

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

**Meeting Date: Wednesday August 15, 2018 (8:30 a.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the August 1<sup>st</sup>, 2018 meeting.
2. Authorize budget appropriation for insurance recovery (Parks Dept.) – Request from Matt Beeman for Town Board action to appropriate \$8,172.93 to revenue account A.PARKS.7021.2680 and expense account A.PARKS.7115.4.41. Funds will be used to repair the damage to the three bay storage barn at Buckland Park and the amount has been determined by the Insurance adjusters (see letter from M. Beeman).
3. Authorize a budget transfer for fire alarm control panel (Parks Dept.) – Request from Matt Beeman for Town Board authorization to transfer \$1,400 from account A.PARKS.7126.4.11 to account A.PARKS.7116.4.41. Funds will be used to repair an internal power supply fault in the fire alarm control panel at Buckland Farmhouse (see letter from M. Beeman).
4. Authorize contract extension to 8/30/2019 with M. F. Liberatore (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize a contract extension with Mark F. Liberatore through August 30, 2019, with no change in terms, conditions or rate (see letter from M. Henderson)
5. Executive Session – Discuss employment of a particular person (Police Dept.) – Appointment of Police Officer effective September 15, 2018, conditional of completion of all testing, evaluation and other approvals. The salary will be set per the Police Bargaining Agreement and the employee will serve a 26 week probationary period (see letter from M. Henderson)
6. Authorize Contract Supplemental #5 with Fisher Associates (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to endorse Supplemental agreement #5 with Fisher Associates for services related to the Highland Crossing Trail: construction inspection, design and support for the project. A budget amendment in the amount of \$299,000 will also be made to the Capital Projects H.PARKS.TPTRL accounts accordingly (see letter from M. Guyon).

7. Amend Table of Organization for Brighton Consolidated Sewer District – Request from Mike Guyon for Town Board action to add one position title of Skilled Laborer and delete one position title of Laborer for the Sewer Department. This position is being utilized for six months each year and there is a need to make this permanent. Further Board approval requested on the appointment of a current employee to this position. Funds are budgeted for this in both the current and the 2019 budget (see letter from M. Guyon).
  
8. Executive Session – Discuss employment of a particular person (Finance Dept.) – Discuss position re-assignments and increasing hours as part of the Finance Department re-organization plan.

**The next regularly scheduled meeting of the FASC will be held on TUESDAY, September 4, 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.

**\*\*NOTE NEW TIME AS PER THE REGULAR SCHEDULE\*\***



2a  
**Parks Department**

**Matthew Beeman**  
Superintendent of Parks

August 13, 2018

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

Re: Appropriation of funds – Insurance Recovery

Honorable Members:

I would like to recommend that a budget appropriation be approved from the following:

**Parks Department Administration insurance recoveries (A.PARKS 7021 2680) in the amount of \$8,172.93.**

**To the following:**

**Parks Department Buckland Park maintenance repair service (A.PARKS 7115 4.41) in the amount of \$8,172.93.**

The three bay storage barn located at Buckland Park was damaged by a Highway vehicle earlier this summer. The \$8,172.93 is the amount that was determined by the Insurance Adjusters. The funds will be used to repair the building damage.

I would be happy to answer any questions regarding this matter.

Sincerely,

Matt Beeman  
Superintendent of Parks

Cc: P. Parker, S.Zaso, A. Banker



May 16, 2018

Town of Brighton  
220 Idlewood Road  
Rochester, NY 14618

Attn: Matt Beeman  
Re: Repairs to Building

Dear Matt,

Thank you for this opportunity to quote. The following is a price includes labor, material and equipment to repair damage on building at the overhead door frame and its surroundings.

This price includes the following repairs

- 1.) Repair damaged framing.
- 2.) Supply and install approx. (9) new siding sheets and required trims at this location.
- 3.) Provide manlift to complete this work.

Material Cost	\$1,825.00
Labor Cost	\$3,360.00
Equipment Cost	<u>\$ 750.00</u>
Sub Total	\$5,935.00
10% O & P	<u>\$ 594.00</u>
<b>Total Price</b>	<b>\$6,529.00</b>

**Exclusions:**

- 1.) No overhead work is included. The overhead door may need to be removed (by others) for us to perform these repairs.
- 2.) No mechanicals.
- 3.) No painting.

Thank you again for this opportunity. Please let us know if you would like to proceed with this work. It will take 2 -3 weeks to get the materials. Please feel free to call me with any questions.

