

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

**Meeting Date: Tuesday, November 14, 2017 (3:30 p.m.)**

**Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the October 31, 2017 meeting.
2. Executive Session – Employment of particular people.
3. Appropriate Seized Funds for Law Enforcement Training Manual (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$19,124 from seized funds to engage the services of Lexipol to provide a Law Enforcement Policy Manual with related bulletins (see letter from M. Henderson).
4. Budget Transfer for Street Light Pole (Highway) – Request from Tim Anderson for Town Board action to transfer \$1,840 within the highway and DPW departments to fund the replacement of a street light pole (see letter from T. Anderson).
5. Budget Transfer for Tree Removals (Highway) – Request from Tim Anderson for Town Board action to transfer \$10,000 from various highway budget accounts to the tree program budget for emergency tree removals (see letter from T. Anderson).
6. Bid Award and Budget Transfer for Siding Project at DPW Operations Center (Public Works) – Request from Mike Guyon for Town Board action to award a bid to Spring Sheet Metal & Roofing, LLC in the amount of \$110,700 to side a storage building at the DPW Operations Center and to authorize the Supervisor to execute any change orders up to 10% of the base bid amount, collectively. Town Board action is also requested to transfer an additional \$50,000 in funding for this capital project (see letter from M. Guyon).
7. Budget Transfers (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers within the 2017 budget (see letter from S. Zaso).
8. Discussion – FASC meeting schedule for 2018.

**The next regularly scheduled meeting of the FASC will be held Tuesday, December 5, 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

**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

November 7, 2017

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

**RE: PURCHASE USING SEIZED FORFEITURE ASSETS ACCOUNT**

Dear Board Members:

I hereby request that an amendment be approved to the 2017 Police Department operating budget to provide for sufficient appropriations for the purchase of the following item:

**PROFESSIONAL SERVICES AGREEMENT- Lexipol**

**Law Enforcement Policy Manual**

**Daily Training Bulletins**

**Total Recurring Annual Subscription**

**\$6,087.00 Year 1**

**\$6,087.00 Year 2**

**Implementation& Support Package (50 hours)**

**\$6,950.00**

**\$19,124.00**

I propose that the Proceeds of Forfeited Property be used to fund this purchase. I request that appropriations in account **A.Police.3125.4.49 Contracted Services** be increased by **\$19,124.00**. The total expenditure will be supported with the use of Forfeited Property account **A.889.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for the purpose of this multi-year professional agreement is appropriate.

Respectfully,

Mark T. Henderson  
Chief of Police

Chief Mark Henderson,

Thank you for the opportunity to propose our New York Law Enforcement Policy Manual and integrated Daily Training Bulletin service to the Brighton Police Department. Since 2003, our proven policy and training solutions have helped public safety agencies across the country reduce risk, avoid litigation and focus more resources on proactive policing.

From your conversations with myself and Mike Ranalli, we understand that your agency is interested in learning about a comprehensive solution for policy development, deployment and maintenance.

The following proposal details how Lexipol is uniquely positioned to meet the town of Brighton Police needs. Our cost-effective model and easy-to-use web-based tools provide your agency with:

- Policies that reflect up-to-date, applicable industry standards and best practices.
- Content specific to the laws and practices of New York.
- Compliance with NYSLEAP accreditation standards.
- Daily scenario-based training that reinforces Brighton Police policies.
- Timely updates in response to new legislation and case law.
- Consulting services that analyze current Brighton Police policies against best practice content and facilitate policy manual implementation and issuance.

Vetted by a team of public safety experts and attorneys specializing in public safety law, our content is used by more than 2,900 public safety agencies nationwide. As a Lexipol customer, the Brighton Police will always have access to a current policy manual that reflects your agency's values and strategic goals, and the peace of mind that comes from knowing your agency is protected.

I look forward to your feedback on the following proposal. Should you have questions or would like to request additional materials, please don't hesitate to contact me.

Sincerely,

*Brent Pyle II*

Brent Pyle  
Senior Account Executive  
Lexipol



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

Tim Anderson  
Deputy Highway  
Superintendent

November 9, 2017

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

Re: Transfer of funds: Town wide street lighting – Street Light Pole

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Parks – Highway Equipment (A.HWY.7110 2.30) in the amount of \$1540  
and  
Public Works Dept. – Townwide Sidewalk – Maintenance Supplies (A.DPW.5410 4.11) in the amount of \$300

To the following:

Public Works Dept. – Townwide Street Lighting – Maintenance Supplies (A. DPW.5182 4.11) in the amount of \$1,840

The funds are proposed to be used for purchasing a street light pole and mast arm to replace a structurally deficient street light pole and mast arm. I will be available to answer any questions if needed.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

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



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

Tim Anderson  
Deputy Highway  
Superintendent

November 9, 2017

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

Re: Transfer of funds: Dead/Emergency Tree Take Downs

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Highway/Sewer Facility – Office Equipment (A.HWY.5132 2.11) in the amount of \$1000  
and  
Highway – Town Landfill – Highway Equipment (A.HWY.8160 2.30) in the amount of \$9,000

To the following:

