

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

**Meeting Date: Tuesday, February 6, 2018 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 16, 2018 meeting.
2. Executive Session – Employment of particular people.
3. Contract Renewal for Police Vehicle Set-Up (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Genesee Valley Ford for Police vehicle set-up services in 2018 with options to renew for up to 3 years (see letter from M. Henderson).
4. Amend Contract and Budget for Environmental Review Services for Whole Foods (Planning) – Request from Ramsey Boehner for Town Board action to authorize the Supervisor to amend the 2015 agreement with Stantec to provide additional professional services relating to the environmental review services in accordance with SEQR for the proposed Whole Foods plaza project in the amount of \$3,850. Town Board action is also requested to amend the 2018 budget for these additional services that will be fully supported by the applicant (see letter from R. Boehner).
5. Agreement for Private Fire Protection Services (DPW/Landfill) – Request from Evert Garcia for Town Board action to authorize the Supervisor to execute an agreement with the Monroe County Water Authority to relocate a fire hydrant assembly unit and related appurtenances at the Town's landfill facility at a cost of \$7,531.67 (see letter from E. Garcia).
6. Affidavit of No Change for SAM Grant (Farmers Market) – Request from Mike Guyon for Town Board action to authorize the Supervisor to sign an Affidavit of No Change along with a Grantee Questionnaire for the second of two \$500,000 SAM grants that were applied for through DASNY for the Farmers Market (see letter from M. Guyon).
7. Contract for July 4th Fireworks Display (Parks) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with Young Explosives for the 2018 July 4th Town fireworks display for a total cost of \$11,400 (see letter from M. Beeman).
8. Contract with Skycoasters for July 4th Celebration (Parks) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters to perform at the Town's 2018 July 4th celebration for a total cost of \$3,800 (see letter from M. Beeman).

9. Accept Donation and Amend Budget for Trees (Parks) – Request from Matt Beeman for Town Board action to accept a \$750 donation from The Garden Lovers Club of Brighton and appropriate into the 2018 budget for the purchase and planting of trees at Buckland Park (see letter from M. Beeman).
10. Discussion with Jeremy Lutz regarding the purchase of a SAN (disk storage device).
11. Grant Acceptance and Budget Amendment (Justice Court) – Request from Colleen Rogers for Town Board action to accept a JCAP grant in the amount of \$4,105.94 for tables and file cabinets for the court offices and to amend the Court budget to appropriate the funds (see letter from C. Rogers).
12. Contact for Document Shredding Services – Request from Daniel Aman for Town Board action to authorize the Supervisor to execute an agreement with Eco-Green Park to provide secure document shredding services for Town departments (see letter from D. Aman).
13. Contract Renewal Employee Assistance Program (Personnel) - Request from Tricia VanPutte for Town Board action to authorize the Supervisor to execute a renewal agreement in the amount of \$4,400 with the University of Rochester for the Strong Employee Assistance Program (Strong EAP) for 2018 for full-time and part-time permanent employees (see letter from T. VanPutte).
14. Contract Renewals for Workers' Compensation (Personnel) – Request from Tricia VanPutte for Town Board action to authorize the Supervisor to renew the agreements with NYS Municipal Workers' Compensation Alliance (Comp Alliance) for employee workman's compensation benefits for 2018 and Wright Risk Management for pre-existing workers' compensation claims (see letter from T. VanPutte).
15. Contract for Affordable Care Act Compliance (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an agreement with Paragon Compliance LLC to provide tracking and reporting services relating to employer compliance for the Affordable Care Act for 2018 through 2019 (see letter from S. Zaso).
16. 2017 Budget Transfers and Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2017 budget as part of the year-end financial close process (see letter from S. Zaso).

The **next regularly scheduled meeting of the FASC will be held Friday, February 16, 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

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

3a.
Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

January 30, 2018

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

RE: Vehicle Set Up Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Genesee Valley Ford and the Town of Brighton for the provision of Vehicle Set Up. 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. Genesee Valley Ford submitted the lowest price per hour at \$50.00.

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

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment



Building and Planning Department

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

4a

Ramsey Boehner
Environmental Review Liaison Officer

February 2, 2018

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

Re: Stantec Contract Amendment
Environmental Review for Whole Foods Plaza Project

Honorable Members:

I recommend that your Honorable Body receive and file this communication and the attached letter from Michael Flanigan and Thomas Palumbo, Stantec, dated January 29, 2018.

The Town of Brighton has a contract with Stantec to assist with the review of the environmental assessment associated with the Whole Foods Plaza project. The current total contract amount is \$64,330. Stantec estimates an additional \$3,850 is needed to cover Stantec's SEQR review services for the remainder of the project.