Sincerely,

*Andy Cutting*

Andy Cutting  
General Field Supervisor

2C

55 Alliance Drive  
Rochester, New York 14623

585-424-4710 Phone  
585-424-4779 Fax

[www.alliancedoor.com](http://www.alliancedoor.com)

**Alliance Door**  
& Hdwe., Inc.

## QUOTE

Number ADHQ61235

Date Jun 6, 2018

### Sold To

Town of Brighton

Matt Beeman

Phone 739-6253

Fax

### Ship To

Parks Dept  
1341 Westfall Rd

Salesperson	Ship Via	Terms
Micheil Yells		Net 30 Days

We propose to furnish, install, and/or service the equipment, unless otherwise specified, and shall be responsible for the proper installation, including the control system, equipment, electrical connections, safety features or accessories, and the handling, storage and use of standard design of the manufacturer indicated and shall be made in accordance with the manufacturer's recommendations.

Line	Qty	Description	Unit Price	Ext. Price
1	1	Service call 3-27-18 Door jamb was hit, OH door would not close Removed and replace track for temp. repair till bldg. jamb is repaired	\$274.00	\$274.00
2	1	Take down OH door and leave on site. Customer to have bldg. jamb repaired. Return to reinstall OH door need to place damaged reverse angle and track	\$1,560.00	\$1,560.00

### Notes:

- 1.) Tax exempt
- 2.) Quote valid for 30 days

**Total \$1,834.00**

Signature

Date

2d



## CECO BUILDING SYSTEMS

100 RED IRON RD. · ROCKY MOUNT, NC 27804 · PHONE: 252-977-2131 · FAX: 252-212-1957

August 3, 2018

Town of Brighton  
220 Idlewood Road  
Rochester, NY 14618  
Attn: Matt Beeman

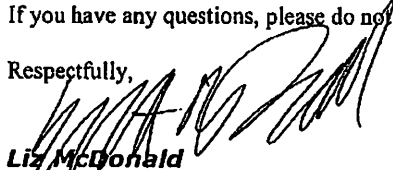
RE: Authorized Ceco Builders

Mr. Beeman:

This letter stands to serve as verification of Building Innovation Group, Inc. as a Ceco Building Systems Authorized Builder. They are the only Authorized Builder located in Monroe County, NY.

If you have any questions, please do not hesitate to call.

Respectfully,

  
**Liz McDonald**  
Operations Manager  
E-mail: [EAMcDonald@CecoBuildings.net](mailto:EAMcDonald@CecoBuildings.net)  
Ceco Building Systems - Eastern Region  
P.O. Drawer 2387/Rocky Mount, NC 27802  
Cell-252.886.3389 / Direct-252.407.1870 / Fax-252.212.1957  
An NCI Company - NYSE Symbol NCS

3a



## Parks Department

**Matthew Beeman**  
Superintendent of Parks

August 13, 2018

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

Re: Transfer of funds –Buckland Farmhouse Fire Alarm Control Panel

Honorable Members:

I would like to recommend that a budget transfer be approved from the following:

**Parks Department Frankel Park trail maintenance supplies (A.PARKS 7126 4.11) in the amount of \$1,400.**

**To the following:**

**Parks Department Buckland Farmhouse maintenance repair service (A.PARKS 7116 4.41) in the amount of \$1,400.**

The fire alarm control panel at the Buckland Farmhouse has an internal power supply fault and will need to be replaced. This transfer will still keep an ample amount available in the Frankel Park budget to complete any needed maintenance should the need arise. We currently do not anticipate the need for any more maintenance supplies at this park for the remainder of the year. I would be happy to answer any questions regarding this matter.

Sincerely,

Matt Beeman  
Superintendent of Parks

Cc: M. Hussar, P. Parker, S.Zaso, A. Banker

36

QUOTATION



West Fire Systems, Inc.  
West Fire & Security  
53 Pixley Industrial Parkway  
Rochester, NY 14624  
Tel: 585-663-8530 Fax: 585-663-8633

PAGE: 1 OF 1

DATE: 7/24/2018

<b>TO:</b> Town of Brighton 2300 Elmwood Ave Rochester, New York 14618		<b>REF:</b> Buckland Farm House	
<b>ATTN:</b> Matt Beeman		<b>PROJECT:</b>	
<b>PHONE:</b> (585)-784-5250		<b>SPEC. SEC.:</b>	
<b>EMAIL:</b> <a href="mailto:matt.beeman@townofbrighton.org">matt.beeman@townofbrighton.org</a>		<b>SYSTEM:</b>	

QTY	MODEL				UNIT;	TOTAL;
1	FX-5RD	5 Zone Conventional Fire Alarm Control Panel			\$790.34	\$790.34
4	Labor	Labor to install, program and test			\$540.00	\$540.00
		Quote for replacing exsisting fire panel due to internal power supply fault				

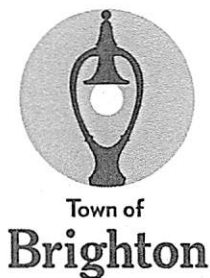
WEST FIRE SYSTEMS, INC.

