

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

Meeting Date: Tuesday, October 3, 2017 (3:30 p.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the September 19, 2017 meeting.
2. Declare Equipment as Junk (Sewer) – Request from Amy Banker for Town Board action to declare various sewer equipment that is no longer serviceable as junk (see memo from A. Banker).
3. Solicit Bids for Building Siding (DPW Operations) – Request from Mike Guyon for Town Board authorization to seek bids for siding replacement at the Operations Center storage facility (see letter from M. Guyon).
4. Budget Transfer for Tree Removals (Highway) – Request from Tim Anderson for Town Board action to transfer \$3,990 from various highway budget accounts to the tree program budget for emergency tree removals (see letter from T. Anderson).
5. Lease Contract for Printer/Copiers (various depts.) – Request from Dan Aman for Town Board action to authorize the Supervisor to execute agreements with Toshiba to lease 7 multi-function printers/copiers within various Town departments, inclusive of maintenance services, for a period of 48 months (see letter from D. Aman).
6. 2018 Operating and Special District Budgets

The next regularly scheduled meeting of the FASC will be held Tuesday, October 17, 2017 at 3:30 p.m. in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



Town of Brighton
DPW Operations
1941 Elmwood Avenue
Rochester, NY 14620
(585) 784-5280; Fax: (585) 784-5385

2a.

MEMORANDUM

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

From: Amy Banker, Accountant/Steve Zimmer, Sewer Inspector

Date: Sept. 27, 2017

In accordance with the Town Board's Fixed Asset Policy and Procedures, 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.

Amy Banker

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Sheet

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. Sewer Department

REQUESTING EMPLOYEE Amy Banker

DATE 9/26/2017

DEPT. HEAD SIGNATURE



TOWN ID #	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN OR SERIAL #	ORIGINAL COST	COMMENTS
002883	Flow Meter	N/A	260	1993	A03308	\$5,421.00	Junk
002884	Flow Meter	N/A	260	1993	A03305	\$5,421.00	Junk
002885	Flow Meter	N/A	260	1993	A03301	\$5,421.00	Junk
002886	Flow Meter	N/A	260	1993	A03122	\$5,421.00	Junk
002887	Flow Meter	N/A	260	1993	A03121	\$5,421.00	Junk
003825	Lateral Camera	N/A	N/A	1998	75-1000-15	\$4,513.00	Junk
004804	Gas Detector	Scot	W34LTR	2003	SC096256105	\$1,622.00	Junk
004808-1	Gas Detector	Scot	Scout	2004	6121	\$1,296.00	Junk
005160	Flow Meter	Sigma	910	2004	050100002174	\$2,950.00	Junk
005162	Flow Meter	Sigma	910	2004	050100002173	\$2,950.00	Junk
005163	Flow Meter	Sigma	910	2004	050100002171	\$2,950.00	Junk
005357	Lift Station Monitoring	Omni	CB+EN	2006	11093	\$1,825.00	Junk
005358	Lift Station Monitoring	Omni	CB+EN	2006	11122	\$1,825.00	Junk
005359	Lift Station Monitoring	Omni	CB+EN	2006	11126	\$1,825.00	Junk
005370	Lift Station Monitoring	Omni	CB+EN	2006	11129	\$1,825.00	Junk
005371	Lift Station Monitoring	Omni	CB+EN	2006	11394	\$1,825.00	Junk

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

Finance Office

Use _____ Town Board Authorizaization Date _____ Ins. Notification Date _____

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**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. Sewer Department

REQUESTING EMPLOYEE Amy Banker

DATE 9/26/2017

DEPT. HEAD SIGNATURE 

TOWN ID #	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN OR SERIAL #	ORIGINAL COST	COMMENTS
005378	Mini Sewer Camera	Cues	N/A	2008	8010304	\$9,093.00	Junk
005425	Rootsaw Kit	N/A	N/A	2009	N/A	\$3,190.00	Junk
005538-1	Sewer Camera System	Cues	MP2020	2011	11072205	\$8,914.00	Junk
008681	Root Cutter w/saws	Waterjet	N/A	1985	1907	\$1,412.00	Junk
008770	Power Winches (2)	N/A	N/A	1952	2454-55	\$2,500.00	Junk

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

Finance Office

Use _____ Town Board Authorizaization Date _____ Ins. Notification Date _____



3.



Town of

Brighton

Public Works Department

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

Michael Guyon, P.E.
Town Engineer

September 26, 2017

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

Re: Operations Center Storage Facility Siding Replacement Project
Solicit a Request for Bidders.

Dear Councilperson DiPonzio and Committee Members:

I am requesting authorization to solicit a request for bidders for construction services necessary to replace the existing siding on the Operation Center Storage Facility. This project is included in the 2017 adopted Capital Budget and funding in the amount of \$90,000 is available in account H.DPWOP.SIDE. 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 October 3, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
C. Roscoe
T. Anderson
Mary Ann Hussar



Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

To: Jason DiPonzio, Chair, Finance & Admin Services Committee
From: Daniel Aman, Town Clerk
Date: October 3, 2017
Re: Town of Brighton Multi-Function Printers

Our initial contract with Toshiba has ended so I went back out to look at new machines. We are still able to purchase these machines off of the East Suffolk BOCES contract, so per our procurement policy, we did not have to go get quotes. Despite that, I did meet with Usherwood Office Technology, Office Equipment Source & Eastern as well as Toshiba Business Solutions.

Based on the performance of the Toshiba machines and the excellent experience with Toshiba service reps over the past three years, my recommendation is to stay with Toshiba.

The machines included in the attached proposal are the new models of our existing equipment. There is also an additional machine included this year. I am asking to add a 25 page per minute machine in the Town Clerk's Office. This will also allow my office to eliminate several desktop printers and the associated toner costs. It will also enable my staff to complete some tasks in the office rather than being in the reception area, keeping them available to assist residents at the counter as needed.

Based on lower than expected usage over the past three years and the proposed new machine in the Town Clerk's Office, I am recommending to get a smaller machine in the reception area. This will largely offset the cost of adding the machine in the Clerk's Office. The other machines seem to be right sized for their departments.

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