

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

**Meeting Date: Tuesday, December 5, 2017 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the November 14, 2017 meeting.
2. Appointment of Police Officer (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appoint a new Police Officer effective 1/13/18 (see letter from M. Henderson.)
3. Contract Renewal for Geese Control Services (Police Dept./Animal Control) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2018 (excluding July) with no change in cost (see letter from M. Henderson).
4. Medical Renewal for Teamsters (Personnel) – Request from Tricia VanPutte for Town Board authorization of the Supervisor to sign the 2018 medical renewal rates for the Teamsters health plans (see letter from T. VanPutte).
5. Budget Transfer for Street Signs (Highway) – Request from Tim Anderson for Town Board action to transfer \$574 within the highway traffic sign account to purchase street sign making materials (see letter from T. Anderson).
6. CDBG Grant Acceptance and Appropriation (Public Works) – Request from Chad Roscoe for Town Board action to accept a \$33,000 Community Development Block Grant to fund ADA sidewalk improvements at the Town Park located at 777 Westfall Road and to amend the 2018 Town Park revenue budget for same (see letter from C. Roscoe).
7. Reject Bids for Barn Renovations (Public Works) – Request from Mike Guyon for Town Board action to reject all bids for the construction services to renovate a barn at 1435 Westfall Road for primary use as a Farmer's Market (see letter from M. Guyon).
8. Discussion regarding HVAC study for Town Hall.

9. Contract for Cultural Resources Surveys (Historic Preservation) – Request from Ramsey Boehner for Town Board action to authorize the Supervisor to execute an agreement with Bero Architecture PLLC to provide cultural resources surveys for designating landmarks (see letter from R. Boehner).
10. Budget Transfer for Facility Equipment (Town Facilities) – Request from Suzanne Zaso for Town Board action to transfer funding to support the purchase of a tractor/mower and a water softener system for the Town Hall facilities (see letter from S. Zaso).
11. Commercial Insurance Policy Changes (Town Clerk/Finance) – Request from Suzanne Zaso for Town Board authorization to amend the Town's Crime liability coverage limits and purchase a separate Cyber liability policy (see letter from S. Zaso).
12. Contract Renewal for Independent Risk Management Services (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Holfoth Risk Management, a division of Aldrich & Cox, Inc., to provide risk management services in 2018 (see letter from S. Zaso).
13. Engagement Letter for Independent Audit and Accounting Services (Finance Dept.) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute an Engagement Letter with Raymond F. Wager, CPA, P.C. to provide independent audit and accounting services to the Town (see letter from S. Zaso).
14. Professional Services Agreement for Financial Services (Finance Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a professional services agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services (see letter from S. Zaso).

The **next regularly scheduled meeting of the FASC will be held Tuesday, December 19, 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

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Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

December 1, 2017

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

Re: Conditional Offer of Employment: Cory J. Collins

Dear Board Members:

There currently exists one police officer vacancy within the Brighton Police Department due to the resignation of Kathleen H. Donlin-Smith. I am recommending that Cory J. Collins be hired to fill this vacancy.

Cory J. Collins, a Brighton resident, is presently a police officer with the Medina Police Department. Cory J. Collins is a graduate of Genesee Community College and has an Associate's Degree in Applied Science in Criminal Justice.

I hereby request that Cory J. Collins be appointed as a Police Officer effective January 13, 2018 at a starting salary of \$67,956.00 in accordance with Article 8 of the Collective Bargaining Agreement between the Town of Brighton and the Brighton Police Patrol Association. This appointment is contingent upon the successful completion of the all testing, evaluation, and approval as required by the Town of Brighton and the Monroe County Civil Service Commission and will be effective January 13, 2018 for a probationary period of twenty-six (26) weeks.

Respectfully,

Mark T. Henderson

Mark T. Henderson
Chief of Police

xc: Suzanne Zaso, Director of Finance
Tricia Van Putte, Director of Personnel
Daniel Aman, Town Clerk



Town of Brighton

POLICE DEPARTMENT

2300 Elmwood Avenue
Rochester, New York 14618-2196



3a.

Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

November 27, 2017

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

RE: 2018 Geese Control Contract

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Geese Control of New York and the Town of Brighton for the provision of geese control in the Town of Brighton. This contract is for the period beginning April 1, 2018 through November 30, 2018, with no service for the month of July.