I request authorization for the contract to be amended by an additional \$3,850 for a new total contract amount of \$68,180. The costs of additional services are reimbursable by the applicant. To accomplish this, I further request that the 2018 Building and Planning Department account A.DPW.8020.452 be increased by \$3,850 to be fully supported by an increase in revenue account A.DPW.8020.2560.

Respectfully Submitted,

Ramsey A. Boehner
Environmental Review Liaison Officer

attachment
cc: T. Keef
S. Zaso



STANTEC CONSULTING SERVICES, INC.
61 Commercial Street, Suite 100 Rochester, NY 14614

46

January 29, 2018

**Attention: Mr. Timothy Keef, P.E.
Commissioner of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618**

Reference: Additional Services for the "Whole Foods" SEQRA Review Project

Dear Commissioner Keef,

The purpose of this letter is to request additional funding for the Whole Foods project. This request stems from our recent efforts in reviewing the Final Environmental Impact Statement (FEIS) that were above our agreed to Scope of Work. While we have been mindful of our budget throughout the entire project, we need to request additional fees to have adequate budget to complete our review of, and to make modifications to the Findings Statement, along with participating in any meetings with Town Staff in this regard.

Stantec conducted four (4) reviews of the FEIS versus two reviews as presented in our scope of Work. More specifically, we reviewed four versions of the FEIS for adequacy and submitted 4 comment letters to Mr. Ramsey Boehner dated July 28, 2017; December 1, 2017; December 18, 2017; and January 16, 2018. We also prepared for and attended 4 meetings with Town Staff and the Applicant versus three meetings identified in our Scope of Work. The four meetings took place on July 6, 2017; August 8, 2017; December 4, 2017; and January 17, 2018.

A review of our efforts for the additional FEIS services is \$3,850. We therefore request an increase in fees of **\$3,850** to cover our SEQRA review services for the remainder of the project.

Please do not hesitate to contact me if you have any questions or wish to discuss anything further.

Regards,

STANTEC CONSULTING SERVICES

A handwritten signature in black ink that reads "Michael J. Flanigan".

Michael Flanigan
Associate, Project Manager
Phone: (585) 413-5270
Michael.Flanigan@Stantec.com

A handwritten signature in black ink that reads "Thomas Palumbo, PE".

Thomas Palumbo, PE
Managing Senior Associate
Phone: (585) 413-5225
Thomas.Palumbo@Stantec.com



Town of
Brighton

5a.
Public Works Department

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

Evert Garcia
Assistant Engineer

January 30, 2018

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

Re: Town of Brighton Landfill Watermain Extension
444 Browncroft Boulevard
Private Fire Protection Service Agreement

Dear Councilperson DiPonzo and Committee Members:

As part of the above referenced project, the Monroe County Water Authority (MCWA) will be relocating a hydrant assembly unit and related appurtenances at the Town's Landfill facility. The scope of the MCWA's work at the project site involves the installation of a 6x6-inch tee with new hydrant assembly and a new 6-inch gate valve on the existing watermain to allow for the re-location. The MCWA will submit an invoice to the Town of Brighton for the work described above which they have indicated will cost \$7,531.67.

As a result of the aforementioned work, the MCWA requires that the Town enter into an agreement with them which stipulates how the Private Fire Connection will be operated, maintained and used once it is constructed. Therefore, I am requesting that the Finance and Administrative Services Committee recommend that the Town Board authorize the Supervisor to endorse the enclosed letter which describes the MCWA's scope of work and execute the Private Fire Service Agreement with the MCWA. The agreement and all related documentation will be reviewed and approved by the Town Attorney and Staff before the document is presented to the Town Supervisor for signature.

Your consideration of matters such as this is greatly appreciated.

Respectfully,

Evert Garcia

Department of Public Works

Cc: Tim Keef

2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
Evert.Garcia@townofbrighton.org 585-784-5222

Mike Guyon
Ramsey Boehner
Suzanne Zaso
Kenneth W. Gordon

56



MONROE COUNTY WATER AUTHORITY

P.O. Box 10999 • 475 Norris Drive • Rochester, New York 14610-0999

Phone: (585) 442-2000 Fax (585) 442-0220

January 23, 2018

(5c)

Town of Brighton
2300 Elmwood Ave
Rochester, NY 14618
Attn.: Mr. Michael Guyon

Re: Town Landfill Service Renovation
Town of Brighton

Dear Owner:

The cost for MCWA to excavate, install a 6x6-inch tee with a new hydrant assembly and new 6-inch MLV for a 6-inch combination service, install the valve boxes, backfill, witness pressure test and sample tap removals by the owner's contractor on the new 6" fire service, with a 5/8" domestic meter and a 5/8" DCM is \$7,531.67, as per approved plans.

