

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

**Meeting Date: Tuesday, January 16, 2018 (3:30 p.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 2, 2018 meeting.
2. Budget Transfer (Info Systems) – Request from Jeremy Lutz for Town Board action to transfer \$4,815.85 from various maintenance support accounts to computer equipment for Information Systems (see memo from J. Lutz).
3. Contract for Fire Sprinkler System Testing (W. Brighton Fire Protection Dist) – Request from Chris Roth for Town Board action to authorize the Supervisor to execute a contract with Colonial Fire Protection Systems, Inc. to provide quarterly automatic fire sprinkler inspection services at the fire station located in W. Brighton (see letter from C. Roth).
4. Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2018 budget as listed in his communication (see letter from T. Keef).
5. Solicit Bids for Various Goods & Services (Public Works/Facilities) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2018 budget as listed in his communication (see letter from T. Keef).
6. Appropriate Seized Funds for Training (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$3,500 from seized funds for Mental Health First Aid training.
7. Engagement Letter for 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 for services relating to the fiscal years of 2018 through 2020 (see letter from S. Zaso).

**The next regularly scheduled meeting of the FASC will be held Tuesday, February 6, 2018 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**

**Jeremy Lutz**  
IT Director

To: Finance and Administrative Services Committee  
 From: Jeremy Lutz, IT Director  
 Date: January 8, 2018  
 Re: Relcomm Support Agreement

With the adjustment to the Relcomm support contract for 2018, our monthly costs to them have dropped considerably. We would like to reinvest these savings into the town infrastructure for the 2018 fiscal year.

For 2018, I propose that the following adjustments be made:

**A.DPW.1620 4.41**

Old Relcomm:	\$3148.20
Current Relcomm:	\$1136.50
Difference to A.INFO.1680 2.13:	\$2011.70

**A.HWY.5132 4.41**

Old Relcomm:	\$1335.60
Current Relcomm:	\$482.15
Difference to A.INFO.1680 2.13:	\$853.45

**A.JSTCE.1110 4.41**

Old Relcomm:	\$667.80
Current Relcomm:	\$241.00
Difference to A.INFO.1680 2.13:	\$426.80

**A.POLCE.3120 4.41**

Old Relcomm:	\$1621.80
Current Relcomm:	\$585.60
Difference to A.INFO.1680 2.13:	\$1036.20

**A.REC.7020 4.41**

Old Relcomm:	\$763.20
Current Relcomm:	\$275.50
Difference to A.INFO.1680 2.13:	\$487.70

**A.LIBRY.7410 4.41**

Old Relcomm:	\$2003.40
Current Relcomm:	\$723.25
Difference to remain with Library:	\$1280.15



OFFICE OF THE FIRE MARSHAL  
TOWN OF BRIGHTON  
2300 ELMWOOD AVENUE – ROCHESTER, NEW YORK 14618  
(585) 784-5220 OFFICE (585) 784-5207 FAX

5a

Christopher A. Roth  
[christopher.roth@townofbrighton.org](mailto:christopher.roth@townofbrighton.org)

Thursday, January 11, 2018

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

Re: West Brighton Fire Station - Automatic Fire Sprinkler System Testing Contact

Dear Board Members:

I am recommending that your Honorable Board authorize the Supervisor to execute a contract for 2018 with Colonial Fire Protection Systems, Inc. to provide quarterly automatic fire sprinkler inspection services at the firehouse located at 2695 West Henrietta Road within the Town of Brighton.

The annual contract will be for four hundred dollars (\$400.00) and would satisfy the minimum requirements for testing and maintenance set forth in the 2015 Fire Code of New York State.

If you have any further questions or wish to discuss this matter in greater detail, please feel free to contact me directly.

*Christopher A. Roth*

Christopher A. Roth  
Chief Fire Marshal



3h

860 Linden Ave, Suite B  
Rochester, NY 14625  
P 585-381-7362  
F 585-381-8263  
[www.colonialfire.com](http://www.colonialfire.com)

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January 5, 2018

Town of Brighton  
2300 Elmwood Ave  
Rochester, NY 14618  
P 585-784-5220

**Re:** Automatic Fire Sprinkler System Inspection Service Contract  
West Brighton Fire Hall  
2695 West Henrietta Road  
Rochester, NY 14623  
One (1) Wet System – Inspected Quarterly

Dear Chris Roth,

We are pleased to present our price of Four Hundred Dollars (\$400.00) per year for the following.

