

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

Meeting Date: Tuesday, December 19, 2017 (3:30 p.m.)

Location: Stage Conference Room, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the December 5, 2017 meeting.
2. Contract for Vehicle Maintenance and Repair (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Twelve Corners Mobil to provide vehicle maintenance and repair services to Town vehicles at a rate of \$42.50 per hour for the year 2018 with the option to renew for up to three additional years (see letter from M. Henderson).
3. Contract for Vehicle Collision Repair (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Austin Spencer Collision for Town vehicle collision repair services at a rate of \$38.00 per hour for the year 2018 with the option to renew for up to three additional years (see letter from Mark Henderson).
4. Contract for Court Security Services (Town Court) – Request from Colleen Rogers for Town Board action to authorize the Supervisor to execute an agreement with J.T. Genier Security Inc. to provide court security services.
5. Bid Authorization for Blossom Road Sewer Improvement (Public Works) – Request from Mike Guyon for Town Board authorization to solicit bids for construction services relating to the sanitary sewer improvements at Blossom Road (see letter from M. Guyon).
6. Endorsement of Grant Documents (Farmer's Market) – Request from Mike Guyon for Town Board action to authorize the Supervisor to endorse and execute documents pertaining to two Dormitory Authority of New York (DASNY) grants awarded the Town in the amount of \$500,000 each for the Farmer's Market project (see letter from M. Guyon).
7. Contract Amendment for Farmers' Market (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute an amendment to the contract with In-Site Architecture in the amount of \$10,490 to revise the bid drawings and documents for the Farmers' Market Barn Renovation project (see letter from M. Guyon).

8. Grant Appropriation for Farmers' Market (Finance) – Request from Suzanne Zaso for Town Board action to appropriate \$282,000 of grant funding into the capital project for the Farmers' Market Barn Renovation project (see letter from S. Zaso)
9. Contract Renewal with Brighton Volunteer Ambulance – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2018 to provide emergency medical services in the Town in an amount not to exceed \$272,000 (see letter from S. Zaso).

The **next regularly scheduled meeting of the FASC will be held Tuesday, January 2, 2017 at 1:00 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

December 7, 2017

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

RE: Vehicle Maintenance and Repair Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Twelve Corners Mobil and the Town of Brighton for the provision of vehicle maintenance and repair services. This contract is for the period beginning January 1, 2018 through December 31, 2018 with the option to renew for up to three years.

In accordance with the Town's procurement policy, three written requests for pricing were sought. Twelve Corners Mobil submitted the lowest price per hour at \$42.50. Twelve Corners Mobil has been our vendor for this service for the past eight years and we are satisfied to continue this agreement.

Please do not hesitate to contact me should you have any questions.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

TOWN OF BRIGHTON

DEPARTMENT: POLICE

26

REQUEST FOR QUOTATIONAPPROPRIATION CODE: 3120 4.65

THIS IS AN INQUIRY, NOT AN ORDER FOR THE PRICE OF THE COMMODITY SPECIFIED BELOW:

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
450	VEHICLE REPAIR & MAINTENANCE	42 ⁵⁰	19,125 ⁰⁰
		Total	19,125 \$

DELIVERY LOCATION: N/A

TERMS: _____

VENDORS CONTACTED:1. NAME: TWELVE CORNERS MOBILADDRESS: 1956 MONROE AVENUE
ROCHESTER NY 14618PHONE: (585) 244-2825DATE QUOTED: 11-30-17

PRICE OR BEST ESTIMATE:

\$42⁵⁰

DELIVERY DATE: _____

ACCEPTED ☒ REJECTED ☐2. NAME: LEWIS GENERAL TIRESADDRESS: 3870 W. HARRIETTA RD
ROCHESTER NY 14623PHONE: (585) 334-0900DATE QUOTED: 11-30-17

PRICE OR BEST ESTIMATE:

\$75⁰⁰

DELIVERY DATE: _____

ACCEPTED ☐ REJECTED ☒

3. NAME: _____

ADDRESS: _____

PHONE: _____

DATE QUOTED: _____

PRICE OR BEST ESTIMATE: _____

DELIVERY DATE: _____

ACCEPTED ☐ REJECTED ☒DEPARTMENT PURCHASING AGENT:Are there any trade-in allowances or discounts applicable to this purchase? N/ARemarks: FIRESTONE, HUBBARD, CORTESE, SCOTT'S - DID NOT RESPOND

I certify that all required purchasing procedures have been followed.