Other conditions of this quotation are:

- The Water Authority performs all work related to the water main/service within the existing public right-of-way or easement prior to your contractor installing your service.
- The attached Payment Form describes the work's components and related costs. Please keep this Payment Form for your files.
- The Water Authority will be responsible for restoration at the new hydrant.
- Before the water service can be activated, the service line must be:

- 1) Pressure tested to existing line pressure. This is to be done before the backflow preventers are installed.
- 2) Holding for one hour with no loss (a Water Authority representative must witness this test) and,
- 3) Health sampled (contact the Monroe County Health Department to schedule this test.)
 - a) After a passing health sample, MCWA must witness the removal of the sample taps.
 - b) This quote is valid until December 31, 2018.

This payment will be necessary in advance of any work performed by the Water Authority. The sooner we receive payment the sooner we can apply, to obtain, the appropriate highway permit, unless the work is in an easement, request a utility stake out and schedule the work.



MONROE COUNTY WATER AUTHORITY

475 Norris Drive
Rochester, NY 14610

5d. **QUOTE/ESTIMATE**

Developer/Owner	Date:	01/23/18
Name	Town of Brighton	Project: Install new hydrant and
Address	2300 Elmwood Ave	MLV
City	Rochester	0
Phone	Zip 14618	JO No. 0

WORK DESCRIPTION	TOTAL
Install new hydrant and	
MLV	
0	
Material	\$3,645.76
Equipment	\$494.00
Labor	\$3,174.91
Fees	
- Service Account Fees	\$0.00
- Tap Fee	\$0.00
- Meter Fees	\$0.00
- Highway Permit Fees	\$75.00
- Hydrant Maintenance Agreement Fees	\$0.00
Restoration	\$142.00
Miscellaneous	\$0.00
Total	\$7,531.67

Payment

Please submit checks only.

The above payment is required with the signed:

Quote Letter
 Estimate Letter
 Private Fire Service Agreement

Se.

Approximately four to eight weeks could elapse for the permit process, internal scheduling and the work to be completed by MCWA.

Two Private Fire Protection Agreements are enclosed. Please sign (and have a witness sign) and return both Agreements. We will return an Agreement to you after we process the documents. The current cost for a 6 - inch fire service is \$100.00 quarterly for which you will be billed. The charges established in the Water Authority's "Rules for the Sale of Water and the Collection of Rents and Charges" are subject to changes as rates may be modified.

You are responsible for the installation of the service material from the property/right-of-way or easement line to the structure and all internal plumbing. The service material must be installed at a minimum depth of five feet in lawn areas, six feet in paved areas, as per MCWA specs.

The application, installation of the new valve and hydrant assembly and meters requires your active participation. Follow these steps to activate the process:

1. Agree to the conditions of this letter in the space below.
2. Return this letter with payment and both signed Fire Service Agreements to me.

If you have any questions, please call me at extension 277.

Sincerely,



John Hodgetts
Sr. Construction Inspector

I accept the above: _____

Name

Date

Enclosure



Monroe County Water Authority
Private Fire Protection Service Agreement

5f.

AGREEMENT made this _____ day of **January, 2018** between the **Monroe County Water Authority**, a public benefit corporation having its office and principal place of business at 475 Norris Drive, Rochester, New York 14610 (the "Authority") and **the Town of Brighton, 2300 Elmwood Ave, Rochester, NY 14618** (the "Applicant").

It is agreed that the Authority, subject to the terms and conditions hereinafter contained, will inspect, own, operate and maintain a **6**-inch connection from the **6**-inch water main in **Knollbrook Dr**, in the Town of **Brighton**, to the property of the Applicant at **444 Browncroft Blvd.**, as depicted on the site/utility plans approved and signed by Water Authority on 6/20/2017.

It is also agreed that the aforesaid connection will be furnished and used under the rules and regulations of the Authority (which, as now on file in the office of the Authority and as from time to time may be modified, altered or amended, are hereby made part of this Agreement) and upon the following express conditions:

1. Unless otherwise expressly agreed in advance by the Authority, in writing, the connection is to be used for fire purposes only and is to have no connection whatsoever with any taps that may be used for other than fire purposes. Because of the danger of pollution, the connection shall have no connection with any source of supply not approved by the Department of Health of the State of New York, or shall be subject to the provisions of the NYS Department of Health Cross Connection Control Manual.
2. The Applicant specifically agrees that it shall not, without the prior written consent of the Authority, draw any water whatsoever through the fire protection system, including the private hydrants, for any purposes except the extinguishing of fires, or in a periodic test of the fire protection system. In the case of a service that is used for both fire and domestic purposes, fire service shall be as that portion of the service pipe branch that has only fire protection fixtures.
3. Violation by the Applicant of either Condition (1) or Condition (2) of this Agreement shall terminate this Agreement, and the Authority may disconnect the pipe or shut off the supply of water.
4. The Applicant agrees to notify the Authority at the time of all tests so that, if desired, the Authority may have a representative present. Such notification, however, need not be formal or written, but may be given by telephone to the principal office of the Authority.
5. Any authorized representative of the Authority shall have free access to the premises of the Applicant at any reasonable time for the purpose of inspection and/or the operating of control valves on said connection.
6. The Applicant agrees to pay for services rendered under this Agreement according to the rates and charges prescribed in Sections 11.5, 11.6, and 11.7 of the *Authority's Rules for the Sale of Water and the Collection of Rents and Charges*. If at any time the Applicant elects to change the terms of this Agreement with respect to size of connection or number of fire protection devices, this Agreement shall be modified accordingly or a new Agreement shall be executed. The charges set forth in the *Authority's Rules for the Sale of Water and Collection of Rents and Charges* are subject to change from time to time as rates may be modified.
7. Water through said connection is to be supplied subject to the rights of municipal bodies to use water in the street mains through hydrants for fire purposes. The right is also reserved by the Authority to shut off the supply at any time, without notice, in case of accident or to make alterations, extensions, connections or repairs. The Authority makes no guarantee as to pressure of the water in said pipe or the

5g.

main supplying the same, and shall not, under any circumstances, be held liable for loss or damage from a deficiency or failure in the supply of water, whether caused by shutting off water in case of accident or for alterations, extensions, connections or repairs, or for any cause whatsoever unless arising from gross negligence.

8. In conformance with Section 11.10 of the *Authority's Rules for the Sale of Water and the Collection of Rents and Charges*, the Authority reserves the right to terminate service when the Applicant has failed to make payment for water or services rendered by the Authority.
9. The Authority reserves the right to cancel this Agreement upon three (3) months' written notice.

IN WITNESS WHEREOF, each party hereto has caused these presents to be signed by its duly authorized officer the day and year first above written; or the Applicant, if an individual or co-partnership, has signed these presents the same date.

MONROE COUNTY WATER AUTHORITY

Approved by:

Witness:

Stephen M. Savage, P.E., Director of Engineering

APPLICANT _____

Witness:

By: (Signature & Title)

Public Works Department

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

Michael Guyon, P.E.

January 30, 2018

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
Grantee Questionnaire

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton applied for 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 documentation for the first grant has been completed and submitted to DASNY for review and approval. Since the requested grant funding is for the same project DASNY has requested that the Town submit a signed affidavit of no change along with a copy of the Grantee Questionnaire to eliminate the duplication of documentation. I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse the affidavit of no change for SAM grant 9461.

I will be in attendance at your regularly scheduled February 6, 2018 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,

Mark G

Michael E. Guyon
Department of Public Works

Cc Tim Keef
Mary Ann Hussar
Suzanne Zaso

AFFIDAVIT OF NO CHANGE

Note: If you have previously submitted a Grantee Questionnaire in the past six (6) months and there are no changes since your last submission, please sign and notarize this Affidavit of No Change Form and submit it along with your most recent copy of the previously submitted Grantee Questionnaire.

If you have never filled out a Grantee Questionnaire you do not have to complete this form.

DASNY

GRANTEE:

Town of Brighton

The undersigned, being duly sworn, deposes and says:

1. I am an officer of Town of Brighton, Monroe County, New York

which is currently entering in a Grant Disbursement Agreement with DASNY. (hereinafter the "Grantee"),

2. Grantee previously submitted a DASNY Grantee Questionnaire within the past six months notarized by the Grantee on December 29, 2017 in connection with the State and Municipal Facilities Program, (SAM) (Grant Program) for a Year Round Farmer's Market Facility Project ID #9461 (Project).

3. Attached is an accurate and true copy of such previously submitted DASNY Grantee Questionnaire.

4. I hereby certify that there has been no material change in the information pertaining to the Grantee Questionnaire:

NAME _____

Town Supervisor

TITLE

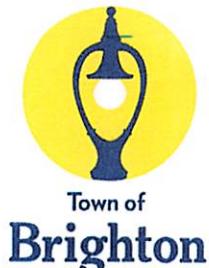
Sworn before me this

day of ,

Notary Public



Parks Department



Matthew Beeman
Superintendent of Parks

February 1, 2018

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with Young Explosives for the 2018 July 4th fireworks display. The cost will be \$11,400 and funding is available in our 2018 celebration budget. As part of their agreement, the contractor is required to submit a certificate of insurance naming the Town of Brighton as additionally insured.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,



Matt Beeman
Superintendent of Parks

Cc:
M. Hussar
S. Zaso

8. Headings

Section and other headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof.