I hereby recommend acceptance of the agreement as presented by Geese Control of New York for services to the Town for the stated time period. Geese Control of NY will keep the rates the same as 2017 at \$650 per month. There are no other vendors in the area that provide this service.

Thank you for your consideration. I will be happy to answer any questions you may have regarding this request.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:jpo
attachment

c: Captain Robert Cline
Bruce Blackman, Animal Control Supervisor

**2018 CONTRACT FOR
CANADA GOOSE CONTROL
TOWN OF BRIGHTON**

**GEESE CONTROL OF NY
3325 BAILEY RD.
BLOOMFIELD NY 14469**

Environmentally safe Canada goose control with trained Border collies

Thank you very much for your past business. We will exclude July for molt as requested for 2018. Contract will cover April thru June, August thru November. 7 months @ \$650 per month, (Total \$4,550). The price is based on 24 visits per month at the Town Park on Westfall Road. This price includes visits to the Town of Brighton's three other sites, Lac Deville, Meridian Centre and Buckland Park. We will still monitor all the sites daily as before and encourage calling in any information concerning bird habitation and timing. The handler is available 7 days a week and can normally be on site within one hour, and there is no extra charge for call in visits if needed.

Invoices are generated once a month. A service report will be handed in at the end of each period with dates, times and approx. number of geese on property. Contracts may be dissolved for any reason up to fifteen days after work has begun. (a prorated bill will apply). Visits may vary from month to month at GCNY's discretion, per geese habits, molting status, etc., with notification to Animal Control of any variations or changes. To my knowledge and that of the D.E.C. we are still the sole provider of this service in the area.

GCNY will defend and hold our clients harmless against any penalties, fines, or claims by the federal or state authorities alleging the injury or death of Canada Geese due to GCNY's work. GCNY is fully insured by

Dryden Ins. Agency.

Submitted by, Gordon R. Kornbau

Date 11/15/17

Cell/Pager/Voice (585) 414-4419

Gkornbau@rochester.rr.com

Acceptance of Contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____



Personnel Department

4a.

Tricia Van Putte
Director of Personnel

Brighton

December 5, 2017

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

Re: Renewal Teamster Health Plans 2018

Dear Board Members:

Attached are the renewal rates for 2018 for the Teamsters health plans that are currently offered through the New York State Teamsters Council to Town employees represented by the Teamster Local 118 union.

I am recommending that the Town Board authorize the renewal of the health plans for 2018 and authorize the Supervisor to sign the attached Benefit Selection Form for 2018.

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
W. Moehle

(4b)

NEW YORK STATE TEAMSTERS COUNCIL
HEALTH AND HOSPITAL FUND

BENEFIT SELECTION FORM

The Benefit Plan Options selected below are subject to the rules, regulations, and rates described in the Participation Agreement executed by the undersigned parties concurrent with the execution of this form. After the initial effective date, all subsequent rate changes are effective January 1st of each year during the term of the collective bargaining agreement.

For period beginning 1/1/2018

Benefit Type	Benefit Description or Option Selected	Monthly Rate		
		Single	2-Person	Family
Medical and RX Plan – Required	SELECT	687.61	1376.35	1891.89
Dental – Optional	NO			
Vision – Optional	YES	13.39	24.14	33.50
Disability – Optional	NO			
Death/AD&D – Optional	NO			
Legal - Optional	NO			
HRA Contribution	NO			
Total Monthly Rate		701.00	1400.49	1925.39

By signature below the parties signify their agreement to the Benefit Options selected.

Local Union No. 118

Employer Name:

TOWN OF BRIGHTON

Signature _____

Signature / _____

Title VICE PRES/BUSINESS AGENT Date _____

Title SUPERVISOR Date _____

Approved by: _____, Executive Administrator Date _____



Town of
Brighton

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

Tim Anderson
Deputy Highway
Superintendent

December 1, 2017

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

Re: Transfer of funds: Town Street Signs - Materials

Honorable Members:

I recommend that a transfer be approved from the following:

Highway Dept. – Traffic Signs/Markings – Tools (A.HWY.3310 2.19) in the amount of \$289
and
Highway Dept. – Traffic Signs/Markings – Maintenance Equipment (A.HWY.3310 2.40) in the amount of \$285

To the following:

