

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

**Meeting Date: Wednesday, July 19, 2017 (8:30 am)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the July 5, 2017 meeting.
2. Professional Services Agreement for Traffic Impact Study (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to enter into an agreement with Fisher Associates to provide professional services relating to a traffic impact study for a proposed development at 1925 S. Clinton Ave. at a cost not to exceed \$4,319.56, all of which will be reimbursed by the project applicant (see letter from M. Guyon).
3. Professional Services Agreement for Metal Siding Replacement (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to enter into an agreement with Clark Patterson Lee for professional design services relating to the replacement of metal siding on a storage building at the DPW Operations Center at a cost not to exceed \$16,120 (see letter from M. Guyon).
4. Agreement for On-Line Auction Services (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to enter into an agreement with Roy Teitsworth Inc. for on-line auction services of abandoned property (see letter from M. Henderson).
5. Appointment of Deputy Court Administrator (Justice Court) – Request from Colleen Rogers for Town Board action to appoint Lisa Pavlovych to the permanent position of Deputy Court Administrator pursuant to Civil Service procedures (see letter from C. Rogers).
6. Executive Session – Employment of particular people.

The **next regularly scheduled meeting of the FASC will be held Wednesday, August 2, 2017 at 8:30 a.m.** in the Stage Conference Room of the Brighton Town Hall. **The FASC will hold a special meeting on Friday, July 21, 2017 at 8:30 a.m. in the Downstairs Meeting Room to review the 2018-2020 Capital Improvement Plan (CIP).** All members of the public are invited to attend FASC meetings.



Town of

## Brighton

2a

# Public Works Department

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

Michael Guyon, P.E.  
Town Engineer

July 13, 2017

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

Re: 1925 S. Clinton Avenue  
Professional Design Services to Assist the review of a Traffic Impact Study  
Contract Award

Dear Councilperson DiPonzo and Committee Members:

The Town Board of the Town of Brighton has received and begun review of an application for Incentive Zoning for the development of an approximately 11.2 acre parcel of land located at 1925 S. Clinton Avenue. The proposed development consists of a number of uses including medical office, professional office, child care center, restaurant and retail with a total gross development area of 77,000 square feet.

The South Clinton corridor between Elmwood Avenue and Westfall Road is a heavily travelled route and has experienced traffic delays in the past. These delays have impacted traffic along Lac-de-Ville Blvd, Westfall Road and Elmwood Avenue. The Monroe County Department of Transportation completed extensive improvements to the S. Clinton/Westfall intersection which has improved the flow of traffic in the area. However, traffic along South Clinton Avenue, Westfall Road and Elmwood Avenue has intensified due to large developments including City Gate, The Reserve and College Town. The Town of Brighton is concerned that the traffic generated by the proposed development may alter the level of service along the County and Town roadways and the project will require the preparation of a Traffic Impact Study.

The Town Board at their the December 14, 2016 meeting authorized the solicitation for qualifications for professional consulting services for review of future traffic impact studies to assist the Town's various Boards. The intent of the RFQ was to develop a short list of consultants who would be available to assist with the review of future traffic studies as needed. Six responses to this request for qualifications were received on January 10, 2017. Town staff reviewed each of the responses and identified Stantec, Fisher Associates and TY Lin as the most qualified to perform the requested services.

Town Staff requested fee proposals from the three firms identified as the most qualified to perform the review of a Traffic Impact Study for the project referenced above. Table-1 lists the firm and not-to-exceed fee.



Table-1

Firm	Not-to-Exceed Fee
Stantec	\$7,950.00
Fisher Associates	\$4,319.56
TY Lin	\$5,545.00

Fisher Associates is the lowest responsible bidder. Therefore, I am requesting that the FASC authorize the Supervisor to enter into an agreement with Fisher Associates for the services described in our June 22, 2017 Request of Fee Proposal for a not to exceed price of \$4,319.56. It is anticipated that the costs for the consulting services will be reimbursed by the project applicant.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 19th, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

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

Michael E. Guyon, P.E.  
Town Engineer

cc: T. Keef  
S. Zaso



# Public Works Department

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

3  
Michael Guyon, P.E.  
Town Engineer

July 11, 2017

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

Re: Town of Brighton Operation Center Complex  
Professional Design Services for the Storage Building Metal Siding Replacement  
Contract Award

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton 2017 Capital Budget included the replacement of the siding in the Operations Center Storage Building. Staff prepared a request for proposals for professional design services dated June 9, 2017 and forwarded the proposal to six local architectural firms. Additionally, the RFP was advertised using the Town of Brighton website and two web-based businesses serving as a proposal warehouse obtained the RFP from our website and increased the circulation of the request for proposals. A total of eight architectural firms obtained the request for proposal and four submitted a response to the RFP. Table-1 lists the responding firms along with their price to provide the requested professional services.

Table-1

Firm	Not-to Exceed Fee
Clark Patterson Lee	\$ 16,120.00
SWBR	\$ 18,890.00
LaBella Associates, D.P.C.	\$ 19,350.00
Bergmann Associates	\$ 25,392.00

Staff evaluated the consultant's proposals for scope, completeness, understanding of the RFP, as well as other pertinent aspects of the solicitation as issued. Staff determined that Clark Patterson Lee is the lowest priced qualified bidder.

Therefore, I am requesting that the FASC authorize the Supervisor to enter into an agreement with Clark Patterson Lee for the services described in our June 9, 2017 Request of Proposal for a not to exceed price of \$16,120.00. This project is included in the 2017 adopted Capital Budget and funding is available in account H.DPWOP.SIDE.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 19<sup>th</sup>, 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  
T. Anderson

5

# JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

<http://www.townofbrighton.org>

JUSTICES

KAREN MORRIS

JOHN AuFALK, 2017

COURT ADMINISTRATOR  
COLLEEN M. ROGERS

ASSISTANT COURT CLERK  
MARY KELLENBERGER

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

Dear Board Members:

I respectfully request that the honorable Town Board approve the appointment of Lisa Pavlovych as the Deputy Court Administrator. Lisa currently holds this provisional appointment. She has successfully completed the Deputy Court Administrator exam as required by Monroe County Civil Service and is one of the top scores on the list. All required Civil Service procedures have been followed in making this recommendation. Lisa will be a Permanent, Non-Represented Employee Salary and Waged Schedule to include the title of Deputy Court Administrator Group 3, Step 3 which equates to \$41,805.40 a year. Lisa will be on an eight (8) week probation period starting July 27, 2017.

Thank you for your time and consideration in this matter. Please let me know if you have any questions that I may assist you with.

Sincerely,



Colleen M. Rogers  
Administrative Court Clerk  
Town of Brighton

Cc: Tricia Van Putte, Human Resources Manager  
Suzanne Zaso, Finance Director  
Mary Ann Hussar, Assistant to the Supervisor