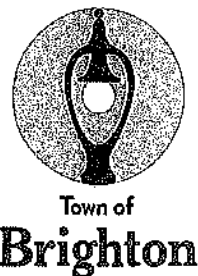
Public Works Dept. – Tree Program – Contractor Serv. (A. DPW.8560 4.43) in the amount of \$10,000

The funds are proposed to be used for additional removal of dead and hazardous trees, including emergency take downs, within the Highway Right of Way. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

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



# Public Works Department

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

Michael Guyon, P.E.  
Town Engineer

November 7, 2017

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

Re: Town of Brighton Operation Center Complex  
Storage Building Metal Siding Replacement  
Contract Award

Dear Councilperson DiPonzio and Committee Members:

The Town Board at their regularly scheduled October 11, 2017 meeting authorized the solicitation of bids for the replacement of the Operation Center storage building siding. The bids for the above referenced project were publicly advertised and publicly opened, all as required by law. Bids were received and opened on November 2, 2017 at 10:00 AM,

We received one bid from Spring Sheet Metal & Roofing, LLC whose base bid amount is \$110,700.00. The bid also includes unit costs for Concrete Column and Steel Door Jamb repairs. The extent of the concrete column and door jamb deterioration is not readily visible and is not included in the base bid. It is anticipated that the door jamb and concrete column deterioration will become evident upon removal of the siding and require repair. The unit costs in the bid documents will be applied to these repairs and a change order will be developed and submitted to the Town Board for consideration.

Clark Patterson Lee reviewed the bids for completeness and accuracy and concluded that the low bid submitted by Spring Sheet Metal & Roofing, LLC is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract. A copy of the Recommendation of Award letter prepared by Clark Patterson Lee is attached for your reference.

Therefore, I am requesting that FASC recommend that the Town Board award the bid to replace the siding on the Town of Brighton Operations Center Storage Facility to the low, responsible and responsive bidder, Spring Sheet Metal & Roofing, LLC, for a Base Bid cost not to exceed \$110,700.00. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

In addition, the bid amount, \$110,700, plus the professional services contract amount, \$16,120.00, equaling \$126,820 exceeds the amount budgeted, \$90,000, which includes \$1,500 for bond counsel, legal and notice fees for the project. We are requesting the following budget transfers to fund the project.

From	To	Amount
A.HWY.5132 2.60	H.DPWOP.SIDE 2.63	\$16,516.00
A.HWY.7110 2.40	H.DPWOP.SIDE 2.63	\$5,000.00
D.HWY.5110 4.16	H.DPWOP.SIDE 2.63	\$17,000.00
SS.SEWER.8120 2.60	H.DPWOP.SIDE 2.63	\$11,484.00
	H.DPWOP.SIDE 2.63	\$90,000.00
	TOTAL =	\$140,000.00

Note, the funds transferred to the budget plus the budgeted amount exceeds the total project cost. The excess funding may be necessary to fund any unforeseen repairs such as those previously referenced.

2300 Elmwood Avenue Rochester, New York 14618 [www.townofbrighton.org](http://www.townofbrighton.org)

Mike.Guyon@townofbrighton.org 585-784-5225



November 7, 2017

Mr. Michael Guyon PE., Town Engineer  
Town Of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

**RE: TOWN OF BRIGHTON OPERATIONS CENTER  
STORAGE FACILITY SIDING PROJECT  
RECOMMENDATION FOR AWARD  
CPL #14294.00**

Dear Michael:

The bids for Operations Center Storage Facility Project were opened on November 2, 2012.  
The Scope of the project is as follows:

- Repairing of the damaged overhead door jambs to allow for the siding to be replaced.
- Repair of concrete column base
- Removal of the existing siding and replacement with a new metal siding system including all trim metal,

One bid was received for the work. The low bid for the work of the project was submitted by Spring Sheet Metal and Roofing Inc. with a Base Bid price of \$110,700.00.

We have previous working experience with Spring Sheet Metal and Roofing and have discussed their bid with them. We feel the bids are a true representation of the costs to complete this project, and the contractor is qualified to complete the work of this Contract.

We recommend that the Town of Brighton pass the following resolution:  
"Accept the bid received from Spring Sheet Metal and Roofing for a Base Bid amount of \$110,700.00 and award the Contract to them."

Please notify us after the project has been awarded and if a Notice to Proceed needs to be issued. Clark Patterson Lee looks forward to working with you, the Town of Brighton, the Town staff, and the Contractor to successfully complete this project. If you have any questions or require any additional information please contact me at (585) 454-4570 extension 1128.

Sincerely,

Clark Patterson Lee

A handwritten signature in black ink, appearing to read 'James J. Parlavecchio'.

James J. Parlavecchio, CSI, CDT  
Senior Associate

**ARCHITECTURE  
ENGINEERING  
PLANNING**

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## Finance Department

**Suzanne Zaso**  
Director of Finance



November 14, 2017

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

RE: 2017 Budget Transfers and Appropriations

Dear Board Members:

I am requesting Town Board authorization to record the attached 2017 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect changes that have occurred since the adoption of the 2017 budget (see attached).

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 cursive script that reads "Suzanne Zaso".

Suzanne Zaso  
Director of Finance

Attachment