

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

**Meeting Date: Tuesday, January 17, 2017 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 3, 2017 meeting.
2. Contract Renewal for Geese Control Services (Police Dept./Animal Control) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2017 (excluding July) with no change in cost (see letter from M. Henderson).
3. Appointment of Police Officer (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appoint a new Police Officer effective 2/13/17 (see letter from M. Henderson).
4. Discussion - Review with Raymond F. Wager, CPA, P.C. regarding the upcoming financial audit of the Town for the year ending 12/31/16.
5. Engagement Letter for Independent Audit and Accounting Services (Finance Dept.) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute an Engagement Letter with Raymond F. Wager, CPA, P.C. to provide independent audit and accounting services to the Town (see letter from S. Zaso).
6. Request for Proposals for Evaluation of Town Hall HVAC System (Facilities) – Request from Mike Guyon for Town Board authorization to solicit requests for proposals for professional design services to evaluate the Town's HVAC system (see letter from M. Guyon).
7. Request for Proposals for Sanitary Sewer Improvements (Public Works/Sewer) – Request from Mike Guyon for Town Board authorization to solicit requests for proposals for professional design services for the Blossom Road Sanitary Sewer Improvement project (see letter from M. Guyon).
8. Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2017 budget as listed in his communication (see letter from T. Keef).

9. Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2017 budget as listed in his communication (see letter from T. Keef).
10. Bid Award for Bucket Truck Rental with Operator (Public Works) – Request from Tim Keef for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2017 to the lowest responsive bidder, High Falls Tree Service, for an amount not to exceed \$39,500 (see letter from T. Keef).
11. Executive Session – Employment of particular people.
12. Declare Copiers as Surplus (Info Systems) – Request from Sue Wentworth for Town Board action to declare two copiers as surplus and to dispose of as junk (see memo from S. Wentworth).
13. Purchase and Maintenance Contract for Copiers (Info Systems) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute agreements with Toshiba to purchase 2 copiers for the Assessor and Court Justice Departments with 3-year maintenance from Toshiba Business Solutions (see letter from S. Wentworth).
14. Contract for Advisory Appraisal (Assessor) – Request from Elaine Ainsworth for Town Board action to authorize the Supervisor to execute an agreement with GAR Associates, Inc. for an advisory appraisal for the Country Club of Rochester for the 2018 Assessment Roll Update Project (see letter from E. Ainsworth).
15. Amend Flexible Spending Plan (Personnel) – Request from Suzanne Zaso for Town Board action to amend the Town's employee flexible spending plan (FSA) to allow for contributions to a health savings account (see letter from S. Zaso).
16. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, January 31, 2017 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

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

January 10, 2017

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

### RE: 2017 Geese Control Contract

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Geese Control of New York and the Town of Brighton for the provision of geese control in the Town of Brighton. This contract is for the period beginning April 1, 2017 through November 30, 2017, with no service for the month of July.

I hereby recommend acceptance of the agreement as presented by Geese Control of New York for services to the Town for the stated time period. Geese Control of NY will keep the rates the same as 2016 at \$650 per month. There are no other vendors in the area that provide this service.

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

Sincerely,

Mark T. Henderson  
Chief of Police

MTH:jpo  
attachment

c: Captain Robert Cline  
Bruce Blackman, Animal Control Supervisor

2017 CONTRACT FOR  
CANADA GOOSE CONTROL  
TOWN OF BRIGHTON

GEESE CONTROL OF NY  
3325 BAILEY RD.  
BLOOMFIELD NY 14469

*Environmentally safe Canada goose control with trained Border collies*

Thank you very much for your past business. We will exclude July for molt as requested for 2017. Contract will cover April thru June, August thru November. 7 months @ \$650 per month, (Total \$4,550). The price is based on 24 visits per month at the Town Park on Westfall Road. This price includes visits to the Town of Brighton's three other sites, Lac Deville, Meridian Centre and Buckland Park. We will still monitor all the sites daily as before and encourage calling in any information concerning bird habitation and timing. The handler is available 7 days a week and can normally be on site within one hour, and there is no extra charge for call in visits if needed.

Invoices are generated once a month. A service report will be handed in at the end of each period with dates, times and approx. number of geese on property. Contracts may be dissolved for any reason up to fifteen days after work has begun. (a prorated bill will apply). Visits may vary from month to month at GCNY's discretion, per geese habits, molting status, etc., with notification to Animal Control of any variations or changes. To my knowledge and that of the D.E.C. we are still the sole provider of this service in the area.

