

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

**Meeting Date: Tuesday September 18, 2018 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 4th, 2018 meeting.
2. Authorize lease agreement with Monroe County Water Authority for water infrastructure serving the Town (Public Works/Water Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute an extension of the lease agreement with Monroe County Water Authority for the operation of the infrastructure serving the Town's water districts (see letter from M. Guyon).
3. TABLED FROM AUGUST 1, 2018 MEETING: Budget Transfer for funds needed to purchase a mobile column vehicle lift (partially funded by 2018 CIP) (Highway Dept.) – Request from Tim Anderson for Town Board action to transfer funds within the Highway (D) Fund totaling \$12,931 to allow for the purchase of a mobile lift rather than a fixed lift. It was determined that due to some infrastructure issues in the garage area the mobile unit was a better solution than the traditional lift (see letter from T. Anderson). Follow up and more information is needed. See more information as provided (see letters from M. Guyon).
4. Authorize the closing of the completed capital projects and transfer any unutilized funds to the corresponding debt reserve fund (Finance Dept.) – Request from Suzanne Zaso for Town Board action to close the completed capital projects as listed and make the appropriate accounting and budget entries to move any remaining funds to the corresponding debt service fund. These funds will be used to offset future debt services payments as directly related to each project (see letter from S. Zaso).
5. DISCUSSION ONLY – Shredding event quote from Eco Green Park LTD for the October 13, 2018 event. Pricing is the same \$400 with all conditions the same as the May 2018 event.
6. *Item added: Authorize transfers in the Police Department Budget (Police/Finance Dept) – Request from Paula Parker for Town Board action to authorize a transfer as indicated in the Police Department budget lines. Said transfer is for the purpose of purchasing the animal control vehicle in the current year and not 2019 (Police Chief Henderson has approved this/see letter from P. Parker)

The next regularly scheduled meeting of the FASC will be held on TUESDAY, October 2, 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.

****AS PER THE REGULAR SCHEDULE****



Town of
Brighton

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Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 12, 2018

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

Re: MCWA Lease Agreement for Operation of Water Districts

Dear Councilperson DiPonzo and Committee Members:

The MCWA and the Town of Brighton would like to extend the lease agreement for the operation of the infrastructure serving the Town's water districts. The Town Attorney has reviewed this agreement and finds it acceptable.

I am requesting that the FASC recommend that the Town Board authorize the Supervisor to endorse the MCWA Lease Agreement for Operation of Water Districts.

I will be in attendance at your regularly scheduled September 18, 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.



Town of
Brighton

3a

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 17, 2018

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

Re: Highway Garage Portable Lifts

Dear Councilperson DiPonzio and Committee Members:

At the August 1, 2018 FASC meeting we requested authorization to transfer funding to purchase a portable vehicle lift in lieu of the conventional lift included in the 2018 budget. At the time of budgeting we were not aware that the installation of the conventional lift would require significant building improvements at a substantial cost. We proposed the portable lift as an alternative. However, the cost of the portable lift exceeded the budgeted amount and a budget transfer is required to fund the project.

At the August meeting FASC requested a comparison regarding the anticipated useful life of a conventional versus a portable lift and an estimated cost to complete the building improvements required for the conventional lift. Staff obtained a quote of \$13,015.00 to complete the building improvements and contacted the lift vendor to obtain information regarding the useful life of the lift alternatives. The conventional or in-ground lift has an anticipated life expectancy of 15 – 20 years whereas the portable lift has an expectancy of 25 – 30 years. Although the initial cost of the conventional lift is less than that of the portable lift, the portable lifts projected annual cost over the lifetime of the equipment is less as shown in the simple cost analysis below:

Simple Pay-Back Analysis

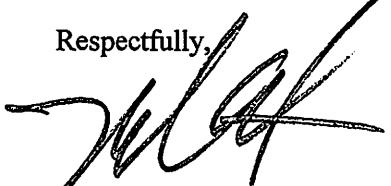
Conventional or In-ground Lift		vs	Portable above ground Lift	
Item	Cost		Item	Cost
Remove abandoned oil water separator and complete building improvements	\$ 25,000.00		Install lift including set up and Train	\$ 44,300.00
Relocate underground piping	\$ 2,000.00			
Remove and replace conventional lift	\$ 13,015.00			
TOTAL =	\$ 40,015.00		TOTAL =	\$ 44,300.00
Life Expectancy	20		Life Expectance	30
Cost per year	\$ 2,000.75		Cost per year	\$ 1,476.67

3b

September 17, 2018
Portable Lift

We trust that the information presented in this letter satisfies the FASC concerns regarding the cost of the project and if acceptable we request that the FASC recommend the transfer of funding requested at the August 1, 2018 meeting. As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 18, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,



Michael E. Guyon

cc:

A. Borsa
P. Parker
T. Anderson



Brighton

Highway Department

Commissioner of Public Works – Michael Guyon, P.E.

3c
Tim Anderson
Deputy Highway
Superintendent

July 26, 2018

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

Re: Transfer of funds: Additional funds to purchase mobile column vehicle lift.

