

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

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

1. Approval of Minutes – Receive and file minutes of the October 2nd, 2018 meeting.
2. Award contract to LED Tomorrow for professional services related to the LED lighting in the Highway Sewer Facility (Public Works Dept.) – Request from Evert Garcia for Town Board action to award the RFQ for professional services related to the LED lighting project at the Highway/Sewer facility to LED Tomorrow in an amount not to exceed \$9,500. Further action to authorize the Supervisor to sign the agreement with LED Tomorrow for these services (see letter from E. Garcia).
3. Authorize renewal agreement with Municipal Solutions, Inc. for professional services in connection with disclosure filings (Finance Dept.) – Request from Paula Parker for Town Board action to authorize the Supervisor to execute a contract with Municipal Solutions, Inc. for certain bonds (over \$1 million), material event notices and disclosure of statements (bonds over \$1 million). The cost for each filing will be \$200 as outlined in the contract. This contract is effective for a two year period commencing on October 25th, 2018 – October 24th, 2020 (see letter from P. Parker)
4. Authorize renewal contract with Penflex, Inc. as TPA for West Brighton Fire Protection District LOSAP – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal contract with Penflex, Inc. for third party administration services are related to the West Brighton Fire Protection District's Length of Service Award Program. The contract is for a one year period 11/1/2018 – 10/31/2019 with a base fee of \$3,800 (\$100 increase) , GASB 73 fee of \$950, and certification and trustee directive letters are \$125 each (no change) (see letter from S. Zaso).
5. Approve MVP, Excellus, and Dental 2019 rates and authorize related contracts – Request from Tricia VanPutte for Town Board action to approve the health insurance for both active employees and retirees as related to MVP, Excellus, and Dental benefits for 2019. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letters from T. VanPutte).
6. Declare 2002 Chevy Express Passenger Van as surplus to be sold at next Teitsworth Municipal Auction (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to declare the 2002 Chevy Express Passenger Van as surplus to be sold at the next Roy Teitsworth Municipal Auction (see letter from R. Cotter).

7. Appropriation of reimbursement revenue in the Police Dept budget (Police Dept.) – Request from Police Chief Mark Henderson for Town Board action to approve the following appropriation: to revenue account A.POLCE.3120 1589 Public Safety Revenue and to expense account A.POLCE.3120 1.30 Overtime both in the amount of \$3,087 for reimbursement from CCSI (Coordinated Care Services, Inc.) for crisis intervention training attended by three Police Officers (see letter from M. Henderson).
8. Approval for Lacy Katzen Attorneys to utilize Bruckner, Tillett, Rossi, Cahill & Associates for services related to preliminary and court ready appraisals (Real Property Tax Dept.) – Request from Susan Wentworth for Town Board action to approve John Reformat of Lacy Katzen Attorneys at Law to utilize Bruckner, Tillett, Rossi, Cahill & Associates to provide preliminary and court ready appraisals for two certiorari cases. Total amount not to exceed \$10,000 (see letter from S. Wentworth).
9. Discuss the 2019 FASC Meeting Schedule (draft attached).

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

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



Public Works Department

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

Evert Garcia
Assistant Engineer

October 11, 2018

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

Re: Operations Center Interior Lighting Upgrade
Request for Professional Services

Dear Councilperson DiPonzio and Committee Members:

The Town Board at their September 12, 2018 meeting authorized the solicitation of qualification statements from professional firms to evaluate and develop options for upgrading the existing lighting system in the garage bays and salt barn of the Town Operations Center. Staff prepared a request for qualifications (RFQ) dated September 20, 2018 and advertised this request for professional services using the Town of Brighton's website. Three proposal distribution firms and four consulting firms obtained the RFQ document from our website, however, only two consulting firms submitted a response to the RFQ. Table-1 lists the responding firms along with their price to provide the requested professional services.

Table 1

Professional Firm	Lump Sum Fee
LED Tomorrow	\$ 9,500.00
Hunt-EAS	\$ 11,000.00

The proposals were evaluated for qualifications, similar project experience, project team, understanding of the RFQ and project schedule. Staff reviewed these proposals and determined that LED Tomorrow is the lowest priced and qualified firm to perform the services outlined in the RFQ.

