

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

**Meeting Date: Tuesday, October 17, 2017 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the October 3, 2017 meeting.
2. Executive Session – Employment of particular people.
3. Budget Transfer for Vehicle Part/Repairs (Highway) – Request from Tim Anderson for Town Board action to transfer \$21,067 from the 2017 highway road repair budget the highway machinery budget for vehicle parts and repairs for the remainder of 2017 (see letter from T. Anderson).
4. Sponsorships for July 4th Celebration (Parks) – Request from Matt Beeman for Town Board action to accept \$5,800 in sponsorships for the July 4th, 2017 celebration (see letter from M. Beeman).
5. Revised Agreement for Communications System Maintenance (Info Systems) - Request from Jeremy Lutz for Town Board action to authorize the Supervisor to execute a revised agreement with Rel Comm, Inc. to remove the replacement insurance on the individual phones (see memo from J Lutz).
6. Solicit Proposals for Cultural Resources Surveys (Historic Preservation) – Request from Ramsey Boehner for Town Board authorization to seek proposals for professional services to update and prepare cultural resources surveys for designating landmarks (see letter from R. Boehner).
7. Contract Renewal for WBFPD Service Award Program (Finance) - Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for third-party administrative services for the West Brighton Fire Protection District's Service Awards Program (see letter from S. Zaso).
8. 2018 Operating and Special District Budgets

The next regularly scheduled meeting of the FASC will be held Tuesday, October 31, 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.



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

(3)

Tim Anderson
Deputy Highway
Superintendent

Brighton

October 16, 2017

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

Re: Transfer of funds - Machinery

Honorable Members:

I recommend that a transfer be approved from the following:

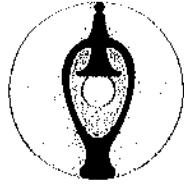
Highway – Road Repair – Gutters (D.HWY.5110 2.68) in the amount of \$2,267
and
Highway – Road Repair – Sewer Construction/Repair (D.HWY.5110 2.80) in the amount of \$13,000
and
Highway – Road Repair – Sewer Repair Materials (D.HWY.5110 4.07) in the amount of \$2,000
and
Highway – Road Repair – Road Materials (D.HWY.5110 4.16) in the amount of \$2,000
and
Highway – Road Repair – Landscaping Services (D.HWY.5110 4.43) in the amount of \$1,800
To:
Highway – Machinery – Vehicle Parts/Comp (D.HWY.5130 4.08) in the amount of \$15,067
and
Highway – Machinery – Vehicle Maintenance/Repair (D.HWY.5130 4.65) in the amount of \$6,000

The funds are proposed to be used to cover vehicle parts purchases and repairs for the remainder of the year.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



Town of
Brighton

4.
Parks Department

Matthew Beeman
Superintendent of Parks

October 11, 2017

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Finance Committee Members:

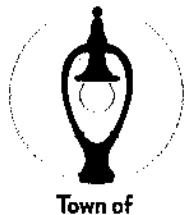
I respectfully request your permission to accept the following donations that were made by various corporate and community sponsors for our 2017 July 4th celebration. These generous contributions are as follows:

Wegmans	\$3,000.00
Five Star Improvements	\$1,000.00
Harvey M. Nusbaum	\$600.00 (previously accepted in January)
Kornerstone Kitchens	\$300.00
Paris Kirwan Associates	\$300.00
Canandaigua National Bank	\$300.00
Segar & Sciortino Law Firm	\$300.00
 Total	 \$5,800.00

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

Sincerely,

Matt Beeman
Superintendent of Parks



Information Systems

5a

Jeremy Lutz
IT Director

Brighton

To: Finance and Administrative Services Committee
From: Jeremy Lutz, IT Director
Date: October 16, 2017
Re: Relcomm Support Agreement

After examining the vendor contracts that the Information Systems department has been utilizing to have routine maintenance performed, I have found that we could alter our contract with Relcomm to allow us to reduce costs with them and reinvest in infrastructure. Attached is the pricing from our current contract and the revised contract.

Currently, the Town pays \$795 per month to Relcomm for support of the Town's phones and network equipment spread across several departments. One of the major costs is \$448 per month to effectively insure all phones so that they will be replaced if broken. Since these phones only cost around \$200 at most and we don't have 24 failing every year, this seems to be an area that we could save by removing this contract piece and shifting the cost into the computer equipment budget. This will allow us to replace any broken phones as they come up as well as give flexibility to improve infrastructure. In addition, I have been able to streamline our network operations and remove three pieces of network equipment which will save an additional \$30 per month. I would like to shift these funds to the computer equipment budget as well. This would mean a monthly charge of \$287 across several departments.