9. Entire Agreement

This Agreement for the fireworks Display constitutes the entire agreement between the Parties with respect to the subject matter here, of and there are no other understandings, whether oral or written, regarding the subject matter hereof.

Customer Contact Name(s)

Matt Beeman

Superintendent of Parks

Send Invoice to:

Address on front OR Name/Address below

Additional Contact Name/Information**Telephone (with Area Code)**

Work: 585.784.5262

Fax: 585.784.5365

Home: _____

Cell: _____

Email: matt.beeman@townofbrighton.org

Work: _____

Fax: _____

Home: _____

Cell: _____

Email: _____

Insurance Information: Please list all parties to be listed as additional insured. Young will extend coverage to the entities listed below as additional insured. Customer is responsible for providing all information needed for full insurance coverage.

Town of Brighton; New York State Canal Corporation; New York State

Customer Requests

Time of show: 10:00 AM PM

List special requests, such as ground pieces, shells, finale, quantity or time requirements. List any other special requests such as salutes at certain times (i.e., if the show is a surprise for someone), etc.

Customer agrees to provide 5 people to review and clean up display site and fall out area on July 5th at 8:00am with Young Explosives Corporation representative

Customer will apply for and provide Young with copies of the 3 required permits: NYS Canal Corp, NYS Office of Fire Prevention & Control and Town of Brighton. Young will provide customer with required permit support documents.

Permits

Customer to apply for the Permit(s) and provide Young with a copy 14 days prior to event

Young to apply for the Permit(s) on your behalf:

Customer to pay the amount of \$ _____. Includes permit cost and fees. (Permit costs subject to change by the municipality)

ADD the above permit costs to the show price on the front of the contract.

INCLUDE the above permit costs in the show price on the front of the contract.



Parks Department



Town of
Brighton

Matthew Beeman
Superintendent of Parks

February 1, 2018

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with the Skycoasters for the 2018 July 4th celebration. The cost for their performance will be \$3,800, and funding will be available from donations and through our celebrations budget if needed. As part of their agreement, the Skycoasters are required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured. The certificate will be received prior to the event.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,



Matt Beeman
Superintendent of Parks
Town of Brighton

Cc:
M. Hussar
S. Zaso

8b.

* the Skycoasters *

12 Windchase Rise
Fairport, NY 14450

This contract made on July 11, 2017, by and between the presenter and the undersigned performed as leader or attorney-in-fact and such extras as the said performer(s) may secure.

Presenter: **Town of Brighton**
Date: **Wednesday, July 4, 2018**
Location: **Meridian Center**
Type of Event: **July 4 Celebration**
Start/Finish Time: **8:00 – 9:45p.m. (presenter providing stage/tent cover at their expense)**
Terms Agreed Upon: **\$3,800.00**

The Presenter agrees to provide the following at **NO CHARGE** to the Skycoasters. If any of these listed items cannot be made available, please advise us, as we will be glad to work with you to make adjustments, or alternative arrangements. Also, please provide us with a contact name/number at your event site with whom we can discuss set-up details _____.

ELECTRICITY REQUIREMENTS: Six (6) separate 20-amp dedicated circuits (outlets) with nothing else connected to them and circuits need to be within 25 feet of the stage area. If you don't have 6 outlets, please contact us and we will work around the issue with your event site person.

STAGING: All staging, platforms, and dance flooring, need to be assembled and in place prior to the arrival of the Skycoasters' crew. **For smaller shows (i.e., weddings), if you do not want the band on a stage, that is fine...it is your choice.**

If you do choose to have a stage, we request an overall stage size of 20' x 24' or larger (we can fit into smaller space if need be) and the entire stage can be one level. Please make sure the 24' side of the stage is facing the audience.

For **larger shows**, when using a drum riser on the stage: A drum riser measuring 8' wide and 8' deep x 1' high and should be located in the center towards back of stage.

We're glad to help you, or your contact, with any staging questions.

PARKING: Please reserve parking spaces for the Skycoasters' vehicles (two trucks and a bus), adjacent to the event location.

WEATHER: If the performance is to be outside, the presenter is requested to provide protection, such as a stage roof (covering) and plastic or tarps for instruments, sound and lighting equipment, in case of rain or other inclement weather.