This project is included in the 2018 adopted Capital Improvement Plan and funding is available in accounts A:HWY.5132.2.60 and SS:SEWER.8120.2.60. The project budget is \$41,975, which is inclusive of costs anticipated for design, administrative services, and construction of the improvements. Therefore, I am requesting that the FASC authorize the Supervisor to enter into an agreement with LED Tomorrow for the professional services described in our September 20, 2018 Request for Qualifications for a not to exceed price of \$9,500.

I will be in attendance at your regularly scheduled October 16, 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,

A handwritten signature in blue ink, appearing to read "Evert Garcia", is positioned above the printed name.

Evert Garcia
Assistant Engineer

cc:

P. Parker
A. Borsa
M. Guyon
T. Anderson



Public Works Department

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

Evert Garcia
Assistant Engineer

Request for Qualifications (RFQ)

Town of Brighton Operations Center-Interior Lighting Upgrade September 20, 2018

A. Introduction

The Town of Brighton seeks the submission of qualifications for professional consulting services to assist the Town with replacing the existing lighting system within the Operations Center garage bays to LED lighting.

B. Project Location

This project is located at:

Town of Brighton Operations Center
1941 Elmwood Avenue
Rochester, New York 14620

Consultants will be required to schedule a tour and walk-through of the Operations Center to inventory the existing lighting system as well as space and usage demands prior to submitting the response to this RFQ. Please contact Tim Anderson via telephone at 585-784-5288 or via email at tim.anderson@townofbrighton.org.

C. Project Description

The Town of Brighton is exploring options to upgrade the current inefficient lighting fixtures located in the Operations Center garage, mechanics bay, and salt barn to modern LED lighting. The Town seeks to take advantage of advances in LED lighting technology as well as potential incentives designed to reduce project costs associated with the purchase and installation of LED lighting. The Town envisions that LED lighting will substantially reduce the long-term lifecycle maintenance costs such as bulb and ballast replacement for the existing lighting fixtures.

D. Tasks

The consultant will be responsible for the following tasks:

1. Identification of an energy efficient, cost-effective lighting renovation/replacement project.
2. Preparation of Lighting System design in accordance with current standards and regulations.
3. Preparation of bid documents associated with the purchase of materials and installation of the proposed lighting system. During the bidding process the consultant will address any questions and issue Addendums to the contract drawings as necessary.
4. Oversee project implementation/installation with selected contractors.
5. Quantify the energy and costs savings associated with the improvements
6. Identify and Obtain RG&E and/or NYSERDA rebates and incentives associated with the Lighting project.

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

7. Provide construction administrative services associated with the project including:
 - a. Receive and review all product specification sheets and installation team qualifications. Review of shop drawing submittals as applicable. Return a copy of all approved shop drawings to the Town of Brighton.
 - b. The consultant shall verify the lights purchased will meet the requirements prior to authorizing the purchase of materials.
 - c. Review and recommend payment requests in writing. The consultant shall also review the certified payroll prior to recommending payment.
 - d. The consultant will post-inspect the work included in the Contract as soon as practical after notification by the Contractor that all work has, in their opinion, been completed and final cleanup performed.
8. Provide construction observation services associated with the improvements.

E. Proposal Requirements

Proposals must be succinct and in no case exceed ten (10) pages, inclusive of requirements #1 through #5 below. Pages must be numbered. Printing is to be on double-sided, 8-1/2" X 11" pages, using a minimum font size of 12.

1. Cover Letter - Identify the prime Consultant and describe any proposed/anticipated subcontract arrangements. Please identify the person who is authorized to negotiate for the team.
2. Firm Identification & Qualifications - Provide a brief description of the Consultant's firm, size, and organizational structure.
3. Technical Approach, Schedule - Provide a description of the Consultant's proposed technical approach for the completion of the tasks identified in Section D of this RFQ.
4. Recent Clients - The proposal must include a list of three (3) most recent clients for whom the Consultant has provided services like those required herein. The list should include the name, address, and telephone number of the client contact person. Identify when work was performed, and the type of work and services performed. The Town of Brighton may contact these references.
5. Price Proposal – A price proposal for the completion of the tasks identified in Section D as a firm, fixed “not to exceed” price must be provided with the submittal.

F. Disadvantaged Business Enterprise (DBE)

If subcontractors are utilized for this contract, Consultants shall make a good faith effort to utilize qualified DBE contractors for sub-consulting opportunities.