M. T. O'Brien
DEPARTMENT PURCHASING AGENT12-7-17

DATE



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

December 7, 2017

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

RE: Vehicle Collision Repair Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Austin Spencer Collision and the Town of Brighton for the provision of vehicle collision repair services. This contract is for the period beginning January 1, 2018 through December 31, 2018 with the option to renew for up to three years.

In accordance with the Town's procurement policy, three written requests for pricing were sought. Austin Spencer submitted the lowest price per hour at \$38.00. The Police Department has decided to retain the services of Austin Spencer Collision based upon cost, location and past performance. Austin Spencer has been our vendor for this service for the past eight years and we are satisfied to continue with this agreement.

Please do not hesitate to contact me should you have any questions.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

TOWN OF BRIGHTON

DEPARTMENT: 30th POLICE 36REQUEST FOR QUOTATIONAPPROPRIATION CODE: 3120 4.64

THIS IS AN INQUIRY, NOT AN ORDER FOR THE PRICE OF THE COMMODITY SPECIFIED BELOW:

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
450 HOURS	VEHICLE COLLISION	38 ⁰⁰	\$17,100 ⁰⁰
		Total	17,100 \$

DELIVERY LOCATION: N/ATERMS: 1-1-18 TO 12-31-18 OPTION TO RENEW 3 YEARSVENDORS CONTACTED:

- NAME: AUSTIN SPENCER COLLISION DATE QUOTED: 11-30-17
ADDRESS: 2433 BRIGHTON HENRIETTA TL PRICE OR BEST ESTIMATE: \$38⁰⁰ PH
ROCHESTER NY 14623
PHONE: (585) 424-4064 DELIVERY DATE: _____
ACCEPTED ☒ REJECTED ☐
- NAME: HAWK FRAME & AXLE DATE QUOTED: 11-30-17
ADDRESS: 77 O'CONNOR ROAD PRICE OR BEST ESTIMATE: \$44⁰⁰ PH
FAIRPORT NY 14450
PHONE: _____ DELIVERY DATE: _____
ACCEPTED ☐ REJECTED ☒
- NAME: _____ DATE QUOTED: _____
ADDRESS: _____ PRICE OR BEST ESTIMATE: _____
PHONE: _____ DELIVERY DATE: _____
ACCEPTED ☐ REJECTED ☒

DEPARTMENT PURCHASING AGENT:Are there any trade-in allowances or discounts applicable to this purchase? N/ARemarks: NO RESPONSE FROM GATES AUTOMOTIVE OR EASTRIDGE COLLISION

I certify that all required purchasing procedures have been followed.

J. P. O'Brien
DEPARTMENT PURCHASING AGENT12-7-17
DATE



Town of
Brighton

Public Works Department

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

Michael Guyon, P.E.
Town Engineer

December 12, 2017

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

Re: Blossom Road Sanitary Sewer Improvements
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 complete the proposed Blossom Road sanitary sewer improvements. These improvements include the installation of one 8 foot diameter and four 5 foot diameter manholes over the existing 18" sanitary sewer. Approximately 47 feet of 18" and 20 feet of 16" new sanitary sewer will connect the manholes and eliminate the existing acute angles within the sewer collection system thus improving the hydraulic characteristics of the sewer. Additionally, a new plug valve will be installed to regulate discharge of the wastewater to the east and west. 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 December 19, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
S. Zimmer
Mary Ann Hussar



Town of
Brighton

Public Works Department

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

Michael Guyon, P.E.
Town Engineer

December 12, 2017

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

Re: Brighton Year Round Farmer's Market
State and Municipal Facilities Program Grant #9461 & 9367
Grantee Questionnaire

Dear Councilperson DiPonzio and Committee Members:

The Town of Brighton applied for and received two State and Municipal Facilities Program Grants in the amount of \$500,000 each to fund the creation of a Year Round Farmer's Market. The funding agency, DASNY, requires that two officers of the Town, one being the Supervisor, execute, a Grantee Certification and a Grantee Questionnaire for each grant award. Furthermore, the funding agency requires that an authorized officer of the Town of Brighton endorse the Project Information Sheet and the Project Certification for each grant application. I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse the documents referenced above.