GCNY will defend and hold our clients harmless against any penalties, fines, or claims by the federal or state authorities alleging the injury or death of Canada Geese due to GCNY's work. GCNY is fully insured by Dryden Ins. Agency.

Submitted by, Gordon R. Kornbau  
Date 12/1/16

Cell/Pager/Voice (585) 414-4419  
[Gkornbau@rochester.rr.com](mailto:Gkornbau@rochester.rr.com)

Acceptance of Contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Finance Department

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**Suzanne Zaso**  
Director of Finance

**Brighton**

January 12, 2017

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

Re: Engagement Letter for Independent Audit and Accounting Services  
Raymond F. Wager, CPA, P.C.

Dear Honorable Town Board:

In 2013 the Finance Department sought proposals for independent audit and accounting services and, after careful evaluation, the Town Board authorized awarding these services to Raymond F. Wager, CPA, P.C. for a period of five years. To secure these services, an annual engagement letter needs to be authorized and signed.

My formal request of the Town Board is to authorize the Supervisor to execute an Engagement Letter with Raymond F. Wager, CPA, P.C. for services relating to the independent audit for calendar year 2016 along with accounting and policy compliance services as needed. The base fees for these services are not to exceed \$24,165; plus any fees per the agreement for additional services as required or requested. Adequate funding for these services has been provided for in the 2017 Town budget.

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.

Sincerely,

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

Suzanne E. Zaso  
Director of Finance



Town of  
**Brighton**

# Public Works Department

Commissioner of Public Works - Tim Keef, P.E.

6.  
**Michael Guyon, P.E.**

Town Engineer

January 13, 2017

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

Re: Town Hall Facility  
Prepare and solicit an RFP for professional services to evaluate the existing Town Hall HVAC system.

Dear Councilperson DiPonzo and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional design services to evaluate the existing Town Hall HVAC system. The Town Hall HVAC system has exceeded or is nearing its intended useful life and the Town is seeking a professional firm to evaluate alternatives to renovate or replace the existing heating and cooling system. The evaluation will investigate the existing HVAC system including ductwork, piping and appurtenances and identify portions of the existing HVAC system for reuse. This evaluation is intended to identify an energy efficient cost effective HVAC renovation/replacement project, quantify the energy and cost savings associated with the improvements, develop a capital cost for the proposed improvements and identify asbestos removal for the proposed project. This evaluation is included in the 2017 adopted Capital Improvement Plan and funding is available in account A.DPW.1620 4.52.

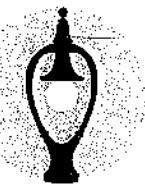
No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 17, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.  
Town Engineer

cc: T. Keef  
S. Zaso



Town of  
**Brighton**

# Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

**Michael Guyon, P.E.**  
Town Engineer

January 13, 2017

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

Re: Blossom Road Sanitary Sewer Improvement Project  
Prepare and solicit an RFP for professional services to evaluate and design the sewer alignment and valve replacement.

Dear Councilperson DiPonzio and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional design services for the Blossom Road Sanitary Sewer Improvement project. The project includes realigning the sanitary sewer to improve the hydraulic characteristics of the sewer main and replacing an existing valve that controls the flow of wastewater within the Blossom Road sewer east of I-590 north. The control valve was installed between 1930 and 1940 and is presently inoperable. The valve diverts wastewater flows east along Blossom and north to Fairhaven and regulates the rate of flow to control potential overflow conditions.

This evaluation is included in the 2017 adopted Capital Improvement Plan. No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 17, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.  
Town Engineer

cc: T. Keef  
S. Zaso  
S. Zimmer



## Brighton

January 11, 2017

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

re: Authorization of Bids for 2017 (Highway/Sewer/DPW)

Dear Chairperson DiPonzio and Committee Members:

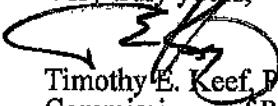
Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2017 Budget:

- Sidewalk construction and repairs
- Pavement profiling (milling)
- Paver rental
- Loader, truck, vehicle tires and appurtenances
- Cured-in-place pipe lining
- Sewer Grouting
- Equipment and Machinery
- Emerald Ash Borer Treatment
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Building Repair and Maintenance

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 17, 2017 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

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

FASC.ANUAL.BID.AUTHORIZATION.HWY.SEWER.2017.01N

9.