The contract requires 30 days' notice for change and I would like to adjust it effective December 1 of 2017. This would require a shift of funds for 2017 from several sources.

For 2017, I propose that we move the funds from the following accounts to A.INFO.1680 2.13:

A.DPW.1620 4.41 – \$167.64
A.HWY.5132 4.14 - \$71.12
A.JSTCE.1110 4.41 – \$35.56
A.POLCE.3120 4.41 - \$86.36
A.REC.7020 - \$40.64

L.LIBRY.7410 4.41 would keep their \$106.68 difference from this year.

I would be happy to answer any questions or address any concerns that the Committee or other Town Board members might have regarding this issue.

5b.

TERM

This agreement is a 12-month contract. The contract will then auto-renew on the anniversary for a duration of 12 months thereafter unless Rel Comm Inc. has received a written cancellation notice from Town of Brighton with a 30-day notice. Rel Comm, Inc. reserves the right to cancel this agreement with 30-days written notice to the customer, or should the customer become delinquent in payment.

LIMITS OF LIABILITY

Rel Comm, Inc. shall not be liable to the user for any consequential damages for interruption of service, which the user may incur as a result of equipment failure.

NOTICES

Any communication to Rel Comm, Inc. shall be deemed given when sent prepaid certified mail and addressed to Rel Comm, Inc. at its address, as appearing on this or at such address as the party may have requested in writing.

SUCCESSORS OR PARTIES BOUND

This agreement and all its Terms and Conditions shall inure to and become binding upon the Heirs, Executors, Administrators, Successors and Assigns of Parties hereto.

Town of Brighton SUPPORT RATE AND INVENTORY*Current Agreement*

Quantity	Description	Unit Price	Extended Cost
224	Active Telephone Ports	\$2.00	\$448.00
27	Active Trunk / T1 Ports	\$1.00	\$27.00
8	Voice Mail Ports	\$15.00	\$120.00
10	Network Equipment	\$20.00	\$200.00
TOTAL MONTHLY CHARGE:			\$795.00

*Quantities may vary based on final configuration.

Original Installation: _____ 10/31/2011

System Type: _____ Mitel 5000 HX controllers, networked over IP

System Notes: _____ SWA is covered until 11/04/2016

Inclusions/Exclusions: _____ This contract covers all sites and network equipment.

(Please include additional covered locations)

UPS is not covered under the scope of this agreement.

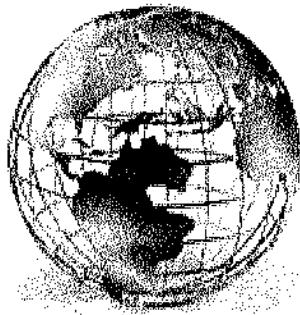
Rochester, New York
250 Cumberland St.
Suite 214
Rochester, NY 14605
Voice: 585.546.8888
Fax: 585.546.8925

Buffalo, New York
4230-B Ridge Lea Rd.
Suite 112
Amherst, NY 14226
Voice: 716.204.4444
Fax 716.204.0010

Syracuse, New York
6838 Ellicott Dr.
East Syracuse, NY 13204
Voice: 315.422.9700
Fax: 315.438.3142

Raleigh, North Carolina
1191 West Chatham St.
Cary, NC 27513
Voice: 919.210.3500
Fax: 919.433.3119

Sc.



RelComm

250 Cumberland Street | Suite 214 | Rochester, NY 14605
Phone: 888.394.6703 | Fax: 585.546.8925 | WWW.RCOMM.COM

Town of Brighton RCC SUPPORT AGREEMENT

Rel Comm, Inc. hereby agrees to provide Support Services for the Communications Equipment as listed in the attached Rate and Inventory sheet. Any additional equipment leased or sold to Town of Brighton shall become part of this agreement at the next billing cycle. Rel Comm, Inc. shall keep the entire system in good working condition and furnish all parts and labor necessary to accomplish this. Any malfunction that cannot be immediately isolated to a specific piece of equipment or service will require the participation of Rel Comm, Inc. and all other service suppliers until responsibility for the problem has been determined. Rel Comm, Inc. has the responsibility to assure, with best efforts, participation of all applicable service suppliers. Expenses incurred for service supplier's services shall be borne by the responsible party. In no instance shall the failure to resolve the issue of responsibility relieve Rel Comm, Inc of the obligation to restore system operation with the least impact on the functional operation of the telephone system.