BY: Andy Luft

Sub Total	\$1,330.34
Shipping	
Sales Tax	
TOTAL	

Accepted \_\_\_\_\_ P.O. # \_\_\_\_\_





Public Works  
Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

August 10, 2018

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

Re: Highland Crossing Trail  
Fisher Associates  
Supplemental Agreement #5, Construction Inspection Services and ADA Screening

Dear Councilperson DiPonzio and Committee Members:

I am requesting that the FASC authorize the Supervisor to endorse Supplemental Agreement #5 with Fisher Associates for the services required to complete the construction inspection, design and support during construction and ADA Screening & Pedestrian Signal Design work for the above reference project. The cost of these services are as follows:

Construction Inspection	\$231,000.00
Design Support during Construction	\$44,000.00
ADA Screening & Pedestrian Signal Design	<u>\$24,000.00</u>
TOTAL =	<b>\$299,000.00</b>

I will be in attendance at your regularly scheduled August 15, 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,

Michael E. Guyon  
Department of Public Works

Cc Angela B.  
Paula P.

Highland Crossing Trail  
Available Grant Funding

Contract	Grant	Amount	Phase	Match	%	Town	%	City
						\$		\$
Original Contract	TIP	\$ 120,000.00	Design	\$ 24,000.00	67%	\$ 16,080.00	33%	\$ 7,920.00
Supplemental 1	TIP	\$ 100,000.00	Design	\$ 20,000.00	67%	\$ 13,400.00	33%	\$ 6,600.00
Supplemental 2	TIP	\$ 90,000.00	Design/Incidentals	\$ 18,000.00	40%	\$ 7,200.00	60%	\$ 10,800.00
Supplemental 3	TIP	\$ 25,000.00	Design/Incidentals	\$ 5,000.00	40%	\$ 2,000.00	60%	\$ 3,000.00
Supplemental 3	TIP	\$ 181,150.00	Acquisition	\$ 36,230.00	76%	\$ 27,534.80	24%	\$ 8,695.20
Future	TEP	\$ 253,800.00	Construction Inspection	\$ 50,760.00	63%	\$ 31,978.80	37%	\$ 18,781.20
Future	TEP	\$ 1,410,000.00	Construction	\$ 282,000.00	63%	\$ 177,660.00	37%	\$ 104,340.00
TOTALS =				\$ 435,990.00		\$ 275,853.60		\$ 160,136.40

90

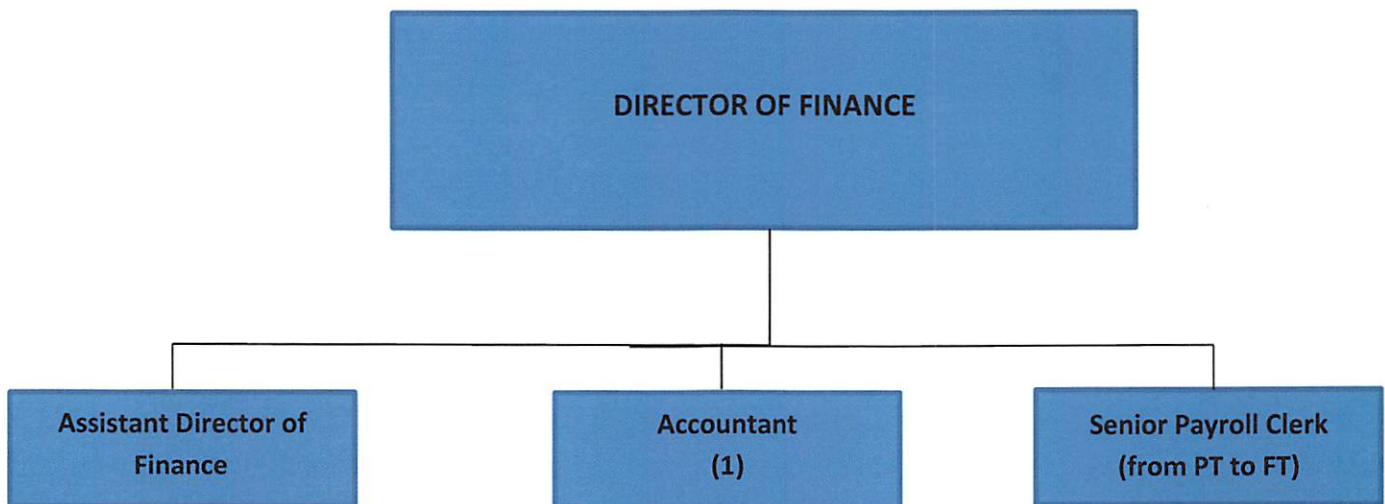
# **TOWN OF BRIGHTON**

## **FINANCE DEPARTMENT**

### **ORGANIZATIONAL CHART**

**(Proposed)**

Effective September 3, 2018



8c

# TOWN OF BRIGHTON

## FINANCE DEPARTMENT

### ORGANIZATIONAL CHART

(current)

Effective February, 23, 2018