## Public Works Department

**Tim Keef, P.E.**  
Commissioner of Public Works

**Brighton**

January 11, 2017

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

re: Authorization of Bids/RFQ's for 2017  
DPW/Town Facilities/Parks Department

Dear Chairperson DiPonzo and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2017 Budget.

**Hardware, Hand/Garden Tools, Paint, Electrical and Miscellaneous Building Supplies**

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 17, 2017 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

cc: C. Roscoe  
M. Guyon  
T. Anderson  
S. Zimmer  
G. Donofrio  
M. Beeman  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon

FASC.ANUAL.BID.AUTHORIZATION.TOWN.FACILITIES.2017.01N

2300 Elmwood Avenue Rochester, New York 14618 [www.townofbrighton.org](http://www.townofbrighton.org)  
Tim.Keef@townofbrighton.org 585-784-5223



## Brighton

# Public Works Department

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**Tim Keef, P.E.**  
Commissioner of Public Works

January 13, 2017

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

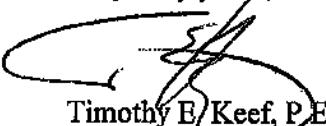
re: Award of Contract  
Rental of Bucket Truck with Operator

Dear Chairman DiPonzo and Committee Members:

The above bid was publicly advertised and publicly opened, all as required by law. A copy of the bid tabulation is attached for your reference. Upon reviewing the bids it was determined that the apparent low bidder, Davey Tree Experts, did not meet the requirements of the specifications. Therefore, it is recommended that the bid be awarded for the above equipment rental to the low, responsive bidder, High Falls Tree Service in the base bid amount of \$197.50/hour, not to exceed 200 hours and \$39,500.00. Funds are available in the 2017 budget, A.DPW 8560 4.43 account, for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 17, 2017 meeting in the event that you have any questions regarding this matter.

Very truly yours,



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

TEK/wp

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

FASC.HWY.BUCKET.TRUCK.TREES.AWARD.JAN.2017.01N

RENTAL OF BUCKET TRUCK. WITH QUALIFIED OPERATOR (2017), DECEMBER 22, 2016 @ 10:00 AM

106.

TRANSACTION (2017), DECEMBER 22, 2016 @ 10:00 AM

NAME	BID	BID	SECURITY	BID	SECURITY	Check ✓
ARBOR TREE INC				228.48		✓
HIGH FALLS TREE SERVICE				197.50		
Davey Tree Expert				97.00		



Town of  
**Brighton**

Information Systems

Ra

Susan Wentworth  
IT Coordinator

MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
Subject: Recommended Disposal of Certain Fixed Assets  
From: Susan Wentworth, IT Coordinator *SAW*  
Date: January 17, 2017

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; C. Rogers, Town Court

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON  
DISPOSAL OF FIXED ASSET**

DEPT. A.JSTCE.1110

DATE: January 17, 2017

## REQUESTING EMPLOYEE

Susan Wentworth

DEPT. HEAD SIGNATURE

Susan Worthen

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

Finance Office \_\_\_\_\_  
Use \_\_\_\_\_  
Town \_\_\_\_\_ Board Authorization Date \_\_\_\_\_  
Insurance Notification Date \_\_\_\_\_

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Fixed Asset Disposal.xls

12b.



Town of  
**Brighton**

13a.  
Information Systems

Susan Wentworth  
IT Coordinator

MEMORANDUM

To: The Honorable Finance Committee  
From: Susan Wentworth, IT Coordinator  
Date: January 17, 2017  
Subject: Toshiba Business Solutions Copier Agreement

The existing Xerox copiers in the Brighton Town Court and the Assessor's Office are no longer functional. Both departments have looked at replacement options and determined that the copiers from Toshiba Business Solutions meet their needs.

The copiers are on the NY State Contract and provide identical pricing to the Suffolk County BOCES contract that the Town utilized for the copier purchases in 2014.

The funds for the copiers are in the 2017 Budget for the Town Court (A.JSTCE.1110 2.15) and in the Capital Project for the 2018 Assessment Revaluation Update (H.REVAL.UPD18).