**We have included:**

1. Quarterly inspections of the system per NFPA-25.
2. Semi-annual inspections of the system per NFPA-25.
3. Annual inspection of the system per NFPA-25.

We have included an updated maintenance schedule directly from NFPA-25. Please see attached. The inspection and testing procedures used are in compliance with the standards of NFPA-25, 2014 edition and are equipment specific as defined by the NFPA-25 standard. The inspection procedure is not an evaluation of the fire protection design and performance criteria. It is the owner's responsibility to upgrade or modify the system when new state and local laws become effective or when the building occupancy, design, storage type or configuration are changed or expanded.

Quarterly inspections to be completed during the months of February, May, August and November. We will make reports available to owner, and if required, insurance agent, and/or Fire Marshal.

Our standard rate for non-emergency service calls is \$85.00/ hour and material at trade + 10%. Colonial Fire Protection has an emergency answering service available 24 hours a day, 7 days a week. Our standard rate for emergency service calls is \$127.50/ hour and material at trade + 10%. Please note that emergency service calls will be billed at a minimum of four (4) hours.

This contract shall remain in effect until such time as either party gives ninety (90) days notice. This proposal is subject to acceptance within thirty (30) days, after which it may be withdrawn at our option.

Sincerely,

A handwritten signature in black ink, appearing to read "Justine VanNostran".

Justine VanNostran/Inspections Manager

Acceptance \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Please sign & return one copy at your earliest convenience. You may fax your signed copy to our office at 585-381-8263 or email it to [jvannostran@colonialfire.com](mailto:jvannostran@colonialfire.com).

**TABLE 5.1.1.2 Summary of Sprinkler System Inspection, Testing, and Maintenance**

<b>Item</b>	<b>Frequency</b>	<b>Reference</b>
<b>Inspection</b>		
Gauges (dry, preaction, and deluge systems)	Weekly/ Quarterly	5.2.4.2, 5.2.4.3, 5.2.4.4
Control valves		Table 13.1.1.2
Waterflow alarm devices	Quarterly	5.2.5
Valve supervisory signal devices	Quarterly	5.2.5
Supervisory signal devices (except valve supervisory switches)	Quarterly	5.2.5
Gauges (wet pipe systems)	Quarterly	5.2.4.1
Hydraulic nameplate	Quarterly	5.2.6
Buildings	Annually (prior to freezing weather)	4.1.1.1
Hanger/seismic bracing	Annually	5.2.3
Pipe and fittings	Annually	5.2.2
Sprinklers	Annually	5.2.1
Spare sprinklers	Annually	5.2.1.4
Information sign	Annually	5.2.8
Fire department connections		Table 13.1.1.2
Valves (all types)		Table 13.1.1.2
Obstruction, internal inspection of piping	5 years	14.2
Heat trace	Per manufacturer's requirements	5.2.7
<b>Test</b>		
Waterflow alarm devices		
Mechanical devices	Quarterly	5.3.3.1
Vane and pressure switch-type devices	Semiannually	5.3.3.2
Valve supervisory signal devices		Table 13.1.1.2
Supervisory signal devices (except valve supervisory switches)		Table 13.1.1.2
Main Drain		Table 13.1.1.2
Antifreeze Solution	Annually	5.3.4
Gauges	5 years	5.3.2
Sprinklers (extra-high or greater temperature solder type)	5 years	5.3.1.1.1.4
Sprinklers (fast-response)	At 20 years and every 10 years thereafter	5.3.1.1.1.3
Sprinklers	At 50 years and every 10 years thereafter	5.3.1.1.1
Sprinklers	At 75 years and every 5 years thereafter	5.3.1.1.1.5
Sprinklers (dry)	At 10 years and every 10 years thereafter	5.3.1.1.1.6
Sprinklers (in harsh environments)	5 years	5.3.1.1.2
Valves (all types)		Table 13.1.1.2
Valve status test		13.3.1.2.1
<b>Maintenance</b>		
Valves (all types)		Table 13.1.1.2
Low-point drains (dry pipe system)		13.4.4.3.2
Sprinklers and automatic spray nozzles protecting commercial cooking equipment and ventilation systems	Annually	5.4.1.9
<b>Investigation</b>		
Obstruction		14.3

3d.

