

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

**Meeting Date: Tuesday, October 31, 2017 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the October 17, 2017 meeting.
2. Renewal of Intermunicipal Agreement with Town of Pittsford (Highway Dept.) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute a renewal agreement with the Town of Pittsford for snow and ice control services on Allens Creek Road for the 2017-18 season at the County's reimbursement rate with authorization to renew administratively for 4 additional years (see letter from T. Keef).
3. Renewal Rates for 2018 Medicare Health Plans (Personnel) – Request from Tricia VanPutte for Town Board action to authorize the Supervisor to sign the renewal rates and any related documents for the Medicare health plans offered to post-65 retirees and spouses through Excellus BCBS and MVP Health Care and to authorize a change to the MVP Gold plan offering (see letter from T. VanPutte),
4. Renewal Rates for 2018 Medical Health Plans (Personnel) – Request from Tricia VanPutte for Town Board action to authorize the Supervisor to sign the renewal rates and any related documents for the medical health plans offered to active employees and pre-65 retirees and spouses through the FLMHIT MVP Health Care plans (see letter from T. VanPutte).
5. Renewal Rates for 2018 Excellus Self-Funded Dental (Finance) – Request Tricia VanPutte for Town Board action to approve a renewal contract with Excellus Blue Cross Blue Shield for the 2018 self-funded dental plans offered to active and retired Town employees (see letter from T. VanPutte).
6. Contract Renewal for Employee Flexible Spending (Personnel) – Request from Tricia VanPutte for Town Board action to authorize the Supervisor to execute a renewal agreement with Lifetime Benefit Solutions Inc. for the administration of the employee flexible spending program for 2018 (see letter from T. VanPutte).
7. Authorize Eye Wear Benefit for Non-Represented Employees (Personnel) – Request from Tricia VanPutte for Town Board action to authorize a new eye wear benefit plan for non-represented eligible employees at full cost to the employee (see letter from T. VanPutte).

8. Budget Transfer for Playground Equipment (Parks) – Request from Matt Beeman for Town Board action to transfer \$7,020 from various 2017 parks supplies & maintenance accounts to recreation equipment under Parks Administration for the replacement of playground slides (see letter from M. Beeman).
9. Addendum to Senior Transportation Contract (Recreation) – Request from Rebecca Cotter for Town Board authorization of the Supervisor to sign an addendum to the contract with Platinum Limousine of Western NY for authority to transport passengers.
10. Contract for Actuarial Services for WBFPD Service Award Program (Finance) - Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an agreement with Penflex, Inc. for actuarial services related to GASB 73 reporting requirements for the West Brighton Fire Protection District's Service Awards Program (see letter from S. Zaso).
11. Declare Ambulance Fly Car as Surplus (Ambulance Dist.) – Request from Suzanne Zaso for Town Board action to declare a 2002 Ford Expedition as surplus and authorize disposal through auction (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held Tuesday, November 14, 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.



Public Works Department

Tim Keef, P.E.

Commissioner of Public Works

October 25, 2017

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

re: Snow and Ice Control of Allens Creek Road Agreement
with the Town of Pittsford (2017/2018)

Dear Chairperson DiPonzio and Committee Members:

As you are aware, the Towns of Brighton and Pittsford have previously entered into an IMA for the Town of Brighton to perform snow and ice control upon that portion of Allens Creek Road within the Town of Pittsford. At this time I am requesting your support to renew the IMA for the upcoming season. The Town of Pittsford reimburses us at the same rate that the County reimburses us for the same service upon County Roads. Therefore, I request that the Finance and Administrative Services Committee recommend that the Supervisor be authorized to execute this document. I also request that a maximum of four future renewals of the contract be permitted thereafter by approval and endorsement of the Supervisor.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 31, 2017 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

TEK/wpd

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

FASC.PITTSFORD.ALLENSCREEK.SNOW.ICE.AGREEMENT.OCT.2017.01

2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
Tim.Keef@townofbrighton.org 585-784-5223



Town of
Brighton

Personnel Department

Tricia
Tricia Van Putte
Director of Personnel

October 31, 2017

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

Re: Medicare Health Plan Renewals for 2018

Dear Board Members:

Attached are the renewal rates and plan summaries for 2018 for the Medicare Health plans that are currently offered through the Town to eligible post-65 retirees and post-65 retiree spouses.

Also attached are rates and plan summaries for 2018 for a Medicare Gold Anywhere PPO plan. By changing from the current MVP Gold HMO to the MVP Gold Anywhere PPO, it will enhance the network available to its participants.

I am recommending that the Town Board authorize these plan options for 2018, the change from the current MVP Gold HMO to MVP Gold Anywhere PPO and authorize the Supervisor to sign any related documents with the insurance carriers, Excellus BCBS and MVP Health Care.

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,

Tricia Van Putte

Tricia Van Putte
Director of Personnel

CC: S. Zaso

2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
tricia.vanputte@townofbrighton.org 585-784-5203



Town of
Brighton

Personnel Department

(4a.)