This request is for Town Board approval to authorize the Supervisor to execute the attached Toshiba Business Solutions Agreement for purchase and a three year term for maintenance.

Thank you for your consideration.

*Susan Q. Wentworth*

Susan Wentworth

cc. Elaine Ainsworth, Assessor  
Colleen Rogers, Court Clerk  
Dan Aman, Town Clerk



**SALES ORDER**

SO-1.0.0

13b

Sales Representative: **John Leonard**

**SALES PACKET NUMBER**

**ORDER DATE**

## CUSTOMER INFORMATION

**Customer Name:** Town of Brighton

Tax ID #:

**Billing Address:** 2300 Elmwood Ave

**Fax:**

**Address 2:**

**City: Rochester**

State: NY Zip: 14818

State: NY Zip: 14818 email: daniel.aman@townofbrighton.org

## EQUIPMENT AND SUPPLIES

**SPECIAL INSTRUCTIONS**

Sub Total	\$	
Other		0.00
EOL/Security		0.00
Professional Fees		0.00
Connectivity Fees		0.00
Move Fees		0.00
Taxable Total	\$	11963.00
Sales Tax %		0.00
Tax Paid	\$	0.00
Advance Paid		0.00
Total	\$	11963.00

## CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.

**By signing this agreement, the customer acknowledges that he/she has read and understood the terms and conditions of this agreement.**

**1. Limited Warranty.** The seller warrants that the goods to be delivered will be of the kind and quality described in this Agreement and will be free of defects in workmanship or material. Should any failure to conform to this warranty appear within ninety (90) days after the initial date of installation in the case of new goods, or thirty (30) days after the initial date of installation in the case of used or reconditioned goods, the seller at its option, shall correct such defects by suitable repair or replacement at its own expense, upon notification thereof and substantiation that the goods have been stored, installed, maintained, and operated in accordance with the Seller's recommendations or standard industry practice. The foregoing warranty does not apply to consumable parts such as, but not limited to, drums, cleaning brushes, filters, developer, toner, heat andoller tubes, pressure pads, lamps, lenses and fuses.

**This warranty is exclusive and is in lieu of any warranty of merchantability, fitness for a particular purpose or other warranty of quality, whether express or implied, except of title and against patent infringement. Correction of non-conformities, in the manner and for the period of time provided above, shall constitute fulfillment of all liabilities of the Seller to the Customer with respect to, or arising out of the goods, whether based on contract, negligence, strict tort liability or otherwise.**

Print Name: \_\_\_\_\_ Signature: X \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

TBS ACCEPTANCE

Print Name: Signature: X Title: Date:



TOWN OF BRIGHTON  
ASSESSOR'S OFFICE  
2300 Elmwood Avenue  
Rochester, NY 14618  
(585) 784-5216

December 28, 2016

To: Supervisor William Moehle  
Finance Director Suzanne Zaso  
Finance Committee  
Honorable Town Board

From: Elaine Ainsworth, Assessor

Re: 2018 Assessment Roll Update  
CCR Advisory Appraisal

*Elaine Ainsworth*

The Town Board approved 2018 Assessment Roll Update Project Budget included funds identified for an advisory appraisal of the Country Club of Rochester (CCR) parcels located within the Town of Brighton.

I sent a quote request to seven firms within the western portion of New York, from the Buffalo to Syracuse areas. Three of the firms did not provide quotes. Of the four quotes provided, GAR Associates was the least expensive.

We have worked with the GAR Associates many times in the past on appraisals and with assessment update projects. The firm is professional and accomplished. I therefore request permission to have the supervisor enter into a professional services agreement for the advisory appraisal services detailed in the October 31, 2016, response by GAR Associates, copy herewith.

Thank you, Elaine

15.

## Finance Department



Town of  
**Brighton**

**Suzanne Zaso**  
Director of Finance

January 17, 2017

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

Re: Agreement to Amend Plan Documents for Flexible Spending Account – Health Savings Account

Dear Honorable Town Board:

I am requesting authorization of the Supervisor to execute an agreement and any related documents with Lifetime Benefit Solutions to allow for the amendment to the Town's plan documents for flexible spending accounts that would enable pre-tax contributions by employees and the Town to Health Savings Accounts for the benefit of Town employees enrolled in a High Deductible Health Plan.

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.

Sincerely,

Suzanne E. Zaso  
Director of Finance

Cc: Tricia Van Putte