**TABLE 13.1.1.2 Continued**

<b>Item</b>	<b>Frequency</b>	<b>Reference</b>
<i>Preaction/Deluge Valves</i>		
Priming Water	Quarterly	13.4.3.2.1
Low air pressure alarms	Quarterly/annually	13.4.3.2.13,
Full flow	Annually	13.4.3.2.14
Air leakage	3 years	13.4.3.2.2
<i>Dry Pipe Valves/Quick-Opening Devices</i>		
Air leakage	3 years	13.4.4.2.9
Priming water	Quarterly	13.4.4.2.1
Quick-opening devices	Quarterly	13.4.4.2.4
Trip Test	Annually	13.4.4.2.2
Full flow trip test	3 years	13.4.4.2.2.2
<i>Pressure-Reducing and Relief Valves</i>		
Sprinkler systems	5 years	13.5.1.2
Circulation relief	Annually	13.5.7.1.2
Pressure relief valves	Annually	13.5.7.2.2
Hose connections	5 years	13.5.2.2
Hose racks	5 years	13.5.3.2
<i>Backflow Prevention Assemblies</i>	Annually	13.6.2
<b>Maintenance</b>		
<i>Control Valves</i>	Annually	13.3.4
<i>Preaction/Deluge Valves</i>	Annually	13.4.3.3.2
<i>Dry Pipe Valves/Quick-Opening Devices</i>	Annually	13.4.4.3



Town of  
**Brighton**

## Highway Department

4  
Tim Keef, P.E.  
Highway Commissioner

January 11, 2018

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

re: Authorization of Bids for 2018 (Highway/Sewer/DPW)

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2018 Budget:

- Sidewalk construction and repairs
- Pavement profiling (milling)
- Paver rental
- Loader, truck, vehicle tires and appurtenances
- Cured-in-place pipe lining
- Sewer Grouting
- Equipment and Machinery
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Building Repair and Maintenance

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 16, 2018 meeting in the event that you have any questions regarding this matter.

Very truly yours,

A blue ink signature of Timothy E. Keef, P.E.

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

TEK/wp

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

FASC.ANUAL.BID.AUTHORIZATION.HWY.SEWER.2018.01

2300 Elmwood Avenue Rochester, New York 14618 [www.townofbrighton.org](http://www.townofbrighton.org)  
Tim.Keef@townofbrighton.org 585-784-5223



## Public Works Department



Town of  
**Brighton**

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

January 11, 2018

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

re: Authorization of Bids/RFQ's for 2018  
DPW/Town Facilities

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2018 Budget.

Hardware, Hand/Garden Tools, Paint, Electrical and Miscellaneous Building Supplies

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 16, 2018 meeting in the event that you have any questions regarding this matter.

Very truly yours,



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

TEK/wp

cc: C. Roscoe  
M. Guyon  
T. Anderson  
S. Zimmer  
G. Donofrio  
M. Beeman  
S. Zaso  
A. Banker  
M. Hussar  
K. Gordon

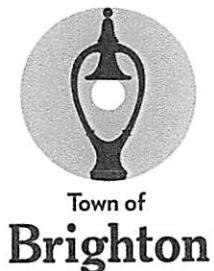
FASC.ANUAL.BID.AUTHORIZATION.TOWN.FACILITIES.2018.01

2300 Elmwood Avenue Rochester, New York 14618 [www.townofbrighton.org](http://www.townofbrighton.org)  
Tim.Keef@townofbrighton.org 585-784-5223



## Finance Department

**Suzanne Zaso**  
Director of Finance



January 12, 2018

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

Re: Independent Audit and Accounting Services  
Raymond F. Wager, CPA, P.C.

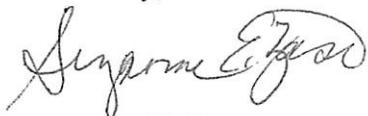
Dear Honorable Town Board:

In 2013 the Finance Department sought proposals for independent audit and accounting services and after careful evaluation the Town Board authorized awarding these services to Raymond F. Wager, CPA, P.C. for a period of five years. The last fiscal year audit covered by this agreement is for 2017. The Finance and Administrative Services Committee discussed last month the possibility of seeking another multi-year agreement with Raymond F. Wager, CPA for these services. I have received a proposal from the firm for audit and accounting services for fiscal years 2018 through 2020 with an option to extend for two additional one-year periods.

My formal request of the Town Board is to authorize the Supervisor to execute an Engagement Letter for Accounting services with Raymond F. Wager, CPA, P.C., a division of Mengel Metzger Barr & Co., for the independent audit and accounting services for fiscal years 2018 through 2020, with the option to extend for two additional one-year 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,



Suzanne E. Zaso  
Director of Finance