

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

**Meeting Date: Tuesday October 2, 2018 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 18th, 2018 meeting.
2. Authorize Snow & Ice Control Services agreement with Monroe County (10/1/18-9/30/19) (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute the 10/1/2018 to 9/30/2019 Snow and Ice Agreement with the Monroe County Department of Transportation (MCDOT), including annual renewals for up to four (4) additional years (see letter from M. Guyon).
3. Award bid for tree maintenance and removal services (Public Works) – Request from Mike Guyon for Town Board action to award the tree maintenance and removal bid and authorize a contract with the lowest responsible bidder Birchcrest Tree and Landscape, Inc. Also authorization requested to administratively renew this contract annually for 2019, 2020, and 2021(see letter from M. Guyon).
4. Declare certain fixed asset items as surplus and disposal as junk (Highway Dept.) – Request from Tim Anderson for Town Board action and approval to declare one (1)1998 40 cubic yard roll off container (asset #3730) and two (2) office chairs (asset #2248 and #4651) as surplus to be disposed of as junk (see letter from T. Anderson).
5. Budget Transfer for funds needed to purchase a multi-purpose bucket for #81 loader (Highway Dept.) – Request from Tim Anderson for Town Board action to transfer funds with in the Highway (D) Fund totaling \$13,350 and to authorize the purchase of a multi-purpose bucket for Loader #81. Transfer from account D.HWY.5142.4.09 Salt and Abrasives to account D.HWY.5130.2.30 Highway Equipment in the amount of \$13,350. The existing bucket is a 2005 and has reached the end of its useful life (see letter from T. Anderson).

6. Budget Transfer for computer and maintenance equipment (Public Works Dept.) – Request from Paula Parker for Town Board action and approval to make the following purchases and transfer funds for these purchases from A.DPW.1490.1.10 in the amount of \$30,390 to the following accounts:

A.DPW.1490.2.13	Computer Equipment	\$ 2,800
A.DPW.1490.4.15	Software/upgrade	\$12,290
A.DPW.8020.2.13	Computer Equipment	\$ 3,800
A.HWY.1490.2.40	Maintenance Equipment	\$11,500

This transfer to facilitate purchases identified during the 2019 budget process to be completed in the current year. Funds are available due to personnel changed in the Public Works Department (see letter from P. Parker).

7. Promotion of Police Officer Keith Woodard to Sergeant effective 10/27/2018 (Police Dept.) – Request from Police Chief Mark Henderson to Town Board action to approve the promotion of Police Officer Keith Woodard the Sergeant effective October 27, 2018 at an annual salary of \$104,895. Sergeant Woodard will serve a 26 week probationary period (see letter from Chief Henderson).
8. 2019 Operating and Special District Budgets

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

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



Town of
Brighton

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Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 25, 2018

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

Re: Monroe County Department of Transportation
Intermunicipal Agreement
Provision of Snow Removal and Ice Control Services

Dear Councilperson DiPonzio and Committee Members:

The current Town of Brighton Intermunicipal Agreement for Snow and Ice Control Services with the Monroe County Department of Transportation, MCDOT, expires this fall. The MCDOT, has provided a new agreement and requested that the Town of Brighton endorse this Intermunicipal Agreement. The term of this agreement is October 1, 2018 through September 30, 2019 with annual renewals upon mutual consent for up to four (4) additional years. The new agreement includes minor technical modifications shown in Table 1.

Table-1

Item	Old Agreement	New Agreement
Spreading rate speeds	15-25 mph	10-30 mph
Snow Fence	Historical Length	Based on 3-year average
WEB EOC	None/no input	New Language requiring input into the online system

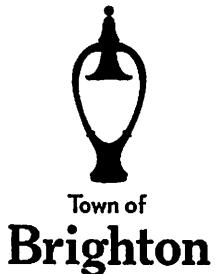
I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse this agreement. I have forwarded a copy of this agreement to our attorney for review and comments. Three copies of the document are attached for your reference.