HOSPITALITY: It would be appreciated if you could provide cold soft drinks and a sandwich platter for the band & crew (approximately 16 people). The crew set up for the show in the late afternoon/early evening and then stay right on through the evening for the show.

DRESSING ROOM: If possible, a dressing room prior to, and during the show, would be appreciated for changing costumes.

Please Note: **NO deposit due. Full payment is due after the performance and you can mail the check made payable to Skycoasters LLC to our mailing address above.**

This contract shall bind and benefit the parties jointly and severally, and each and any performer or extra may enforce it. This contract constitutes the entire agreement between the parties with respect to its subject matter. It cannot be changed or waived in whole, or in part, except by a signed writing.

Presenter: _____

Performer: **Skycoasters LLC**

Auth. Signature _____

Auth. Signature 

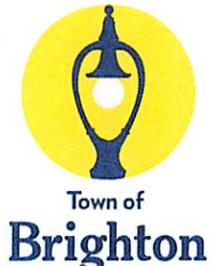
Office # _____

Secretary – Barbara @ Home in the evenings – (585) 223-9524

Cell # _____

Tax I.D. #16-1437850

9



Parks Department

Matthew Beeman
Superintendent of Parks

February 1, 2018

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

RE: \$750 Park Donation

Dear Finance Committee Members:

I respectfully request your permission to accept this generous \$750 donation to The Town of Brighton Parks Department from The Garden Lovers Club of Brighton. It is the desire of the Garden Lovers Club that this donation be used to plant new trees at Buckland Park. I am recommending that this donation be allocated to the Buckland Park operating budget A. PARKS 7115 4.11, so we may use the funds for that specific purpose.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Matt Beeman
Superintendent of Parks
Town of Brighton

Cc:
M. Hussar
S. Zaso

(1a)

JUSTICE COURT

TOWN OF BRIGHTON
MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618
PHONE (585) 784-5152 FAX (585) 784-538

<http://www.townofbrighton.org>

JUSTICES

Karen Morris
John A. Falk

COURT ADMINISTRATOR
Colleen M. Rogers

ASSISTANT COURT CLERK
Mary Kellenberger

January 29, 2018

Town of Brighton Supervisor Moehle
Members of the Town Board
2300 Elmwood Avenue
Rochester, NY 14618

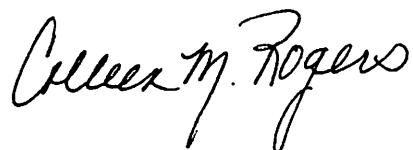
RE: Grant Award from Justice Court Assistance Program

Dear Supervisor Moehle and Town Board Members,

Brighton Justice Court is requesting approval for acceptance of a grant award from the Justice Court Assistance Program in the amount of \$4,105.94. The grant will be used to purchase tables and file cabinets for Court offices. We are also seeking approval to amend the 2018 budget as follows: increase the revenue account A.JSTCE 1110.3390 (NYS Aid) by \$4,105.94 and increase the expense account A.JSTCE.1110.2.12 by \$4,105.94. This is a budget neutral appropriation.

Thank you for your consideration.

Sincerely,



Colleen M. Rogers
Administrative Court Clerk

c.c. Suzanne Zaso
FASC Committee Members

(11b.)

STATE OF NEW YORK
UNIFIED COURT SYSTEM
Hall of Justice, Room 545
99 Exchange Boulevard
Rochester, NY 14614
(585) 428-2885

Lawrence K. Marks
Chief Administrative Judge

Craig J. Doran
Seventh District Administrative Judge

Michael V. Coccama
Deputy Chief Administrative Judge
Courts Outside New York City

January 2, 2018

Ms. Colleen Rogers
Brighton Town Court
2300 Elmwood Avenue
Rochester, NY 14618

Dear Ms. Rogers:

We are pleased to advise you the Brighton Town Court has been awarded a grant under the 2017-18 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system. Under the Court System's Action Plan for the Justice Courts, JCAP has been expanded, both in the level of funding and the scope of the projects funded.

The Brighton Town Court is one of 341 courts receiving JCAP funding this year. Details regarding your award are set forth on the enclosed 2017-18 Justice Court Assistance Program Award Reconciliation Form. Funds will be sent, by April 1, 2018, to your municipality via direct deposit or check and must be spent within 180 days. The Reconciliation Form is required to be returned to the Office of Justice Court Support via fax: (518) 438-3518 or e-mail: jcap@nycourts.gov.

Congratulations and thank you for your participation in the Justice Court Assistance Program:

Craig J. Doran
Seventh District Administrative Judge

Thomas E. Moran
Supervising Judge

cc: Hon. Gerald J. Whalen, Presiding Justice Appellate Division
Hon. Michael V. Coccama, Deputy Chief Administrative Judge
Courts Outside New York City

2017-2018 Justice Court Assistance Program Award Reconciliation Form

11c.