G. Insurance

The Project Consultant and any subcontractor are required to secure and deliver to the Town the appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. The policies must name the Town of Brighton as additional insured/loss payee parties and shall cover the contractor's public liability and property damage insurance, contractor's contingent liability insurance, "all-risk" insurance and worker's compensation for the Project. The insurance requirements are provided in Exhibit A

H. Qualifications Submittal

Five, (5) copies of the qualification statement must be received on or before **Friday, October 5, 2018 at 4:00 P.M.** Statements should be addressed to:

Mike Guyon, Commissioner of Public Works
Town of Brighton

2300 Elmwood Avenue
Rochester NY 14618

The outside of the package should be clearly marked "Request of Qualifications – Operations Center Interior Lighting Upgrade" with the name of the proposing firm shown on the outside. Each firm is fully responsible for the timely delivery of its Proposal. Reliance upon mail or public carriers is at the firm's own risk. Proposals received after the time and date specified will not be considered.

This RFQ does not commit the Town of Brighton to award a contract, to pay for any costs incurred in the preparation of a proposal, or to pay for any costs incurred in the preparation of a contract for services. The Town of Brighton reserves the right to accept or reject any or all proposals received, or to cancel, in part or in whole, this RFQ.

Any questions about this RFQ should be directed to:

Evert Garcia, Assistant Engineer
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618
Tel: (585) 784-5222
E-Mail: evert.garcia@townofbrighton.org

Questions regarding clarification of the RFQ must be submitted in writing by email on or before, September 28, 2018 at 4:00 p.m. The Town of Brighton's response will be provided by email in writing to all parties who request a copy of the RFQ.

I. Qualifications Evaluation

The Town of Brighton will review and rank the qualification statements using the factors listed below to select preferred Consultant(s) based upon the evaluation of the proposals.

The evaluation factors are:

1. Experience, Qualifications, and Capacity of the Consultant - The capabilities of each responding firm will be evaluated in these specific areas:
 - a. Experience with the existing lighting system and components
 - b. Familiarity with current incentive programs from RG&E, NYSERDA, and other potential services
 - d. The extent to which the firm has the personnel, equipment, and facilities to perform the scope of work
 - f. Experience of recent clients for similar services
 - g. Qualifications of the Project Team
 - h. The quality and experience of the proposed staff and the proper balance of relevant skills
 - i. The project scope of work understanding
 - j. Clarity of the proposal
 - k. Proposed, study approach

Sincerely,



Evert Garcia
Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618
evert.garcia@townofbrighton.org

Cc: M. Guyon
T. Anderson

EXHIBIT A

Town of Brighton Insurance Requirements

Workers' Compensation and Liability Insurance: Consultant agrees to procure and maintain, at its own expense, insurance of the kinds and in the amount hereinafter provided from insurance companies authorized to do business in New York State covering all operations under this Agreement, whether performed by Consultant or by sub consultants. General Liability policies shall designate the Town of Brighton as an additional insured. Consultant shall furnish to the Town of Brighton a certificate or certificates showing that it has complied with this Section prior to the commencement of the project, and renewal certificates provided should policies renew, or be cancelled during the project and for three years after the end of the project. The policies maintained hereunder shall provide that they will not expire, be changed or be cancelled until thirty (30) days written notice has been given to the Town of Brighton. Furthermore, the Insurance Company writing the coverages shall be licensed in New York and have an A.M. Best "A" rating or better. The Consultant shall provide the following coverages:

- (a) Insurance covering the obligations of Consultant under the provisions of New York State Workers' Compensation Law.
- (b) Commercial General Liability:
 - (i) General Aggregate Other than Products \$2,000,000
 - (ii) Products - Completed Operations Aggregate: \$2,000,000
 - (iii) Personal and Advanced Injury : \$1,000,000
 - (iv) Each Occurrence Limit for Bodily Injury and Property Damage: \$1,000,000
 - (v) Fire Damage (Any One Fire): \$50,000
 - (vi) Medical Expenses (Any One Person): \$10,000
 - (vii) The Town of Brighton must be an Additional Insured on the General Liability policy and Consultants Coverage should be provided on a primary basis to the Town for claims arising from this project.
 - (viii) A Per Project or Per Location Aggregate must be evidenced.
 - (ix) Evidence of coverage shall be provided for at least three years after completion of the project to cover claims that may arise from the work performed for the Town.
 - (x) No XCU exclusion
- (c) Automobile Liability, ("Any Auto", "Hired Auto" and "Non-Owned Auto"):
 - (i) Bodily Injury and Property Damage Limits:
 - (1) Combined Single Limit each accident: \$1,000,000
- (d) Excess Liability, Umbrella Form (for Engineers, Architects, etc.):
 - (i) Each Occurrence: \$3,000,000
- (e) Worker's Compensation and Employer's Liability
 - (i) Each Accident: \$100,000
 - (ii) All Persons by Disease: \$500,000
 - (iii) Each Person by Disease: \$100,000
- (f) Professional Liability, (Errors and Omissions) \$1,000,000