I will be in attendance at your regularly scheduled October 2, 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 Paula Parker
 Angela Borsa
 Tim Anderson



3a Public Works Department

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

Chad Roscoe
Junior Engineer

September 28, 2018

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

Re: Tree Maintenance & Removal Services
Recommendation of Award

Dear Councilperson DiPonizio and Committee Members:

Pursuant to previous authorization, the above bid was publicly advertised and opened on September 28, 2018. Bids were solicited from eighteen companies (see attached) for the above services. Two companies submitted bids for the proposed work. Based upon the unit prices provided from Birchcrest Tree and Landscape Inc., it is recommended that an agreement be entered into with Birchcrest Tree and Landscape Inc. Funds to provide this service have been included in the 2018 budget. It is also recommended that authorization be given to administratively renew this agreement annually for 2019, 2020 and 2021.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 2, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad Roscoe
Junior Engineer

cc: A. Borsa
M. Guyon
T. Keef
S. Zaso
T. Anderson

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BID TABULATION				Opening Date:
Project Name:	2018 Tree Maintenance & Tree Removal			9/28/2018
Contract For:	Highway			
COMPANY INFO				SECTION CHECKLIST
Company:	Flower City Tree Inc.			<input type="checkbox"/> 300-1.3 Bid Security 5%
Contact:				<input type="checkbox"/> 300-1.4 Addendums
Address:	2142 Kendall Road			<input type="checkbox"/> 300-2.4 Signatures
City:	Kendall	State:	NY	<input type="checkbox"/> 410 Bid Security Form
Phone:		Fax:		<input type="checkbox"/> 440 EEO
email:				<input type="checkbox"/> 450 Bidder Responsibility
website:				<input type="checkbox"/> 470 Corporate Resolution
Comments:				<input type="checkbox"/> 480 Non-Collusive
				<input type="checkbox"/> 485 MacBride
				<input type="checkbox"/> 490 Site Investigation

COMPANY INFO				Item No.	Size	Unit Price	SECTION CHECKLIST
Company:	Birchcrest Tree and Landscape Inc.			001	14" and <	\$ 1,595.00	<input type="checkbox"/> 300-1.3 Bid Security 5%
Contact:					15"-24"	\$ 3,195.00	<input type="checkbox"/> 300-1.4 Addendums
Address:	1028 Bay Road				25"-36"	\$ 3,795.00	<input type="checkbox"/> 300-2.4 Signatures
City:	Webster	State:	NY		37"-48"	\$ 4,400.00	<input type="checkbox"/> 410 Bid Security Form
Phone:		Fax:			49" and >	\$ 5,900.00	<input type="checkbox"/> 440 EEO
email:				Tree Trimming	\$ 425.00	<input type="checkbox"/> 450 Bidder Responsibility	
website:				Stump Removal	\$ 375.00	<input type="checkbox"/> 470 Corporate Resolution	
Comments:				Emergency Call Surcharge	\$ 2,295.00	<input type="checkbox"/> 480 Non-Collusive	
				Cabling & Bracing	\$ 375.00	<input type="checkbox"/> 485 MacBride	
						<input type="checkbox"/> 490 Site Investigation	



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Highway Department

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

Tim Anderson
Deputy Highway
Superintendent

September 26, 2018

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

Re: Authorize Disposal of Equipment and Material

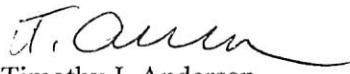
Honorable Members:

I recommend the disposal of certain fixed asset items as listed below. The items listed are no longer needed or able to support departmental operations.

1 – 1998 40 CY Roll off container, Asset #3730
2 – Office chairs, Asset #2248 and Asset #4651

The items listed have no remaining value and/or no longer serviceable and should be disposed of as junk.