Please fax this form to 518-438-3518, email jcap@nycourts.gov or mail to:
Office of Justice Court Support, 187 Wolf Road, Suite 103, Albany, N.Y.12205

In the space provided below, please sign and indicate the exact amount spent

Funds to be spent within 180 days of receipt

Brighton Town Court, Monroe County

Item Category	Item Name	Approved Quantity	Item Approved Total
Furniture	Tables	4	\$3799.96
Furniture	File cabinets	2	\$305.98
Total Amount of Grant			\$4,105.94

SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

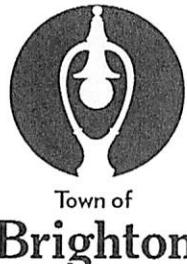
Please remember to save your receipts for at least three (3) years for audit and review purposes. If the amount you spend purchasing an item is less than the amount awarded in the grant, and that difference is less than 10% of the award for that item, then you may use that savings toward another grant item or towards consumable office supplies. If the savings exceeds 10% of the amount awarded for that item, please contact the Office of Justice Court Support at (800)-232-0630 for approval.

Total Amount Spent: _____

By signing this form, I affirm that all the above approved items were purchased.

Date: _____ **Print Name:** _____ **Signature:** _____

FOR OJCS USE ONLY	Application #	3674	Attachments
Vendor ID#	1000003978	AO Date	Approval Date
Voucher#	_____	DN/SP	Grant Amt
Submit Date	_____	Business Unit	Final Approval



Office of the Town Clerk

Pa

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

To: Honorable Town Board
From: Daniel Aman, Town Clerk & Receiver of Taxes
Date: February 6, 2018
Re: Secure Shredding services

I discovered last Fall, that the Town was using two different vendors for secure shredding services. I contacted both of these vendors, Certified Document Destruction and Recycling & Cascades Recovery for quotes, along with Eco-Green Park who our facilities Supervisor Gary Donofrio had worked with at a previous employers. I have included proposal from each vendor as well as an analysis of the numbers. Since they use different size totes and Cascades also charges a per pound fee, I converted all three proposals into a per pound price.

After reviewing the quotes with staff from the current ordering departments, Brighton Police Department and Brighton Town Court, I am recommending that the Town Board authorize the Supervisor to enter into an agreement with Eco-Green Park. They had the lowest price per pound cost, but the smaller tote size was also a factor as they will be easier for Facilities to store and transport.

Thank You,

Daniel Aman
Town Clerk / Receiver of Taxes
Town of Brighton

	TOTES	SIZE	FEE PER TRIP	FEE PER WEIGHT	Weight per pickup	Price Per Trip	Per Pound Price
Certified Document Destruction & Recycling	3	95 gal.	75	0	1050 lbs	\$75	0.07
Document Destruction Service (Cascade Recovery)	6	96 gal.	55	\$0.12 per pound	2100 lbs	\$307 (55 + 252)	0.15
Eco-Green Park	4	65 gal.	\$12.50 per bin (\$50 min for pickup)	0	880 lbs	\$50	0.06

95 gal 350lbs
65 gal 220lbs

126.



Personnel Department

Tricia Van Putte
Director of Personnel

January 31, 2018

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

Re: Strong EAP Contract for 2018

Dear Honorable Members:

I am requesting that the Town Board approve the renewal of the 2018 Employee Assistance Program (EAP) contract with UR Medicine EAP of the University of Rochester Medical Faculty Group. Strong EAP has been our EAP consultant since 2008 and they have provided the Town and our employees with excellent service. I am also requesting that the Town Board authorize the Supervisor to execute any related documents.

The cost for 2018 is a fixed rate of \$22.00 per employee, based on a total of 200 employees. This represents a 2% increase over the rate of \$21.50 for the current contract for 2017. The total contract amount for 2018 is proposed at \$4,400.00 for 12 months

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Tricia Van Putte".

Tricia VanPutte
Director of Personnel

Cc: Suzanne Zaso, Director of Finance



Town of
Brighton

14a.
Personnel Department

Tricia VanPutte
Director of Personnel

January 17, 2018

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

Re: Employee Workers' Compensation Plan for 2018

Dear Honorable Members:

I am requesting that the Town Board approve the renewal of the agreement with NYS Municipal Workers' Compensation Alliance (Comp Alliance) to provide workers' compensation benefits for 2018 along with third party administration from Wright Risk Management of any pre-existing workers' compensation claims of the Town. I am also requesting that the Town Board authorize the Supervisor to execute any related documents.