I will be in attendance at your regularly scheduled December 19, 2017 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon
Department of Public Works

Cc

Tim Keef
Mary Ann Hussar
Suzanne Zaso



Public Works Department

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

Michael Guyon, P.E.
Town Engineer

December 14, 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
Additional Services

Dear Councilperson DiPonzio and Committee Members:

Bids were received and opened on November 20, 2017 for the above referenced project. The bid prices far exceeded the project budget. Therefore, at their regularly scheduled meeting the Town Board rejected all bids and authorized the Town staff to re-bid the project at a reduced scope. The reduced project scope includes the following revisions to the project:

- The mechanical system will be redesigned as a forced air system and the radiant heat system will be eliminated.
- The second floor will remain as an attic and the proposed stair along the east side of the barn will be eliminated. Attic access will be provided from the existing hatch.
- The two new dormers proposed for the second story will not be constructed.
- The three windows and new door proposed to be constructed on the second floor will be eliminated.
- The salvaged barn wood will be set aside for phase two and all interior finishes will be painted drywall.
- The bathroom tile will be extended 42" above the finished floor.
- The roof system will be changed to an asphalt shingle system constructed on the existing roof decking. The bid documents will include an alternate for a metal roof and a vented attic.
- The insulation systems will be reduced to comply with the energy code minimum and fiberglass batt will be specified.

The bid drawings and documents must be revised to reflect the proposed revisions referenced above. The project architect in·site:architecture provided a fee proposal of \$10,490 to provide the additional design services needed to revise the bid documents. A copy of In·site:architecture's proposal is attached.

We are requesting that FASC recommend that the Town Board authorize an amendment to in·site:architecture's agreement to include the additional services referenced above and in their proposal for a fee not to exceed \$10,490.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 19, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon

Cc Rebecca Cotter
Suzanne Zaso
Tim Keef

2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
Mike.Guyon@townofbrighton.org 585-784-5225



7b.

December 1, 2017

Mike Guyon, Town Engineer
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Town of Brighton Farmers' Market Barn Renovation

Dear Mike,

As requested, the following is a breakdown of the proposed construction scope revisions and the associated professional fees for additional services.

CONSTRUCTION SCOPE REVISIONS

1. Mechanical System: To be changed to forced air and HRV eliminated, radiant slab to be included as add/alt.
2. Second Floor/Attic:
 - a. The second floor will remain as an attic and the stair will be eliminated. Attic access would be provided as the existing hatch.
 - b. (2) New dormers will not be constructed
 - c. (3) Windows and (1) door would be eliminated
3. Interior Finishes: Salvaged wood will be set aside for phase two and all interior finishes would be painted drywall. Bathroom tile will be up to 42" above the finished floor.
4. Roof System: Changed to asphalt shingles on existing decking, with decking repairs as an allowance. An add/alternate would be included for a metal roof a vented attic.
5. Insulation systems will be reduced to code minimums and spec'd as fiberglass batt.

PROFESSIONAL FEES FOR ADDITIONAL SERVICES

• Architectural Drawing Revisions and Coordination:	\$4,000
• Engineering Fees for Mechanical System:	\$2,740
• Re-bidding:	<u>\$3,750</u>
TOTAL FEE	\$10,490

If you have any questions or would like clarifications on the proposed scope of work please feel free to contact us.

Sincerely,

Rick Hauser, AIA, Partner
In Site: Architecture, LLP

Owner signature

Print name and date



Finance Department

Suzanne Zaso
Director of Finance

December 18, 2017

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

Re: Appropriate Grants Funding for Farmers' Market

Dear Board Members:

The Town was previously awarded two grants for the first phase of design and construction to renovate a barn located in Buckland Park for a Farmers' Market. One grant was from the NYS Agriculture and Markets in the amount of \$250,000 and the second was from the NY State and Municipal Facilities Program (SAM grant) in the amount of \$150,000. The Town Board had previously created a project budget to recognize the \$150,000 grant and also increase appropriations for a consulting contract in the amount of \$118,000.

I am proposing that the Town Board appropriate the balance of the \$150,000 grant (\$32,000) and the full \$250,000 grant by authorizing the following capital budget appropriations:

- Increase Revenues in NYS Parks Grants (H.PARKS.FMRKT 3895) by \$250,000
- Increase Expenditures in Engineering and Design (H.PARKS.FMRKT 4.52) by \$12,000
- Increase Expenditures in Site Development (H.PARKS.FMRKT 2.66) by \$270,000

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,

Suzanne Zaso
Director of Finance

Cc: M. Guyon
A. Banker

9.

Finance Department

Suzanne Zaso
Director of Finance



December 15, 2017

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

RE: Brighton Volunteer Ambulance 2018 Contract Renewal

Dear Board Members:

I am recommending that Your Honorable Body authorize the Supervisor to execute a contract for 2018 with Brighton Volunteer Ambulance, Inc. to provide emergency medical services within the Town of Brighton. The annual contract amount will remain that same as in 2017 at \$272,000 (as approved and adopted in the 2018 Town Budget). Also note that the Town will retain \$20,000 to be applied towards fuel usage by BVA in 2018.

I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Suzanne Zaso".

Suzanne Zaso
Director of Finance