Highway Dept. – Traffic Signs/Markings – Road Materials (A.HWY.3310 4.16) in the amount of \$574

The funds are proposed to be used for purchasing additional sign making materials to aid in updating Town street signs to current reflectivity standard. 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



Public Works Department

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

(6)

Chad Roscoe
Junior Engineer

Brighton

November 20, 2017

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

Re: Carmen Clark Lodge ADA Sidewalk Improvements
2017 CDBG Grant

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton was awarded a \$33,000 Community Development Block Grant in 2017. The scope of the project is to install new ADA doors and ADA compliant sidewalks at the Carmen Clark Lodge located at 777 Westfall Road also known as Brighton Town Park. Design plans have been prepared and specifications are underway. We anticipate this project will be constructed in 2018.

The Town of Brighton must pass a resolution accepting the Community Development Block Grant, (CDBG) and enter into a contract with Monroe County to use this grant funding. We are requesting that the FASC authorize the presentation of a resolution accepting the CDBG to the Town Board and, provided the resolution is passed by the Town Board, authorize the Supervisor to sign the standard contract agreement between the County and the Town regarding the Grant funding.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 5th meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad J. Roscoe
Junior Engineer

Cc: Tim Keef, Commissioner of Public Works
Suzanne Zaso



Town of
Brighton

Public Works Department

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

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Michael Guyon, P.E.
Town Engineer

December 1, 2017

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

Re: Town of Brighton Winter Farmer's Market
Barn Renovation Bid
Contract Rejection

Dear Councilperson DiPonzo and Committee Members:

The Town Board at their regularly scheduled October 26, 2016 meeting authorized the solicitation of bids to provide construction services related to interior renovations to the existing block barn at 1435 Westfall Road. 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 20, 2017 at 3:00 PM,

We received three bids as shown in the below table:

Bidder	Base Bid
Testa Construction	\$619,000.00
Frank J. Marianacci Inc.	\$798,000.00
UDN Inc.	\$710,337.00

The estimated project budget to complete the barn renovation is \$285,000. The bid prices far exceed the project budget. Therefore, we are requesting authorization to reject all bids and re-bid a project with a reduced scope.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 5, 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
R. Cotter

Town of Brighton - Crime Coverage Options

Coverage	Current Policy		Option 1		Option 2		Option 3		
	Limit	Deductible	Limit	Deductible	Limit	Deductible	Limit	Deductible	
Public Employee Dishonesty (Incl Faithful Perf of Duty) Per Emp	\$100,000	\$2,500	Not Applicable		Not Applicable		Not Applicable		
Public Employee Dishonesty - Per Loss	\$150,000	\$2,500	Not Applicable		Not Applicable		Not Applicable		
Public Employee Dishonesty (Incl Faithful Perf of Duty) Per Loss		Not Applicable	\$1,000,000	\$10,000	\$2,000,000	\$25,000	\$2,000,000	\$50,000	
Excess Per Loss on Sched Positions <i>See Note 1 Below</i>	\$500,000	None	No Excess		No Excess		No Excess		
Computer Fraud & Funds Transfer	\$250,000	\$2,500	\$1,000,000	\$10,000	\$2,000,000	\$25,000	\$2,000,000	\$50,000	
Forgery & Alteration	\$50,000	\$1,000	\$1,000,000	\$10,000	\$2,000,000	\$25,000	\$2,000,000	\$50,000	
Money & Securities (Inside & Outside) <i>See Note 2 Below</i>	\$25,000	\$5,000	\$50,000	\$5,000	\$50,000	\$5,000	\$50,000	\$5,000	
Money Orders & Counterfeit Currency	\$50,000	None	\$50,000	None	\$50,000	None	\$50,000	None	
Annual Premium:		\$3,749							

1 - Scheduled Positions	Ea. Emp Limit	No. in Ea. Position	No Excess Coverage on Scheduled Positions
Town Clerk/Receiver of Taxes	\$500,000	1	
Deputy Town Clerk/Deputy Receiver of Taxes	\$500,000	1	
Town Supervisor	\$500,000	1	
Finance Director	\$500,000	1	
Budget Officer	\$500,000	1	

2 - Increased M&S Coverage Limits	No Seasonal Increase for M&S Coverage
10/1 - 10/15	\$50,000
1/1 - 2/15	\$50,000
9/1 - 9/30	\$50,000

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