Attached is the renewal quote from Comp Alliance for our 2018 NYS Workers' Compensation coverage. The 2018 quote for \$269,464 is an approximate increase of \$4,487 from last year's cost of \$264,977.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

Tricia VanPutte

Tricia VanPutte
Director of Personnel

Cc: Suzanne Zaso, Director of Finance

TOWN OF BRIGHTON- 2018-19 WORKERS COMPENSATION RENEWAL COMPARISON

WC Code	2017 Renewal Payrolls	2017 Renewal Rate	2017 Renewal Premium	2018 Renewal Payrolls	2018 Renewal Rate	2018 Renewal Premium	% Payroll Change	% Rate Change	% Premium Change
5506	\$ 180,582	11.80	\$ 21,307	\$ 179,056	9.58	\$ 17,159	-0.85%	-18.78%	-19.47%
7580	\$ 739,841	3.43	\$ 25,388	\$ 781,888	3.63	\$ 28,413	5.68%	5.89%	11.91%
7590	\$ 521,555	3.96	\$ 20,670	\$ 527,050	3.22	\$ 16,991	1.05%	-18.66%	-17.80%
7720	\$ 4,376,582	1.53	\$ 66,896	\$ 4,408,345	1.57	\$ 69,326	0.73%	2.89%	3.63%
8391	\$ 203,235	2.74	\$ 5,562	\$ 203,840	2.49	\$ 5,083	0.30%	-8.88%	-8.61%
8810	\$ 2,549,278	0.11	\$ 2,772	\$ 2,655,512	0.09	\$ 2,386	4.17%	-17.36%	-13.92%
8831	\$ 53,390	1.05	\$ 558	\$ 50,465	0.95	\$ 479	-5.48%	-9.19%	-14.16%
8838	\$ 1,228,910	0.35	\$ 4,306	\$ 1,261,290	0.34	\$ 4,321	2.63%	-2.23%	0.35%
9015	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9026	\$ 135,835	3.24	\$ 4,407	\$ 138,050	2.98	\$ 4,117	1.63%	-8.07%	-6.57%
9063	\$ 243,165	0.90	\$ 2,189	\$ 252,230	0.78	\$ 1,955	3.73%	-13.90%	-10.69%
9101	\$ 118,350	2.60	\$ 3,082	\$ 116,623	2.26	\$ 2,633	-1.46%	-13.29%	-14.56%
9102	\$ 760,642	2.27	\$ 17,233	\$ 745,154	2.65	\$ 19,754	-2.04%	17.01%	14.63%
9402	\$ 611,646	4.77	\$ 29,193	\$ 653,792	4.75	\$ 31,028	6.89%	-0.56%	6.29%
9410	\$ 609,930	4.66	\$ 28,410	\$ 615,550	4.92	\$ 30,285	0.92%	5.63%	6.60%
9501	\$ 66,980	1.51	\$ 1,012	\$ 56,315	1.32	\$ 743	-15.92%	-12.61%	-26.53%
	\$ 12,399,921		\$ 232,985	\$ 12,645,160		\$ 234,675	1.98%		0.73%
NYS Assessment		12.20%	\$ 31,992		12.10%	\$ 34,789			8.74%
AYMENT COST			\$ 264,977			\$ 269,464			1.69%

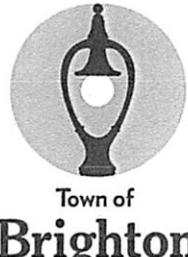
THESE ASSESSMENTS ARE ESTIMATED

2017

2018

95

15



Finance Department

Suzanne Zaso
Director of Finance

February 2, 2018

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

RE: Contract for ACA Tracking & Reporting – Paragon Compliance LLC

Dear Board Members:

I am recommending that Your Honorable Body authorize the Supervisor to execute a contract with Paragon Compliance LLC to provide tracking and reporting services for employer required compliance with the Affordable Care Act. The term of this agreement will be from January 1, 2018 through December 31, 2019, with automatic one-year renewals unless either party terminates per the terms of the agreement. The cost of this service, as set forth in Annex A of the attached agreement, will be \$1.25 per employee per month plus additional fees for any optional services. Charges for 2018 are estimated to be \$6,300. Funding has been provided in the 2018 Finance Department budget for these services.

Thank you for your consideration, and 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,

Suzanne Zaso
Director of Finance

Reay



Town of
Brighton

Finance Department

Suzanne Zaso
Director of Finance

February 2, 2018

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 actual activity that has occurred relative to the 2017 amended 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,

Suzanne Zaso
Director of Finance

Attachment