Rel Comm., Inc. shall effectively provide Support on equipment listed in the Rate and Inventory Section.

Rel Comm., Inc. shall maintain a spare parts inventory at the servicing support facility.

Town of Brighton shall have no responsibility for any costs other than the cost of this Support agreement without its prior written agreement.

PAYMENT

Rel Comm, Inc. will invoice Town of Brighton monthly in advance for the Support charge. Payment will be made within 30 days of receipt of invoice.

RATE

Rel Comm, Inc. will not adjust the Support charge per item for the duration of this contract. Any items purchased / leased within the contract term shall become part of this agreement at the next billing cycle, and charged at the same rate from the first 12 months. If Rel Comm, Inc. requires an adjustment in any of the rates, Rel Comm, Inc. will give a 30 day written notice before the adjustment becomes valid.

Rochester, New York
250 Cumberland St.
Suite 214
Rochester, NY 14605
Voice: 585.546.8888
Fax: 585.546.8925

Buffalo, New York
4230-B Ridge Lea Rd.
Suite 112
Amherst, NY 14226
Voice: 716.204.4444
Fax 716.204.0010

Syracuse, New York
6838 Ellcott Dr.
East Syracuse, NY 13204
Voice: 315.422.9700
Fax: 315.438.3142

(5e)

Town of Brighton SUPPORT RATE AND INVENTORY

Quantity	Description	Unit Price	Extended Cost
NOT INCLUDED	Active Telephone Ports	NOT INCLUDED	NOT INCLUDED
27	Active Trunk / T1 Ports	\$1.00	\$27.00
8	Voice Mail Ports	\$15.00	\$120.00
7	Network Equipment	\$20.00	\$140.00
TOTAL MONTHLY CHARGE:			\$287.00

*Quantities may vary based on final configuration.

Original Installation: 10/31/2011

System Type: Mitel 5000 HX Controllers, networked over IP

System Notes: Does not cover PHONES.

Inclusions/Exclusions:
 (Please include additional covered locations) UPS is NOT covered under the scope of this agreement.
Mitel Software Assurance is not included in the maintenance agreement. A quote will be sent annually to the customer.

Annual Option – Rel Comm will invoice Town of Brighton on an annual basis. By doing so, I am aware that I will be invoiced in full for the coverage prior to my renewal date.

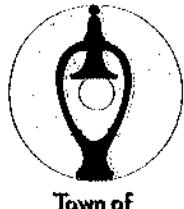
Quarterly Option – Rel Comm will invoice Town of Brighton quarterly (4 times a year). By doing so, I am aware that I will be invoiced quarterly for the coverage prior to my renewal date.

Monthly Option – Rel Comm will invoice Town of Brighton on a monthly basis. By doing so, I am aware that I will be invoiced each month for the coverage prior to my renewal date.

Rochester, New York
 250 Cumberland St.
 Suite 214
 Rochester, NY 14605
 Voice: 585.546.8888
 Fax: 585.546.8925

Buffalo, New York
 4230-B Ridge Lea Rd.
 Suite 112
 Amherst, NY 14226
 Voice: 716.204.4444
 Fax 716.204.0010

Syracuse, New York
 6838 Ellicott Dr.
 East Syracuse, NY 13204
 Voice: 315.422.9700
 Fax: 315.438.3142



Town of
Brighton

Historic Preservation Commission

Secretary - Ramsey Boehner

64

October 13, 2017

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

Re: Cultural Resources Surveys Professional Services

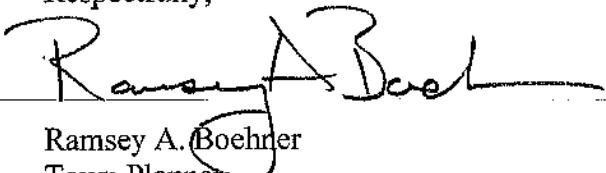
Honorable Members

The Historic Preservation Commission is responsible for the designation of landmarks. Cultural Resources Surveys provide important information to the Commission in determining if properties are worthy of landmark designation. Therefore, I am requesting authorization to prepare and distribute a request for proposals seeking profession services to update and prepare Cultural Resources Surveys.

Funds for the services are available in A.HIST.7515. 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 17, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,



Ramsey A. Boehner
Town Planner

cc: S. Zaso
T. Keef
M. Hussar