Tricia Van Putte
Director of Personnel

October 31, 2017

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

Re: Health Plan Renewals for 2018

Dear Board Members:

Attached are the proposed renewal rates and plan summaries for 2018 for the health plans that are currently being offered through the Town to eligible employees and retirees.

I am recommending that the Town Board authorize the renewal of the current health plans, including the \$3,000/\$6,000 High Deductible Health Plan along with a Health Savings Account contribution to eligible active non-represented Town employees and authorize the Supervisor to sign any related documents with MVP. Regarding the Health Savings Account contributions, I am recommending that the contributions for 2018 to be as follows: \$800.00 single, \$1,600.00 2-person and \$2,000.00 family with 25% of the amount being contributed in January and the remaining balance distributed equally over the remaining payroll pay periods.

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,

Tricia Van Putte
Director of Personnel

CC: S. Zaso



Town of
Brighton

Finance Department

5a
Suzanne Zaso
Director of Finance

October 31, 2017

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

Re: Dental Plan Renewals for 2018

Dear Board Members:

Attached are the proposed renewal rates and plan summaries for 2018 for the self-funded dental plans that are currently being offered through the Town to eligible employees and retirees. Based on experience, the Town's insurance broker, Brown & Brown of NY, has recommended that the equivalency rates for these plans remain unchanged from 2017. Please note that within these rates is an administrative fee that is charged by the third party administrator, Excellus BCBS. Excellus is proposing a 4% increase in this fee for 2018 (from \$3.96 per month per contract to \$4.12).

I am recommending that the Town Board authorize the renewal of the dental plans with no change in rates for 2018 and authorize the Supervisor to sign any related documents with Excellus BCBS.

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,

Tricia Van Putte

Tricia Van Putte
Director of Personnel

CC: S. Zaso



Brighton

Finance Department

Suzanne Zaso
Director of Finance

October 31, 2017

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

Re: Flexible Spending Administration - Lifetime Benefit Solutions, Inc.

Dear Board Members:

I am requesting that the Town Board authorize the continuation of the services of Lifetime Benefit Solutions Inc. for the administration of employee flexible spending accounts. There currently is a minor change in the 2018 pricing with an annual compliance service fee of \$325 and a per participant monthly fee increasing from \$3.00 in 2017 to \$3.15 in 2018.

I am recommending that the Town Board authorize the continuation of services for 2018 and authorize the Supervisor to sign any related documents with Lifetime Benefit Solutions Inc.

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 blue ink that reads "Tricia Van Putte".

Tricia Van Putte
Director of Personnel

CC: S. Zaso



Town of
Brighton

Personnel Department

(Signature)
Tricia Van Putte
Director of Personnel

October 31, 2017

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

Re: Vision Eyewear Plan for 2018

Dear Board Members:

Attached are rates and plan summary for 2018 for a new EyeMed Vision/Eyewear Benefit made available to all members of FLMHIT. By offering this to our employees, we are adding a great employee paid benefit at no premium cost to the Town.

I am recommending that the Town Board authorize the addition of the EyeMed Vision/Eyewear Benefit to all eligible active full time and part time benefit eligible non-represented Town employees and authorize the Supervisor to sign any related documents with EyeMed/Brown & Brown.

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,

Tricia Van Putte
Tricia Van Putte
Director of Personnel

CC: S. Zaso



Town of
Brighton

Ja.
Parks Department

Matthew Beeman
Superintendent of Parks

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

October 27, 2017

Re: Transfer of funds –Playground equipment replacement

Honorable Members:

I would like to recommend that a budget transfer be approved from the following:

Frankel Park trail maintenance supplies (A.PARKS 7126 4.11) in the amount of \$3,100

Corbett's Glen trail maintenance supplies (A.PARKS 7122 4.11) in the amount of \$1,700

Buckland Park maintenance repair/service (A.PARKS 7115 4.41) in the amount of \$2,220

To the following:

Parks Administration recreation equipment (A.PARKS 7021 2.50) in the amount of \$7,020.00.

We currently have a depleted budget for replacement playground equipment and parts. During our playground inspections we have identified three large slides at separate locations which are cracked and will need to be replaced. Because the replacement cost is high and exceeds what is usually budgeted we needed to wait until the end of the maintenance year to recommend a transfer. We have recently completed all trail maintenance at Frankel Park and Corbett's Glen thus the respective budgets will have remaining funds. While it has been a tough year in some park areas, others such as the maintenance service budget at Buckland Park is below anticipated cost and projected to have remaining funds.

This transfer will allow us to secure this much needed replacement playground equipment before the next fiscal year and put us ahead of schedule to get the items installed. I would be happy to answer any questions regarding this matter.