Sincerely,


Timothy J. Anderson
Deputy Highway Superintendent

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



Town of
Brighton

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Highway Department

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

Tim Anderson
Deputy Highway
Superintendent

September 28, 2018

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

Re: Proposal for transfer of funds: Purchase of a replacement loader bucket

Dear Councilperson DiPonzo and Committee Members:

I recommend that a transfer of funds to be approved from the following:

Highway – Snow/Ice Control – Salt (D.HWY.5142 4.09) in the amount of \$13,350

To the following:

Highway – Machinery – Highway Equipment (D.HWY.5130 2.30) in the amount of \$13,350

The funds are proposed to be used to purchase a replacement multi-purpose bucket for 81 loader. The existing bucket is a 2005 model which has been rebuilt a couple of times and has reached the end of its useful life. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc:

A. Borsa
P. Parker
M. Guyon
A. Bunker

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Finance Department



Town of
Brighton

Paula Parker
Director of Finance

October 2, 2019

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 purchases eliminated from the 2019 Budget

Dear Board Members:

During the 2019 budget process and before the tentative budget was filed, there were some items identified that are able to be purchased in the current fiscal year. The items consist of staff computer equipment (\$6,600); software purchase/upgrades for DPW (\$12,290); riding lawn mower for the Landfill (\$11,500). Funds are available due to personnel changes in the Public Works Department.

My formal request to the Town Board is to authorize the transfer of \$30,390 as follows:

To:	A.DPW.1490.2.13	COMPUTER EQUIPMENT	\$ 2,800
	A.DPW.1490.4.15	SOFTWARE / UPGRADE	\$12,290
	A.DPW.8020.2.13	COMPUTER EQUIPMENT	\$3,800
	A.HWY.8160.2.40	MAINTENANCE EQUIPMENT	\$11,500
From:	A.DPW.1490.1.10	SALARY & WAGES	\$30,390

I would also request that the Board also authorize all of the purchases as indicated as well.

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: M. Guyon

LIVE Town of Brighton *LIVE*

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A.DPW.1490.2.13	BUY COMPUTER EQUIPMENT THIS YEAR	1.0000	(2,800.00)	(2,800.00)
A.DPW.1490.4.15	BUY/UPGRADE SOFTWARE THIS YEAR	1.0000	(12,290.00)	(12,290.00)
A.DPW.8020.2.13	BUY COMPUTER EQUIPMENT THIS YEAR	1.0000	(2,800.00)	(2,800.00)
A.DPW.8020.2.13	BUY COMPUTER EQUIPMENT THIS YEAR SCANNE	2.0000	(500.00)	(1,000.00)
A.HWY.8160.2.40	BUY RIDING LAWN MOWER THIS YEAR	1.0000	(11,500.00)	(11,500.00)
*ALREADY IN SYSTEM - NOT PART OF TOTAL				(30,390.00)

bc

A.DPW.1490: Analysis of 2018 Wages & Medical Expenses

Wages

current balance available	\$ 154,883
PR#18-26	\$ (92,457)
GIS PR#20-26 (Gr.4 St.4)	\$ (14,010)
Cashout Comm	\$ (4,215)
Excess Longevity - Comm	\$ 635
YE 2018 Est. Balance Remaining	\$ 44,836

Medical/Dental

current balance available	\$ 32,770
Oct. - Dec. (Est.)	\$ (20,220)
YE 2018 Est. Balance Remaining	\$ 12,550

\$ 11,580 Mover

sez 8/30/18



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

September 25, 2018

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

Re: Promotion of Officer Keith Woodard to Sergeant

Dear Board Members,

With the retirement of Sergeant David Molisani there currently exists a vacancy at the rank of Sergeant. I am recommending that Officer Keith Woodard be promoted to fill this vacancy. Officer Woodard is currently ranked 2nd on the Civil Service list of eligible candidates for the rank of Police Sergeant.

Officer Woodard has been with the Brighton Police Department since April 9, 2011.

I request that the Honorable Town Board approve the promotion of Officer Keith Woodard to the rank of Sergeant, effective October 27, 2018 for a probationary period of twenty-six (26) weeks, at an annual salary of \$104,895. I am confident that Keith, will demonstrate exemplary standards of leadership as a Sergeant in the Brighton Police Department.

Respectfully,

Mark T. Henderson
Chief of Police

xc: Tricia Van Putte, Director of Personnel
Paula Parker, Finance Director
Daniel Aman, Town Clerk