Dear Chairman Diponzo and Committee Members:

The Highway & Sewer departments budgeted funds in 2018 to replace an in-ground small vehicle lift. During a field review with the vehicle lift vendor it was discovered that there are existing underground utility lines and an old abandon oil/water separator that will be in the way for replacing the existing vehicle lift. To avoid these conflicts it was determined to go to a more versatile mobile four column lift. The mobile column lift is expandable to allow for lifting of larger vehicles. The total budgeted amount for a new replacement lift is \$25,000 (67% HWY, \$16,750; 33% Sewer, \$8,250). The cost of the mobile four column lift is \$44,300 (67% HWY, \$29,681; 33% Sewer, \$14,619).

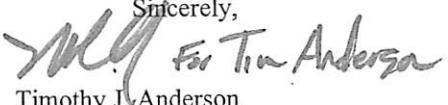
For the Highway portion of the additional cost I recommend that a transfer be approved from the following:

And Highway – Road Repair – Gutters (D. HWY.5110 2.68) in the amount of \$6,000
And Highway – Machinery – Trucks/Vans (D.HWY.5130 2.22) in the amount of \$3,931
And Highway – Snow/Ice Control – Highway Equipment (D.HWY.5142 2.30) in the amount of \$3,000

To the following:

Highway – Machinery – Maintenance Equipment (D.HWY.5130 2.40) in the amount of \$12,931

No transfer of funds are required for Sewer department portion. The Sewer department has sufficient funds in the 200 accounts of SS.SEWER. 8120 to cover the Sewer department portion of the additional cost of \$6,369. I will be available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: A. Borsa
P. Parker
M. Guyon
A. Banker



Town of
Brighton

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Finance Department

Director of Finance – Paula Parker

Suzanne Zaso
Controller

September 17, 2018

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

Re: Closing of Capital Projects

Dear Honorable Members,

I am recommending that your Honorable Body authorize the closing of the following completed capital projects to the debt service reserve to help off-set future debt obligations for each project and to also authorize the Finance Department to make all related accounting entries:

- Highway Heavy Dump Truck Purchase (2017) in the amount of \$1,724.89
- Highway Medium Dump Truck Purchase (2017) in the amount of \$627.95
- Highway Loader Purchase (2017) in the amount of \$3,039.66
- Highway Tractor Purchase (2017) in the amount of \$250.20
- Parks Pickup Truck Purchase (2017) in the amount of \$162.72
- Sewer Heavy Dump Truck Purchase (2017) in the amount of \$3,392.49
- DPW Operations Center HVAC Replacements in the amount of \$20,350.99
- Susquehanna and Northumberland Drainage Project in the amount of \$5,880.55

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

Secure Mobile Shredding Event

Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618
October 13, 2018
9am-12pm

Location:

Town of Brighton Highway Department Parking Lot
1941 Elmwood Avenue Rochester, NY 14618

Site Contact:

Robin Wilt
585.784.5255 or 585.309.2638

Eco Green Park is happy to provide you will this quotation for shredding service.

4 Hour Minimum @ \$100.00 per hour.

1-Mobile Shredding Unit

1-Cargo Van

1-Operator

10 Bins

2-Signs

Town Provides the labor.

All Confidential Material Will Be Destroyed ON-SITE

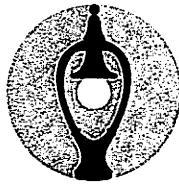
The Service Can Be Witnessed via our LCD TV That Is Mounted to The Unit.

NYS Environmental Reports Will Be Sent by Email.

Once again, thank you for choosing Eco Green Park LTD. We are excited to be working as your vendor for your mobile shredding event.

Warm Regards,

Eco Green Park LTD



Town of
Brighton

6 **Finance Department**

Paula Parker
Director of Finance

September 18, 2018

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

Dear Honorable Members,

RE: Transfer of Funds for Animal Control Van Purchase

Dear Board Members:

The Police Department is requesting the replacement of their 8 Animal Control Van part of their 2019 Capital Improvement Plan (CIP). Due to retirements and changes in staffing for the department this year, and after consulting with Police Chief Mark Henderson, we have been able to identify excess funds that will enable the van and related equipment to be purchased in the 2018 budget year. Police Chief Henderson has requested \$35,000 be transferred in order to enable this purchase to occur in the 2018 budget year. I am recommending that the Town Board authorize a budget transfer to use a portion of these funds to replace the Animal Control Van and related equipment, thereby removing it from the 2019 CIP request.

My formal request to the Town Board is to authorize the transfer of \$35,000 as follows:

To: A.POLCE.3510.2.22	TRUCKS/VANS	\$ 26,000	
	A.POLCE.3510.2.29	VEHICLE SET UP	9,000
From: A.POLCE.3120.8.40 MEDICAL/DENTAL PREM. \$ 25,000			
A.POLCE.3120.8.45 RETIREE MED/DENTAL PREM. 10,000			

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,

Paula Parker
Director of Finance

Cc: Chief Henderson