Sincerely,

Matt Beeman
Superintendent of Parks

Cc: M. Hussar, S.Zaso, A. Bunker

NY Rochester Town of Brighton Multiple Parks Replacement Parts

Brighton Town of
 Attn: Matt Beeman
 Rec Dept: 220 Idlewood Rd
 Rochester, NY 14618
 Phone: 585-784-5262
 Fax: 585-784-5365
 matt.beeman@townofbrighton.org

Project #: P86222
 Ship To Zip: 14618

Quantity	Part #	Description	Unit Price	Amount
	9119107 from 1999	Game Time - Town Hall Playground		
1	RDU	Game Time - 80776 Rung Enclosure to replace 10854 Spiral Slide - Accent color: Red (1) 164200 -- Rung Enclosure (2) A63517 -- Power Lock Cap (2) A63515 -- Power Lock Base (1) 166305 -- Hdw-Enclosure-Metal	\$523.70	\$523.70
1	3259109 from 2003	Game Time - Buckland Park		
1	3744SP	Game Time - Cyberslide retro-fit - Plastic color: Beige	\$1,972.00	\$1,972.00
	8132113 from 1998	Game Time - Town Park on Westfall Road		
1	RDU	Game Time - Bedway w/hardware for 10499 Bigfoot Slide - Plastic color: Blue (1) 154125 -- Bigfoot Slide (Only) (1) 162818 -- Hdw Comp 18090	\$3,729.00	\$3,729.00

Installation and offloading of equipment at delivery are not included on this quote.

*Tax exempt certificate is required when ordering or taxes will be applied. rm
 Contract: USC*

SubTotal: \$6,224.70
 Discount: (\$1,020.65)
 Freight: \$1,811.79
Total Amount: \$7,015.84



9

CONTRACT ADDENDUM

LEGAL NAME OF THE APPLICANT: Platinum Limousine of Western New York

→ **LEGAL NAME OF CUSTOMER:** _____

TERM OF CONTRACT: FROM: Present TO: undetermined

RENEWAL TERMS: To be determined

CANCELLATION TERMS: To be determined

DESCRIBE THE SERVICE TO BE PERFORMED UNDER THE CONTRACT AND THE TERRITORY TO BE SERVED, INCLUDING THE ORIGIN AND DESTINATION COUNTIES:

Various day trips to varying locations. In Livingston, Ontario, Genesee, Monroe County, New York. Grocery stores, museums, tax prep movies, parks, shopping malls, ice cream, etc.

**THE CARRIER AND THE CUSTOMER HEREBY AGREE TO NOTIFY THE
DEPARTMENT IN WRITING WITHIN FIVE DAYS OF THE CANCELLATION OF THE
CONTRACT.**

**VERIFICATION AND SIGNATURE OF BOTH THE CARRIER'S AND CUSTOMER'S
REPRESENTATIVE ARE REQUIRED.**

FALSE STATEMENTS MADE IN THIS ADDENDUM ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

Accordingly, and with notice of the foregoing, I hereby affirm that all of the statements contained in this addendum are true and that I have the legal authority to submit this addendum on behalf of the applicant, under penalty of perjury, this 24th day of October 2017.

JSB }
(Signature)
Jeremy Bellinger President
PRINT NAME & TITLE

Accordingly, and with notice of the foregoing, I hereby affirm that all of the statements contained in this addendum are true and that I have the legal authority to submit this addendum on behalf of the customer, under penalty of perjury, this _____ day of _____ 20____.

(Signature)

PRINT NAME & TITLE



Finance Department

Suzanne Zaso
Director of Finance

October 31, 2017

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

Re: Contract with Penflex Inc. for GASB 73 Actuarial Reporting Services

Dear Town Board Members,

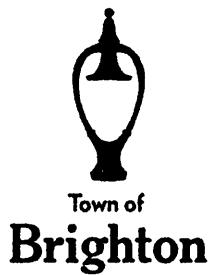
I am recommending that Your Honorable Body authorize the Supervisor to execute an agreement with Penflex, Inc. to provide actuarial services as required by GASB 73. This new GASB requirement for reporting supplemental information relating to the Town sponsored service awards program for the past volunteer fire fighters of the West Brighton Fire Protection District's Service Award Program will be required to be a part of the Town's 2017 year-end financial statements. Penflex Inc., as the third party administrator of the LOSAP program, already has all the information necessary to perform these services. The fee for these services will be \$750.

The base fee for 2017/18 will be \$3,700 (no increase from prior contract) and certification and trustee directive letters are \$125 each (no change). The total fees to be paid for services in 2017/18 are estimated at \$4,000. (This amount can be impacted by the number of certification/recertification letters completed plus an additional audit assistance fee, if necessary.)

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.

Sincerely,

Suzanne Zaso
Director of Finance



Finance Department

(11)
Suzanne Zaso
Director of Finance

October 31, 2017

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

Dear Town Board Members:

I am recommending that the Town Board declare one (1) 2002 Ford Expedition Ambulance Fly Vehicle (vin# 1FMPU16L32LA08973) as surplus and authorize its disposal via auction.

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.

Sincerely,

A handwritten signature in black ink that appears to read "Suzanne Zaso".

Suzanne Zaso
Director of Finance