date: January 14, 2014
Subject: M&T Card Program

I am requesting that Your Honorable Body authorize the Supervisor to execute an agreement along with all related documents to enter into a card program with M&T Bank which will enable the Town to make payments, after Town Board audit and approval, to participating vendors for supplies and services via an electronic credit card program which will return 1% cash back to the Town for every dollar paid out. This program will eliminate the need to print and mail hard copy checks to participating vendors for payment, enable the vendor to receive an electronic payment, and provide the Town with up to a 30 day float with M&T Bank to make payment.

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.