New York State Disability Benefits coverage: Statutory Limits

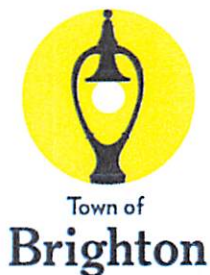
- (g) Professional Liability Insurance shall be written on an occurrence or claims-made basis; provided, however, that the obligation to maintain such professional liability insurance shall survive completion and termination of this Agreement through and including the expiration of any and all statutes of limitation applicable or potentially applicable to matters arising out of this Agreement. Such comprehensive liability insurance shall provide coverage against at least the following liabilities:
 - (i) Liability of Consultant and its employees and agents with respect to all work performed by them under this Agreement.
 - (ii) Liability of Consultant's sub consultant and its employees and agents under this Agreement.
 - (iii) Liability of Consultant with respect to all work under this Agreement performed for Consultant by sub consultants and their employees and agents.

- (iv) The insurance shall include contractual liability insurance applicable to Consultant's obligations set forth in the paragraph below , entitled "Indemnification Clause".

Indemnification Clause: In addition to the insurance required to be procured and maintained pursuant to the requirements above, Consultant agrees to indemnify the Town of Brighton against and to hold the Town of Brighton harmless from claims, suits, actions, damages and costs including, without limitation, court costs and reasonable attorney fees, resulting from the negligent, grossly negligent or willful act or failure to act of Consultant and Consultant's sub consultants under this Agreement including, without limitation, Consultant's failure to meet reasonable professional standards.

Finance Department

Paula Parker
Director of Finance



October 16, 2018

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

Re: Professional Service Agreements with Municipal Solutions, Inc.

Dear Board Members:

I am recommending that the Town Board authorize the Supervisor to execute the following agreement with Municipal Solutions, Inc.

Professional services in connection with disclosure filings and regulations pursuant to the provisions of Securities and Exchange Commission (SEC) Rule 15c33-12

This agreement is for required disclosure filings on the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system of annual financial data and filing of material event notices has a fee of \$200 per filing.

This agreement will be for a 2-year period commencing on the date of issuance on or about October 25, 2018.

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,

Paula Parker
Director of Finance

**Municipal
Solutions, Inc.**
Municipal Financial Advisors

William W. Moehle, Supervisor
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

October 2, 2018

Dear Supervisor Moehle:

When the Town issued certain bonds and notes with an Official Statement, it agreed to disclose information on a periodic and continuing basis to the investing public for the life of the issue, pursuant to the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12, as amended (the "Rule"). This information is described in the Disclosure Undertaking section of the issue's Official Statement.

Municipal Solutions, Inc. is submitting this proposal to the Town to assist with Continuing Disclosure filings and regulations pursuant to the Rule, which supersedes any prior disclosure filing currently in place. This information must be disclosed through filings on the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system, the Nationally Recognized Municipal Securities Information Repository (NRMSIR), in the following manners:

- **Limited Disclosure** - Annual Financial Statement filings are required for original Serial Bond issues over \$1,000,000 sold with an Official Statement.
- **Material Event Notice** - Filings are required anytime a material event occurs for any Bond Anticipation Note or Serial Bond issue sold with an Official Statement, whether over or under \$1,000,000. A listing of such Material Events can be found in each issue's Official Statement. These filings **MUST** occur with ten (10) days of such event per the Rule.
- **Full Disclosure** - Statements of Annual Financial Information and Operating Data are required to be prepared and filed for original bond issues over \$1,000,000 prepared with an Official Statement, if at the time of issuance, the Town had \$10,000,000 or more of outstanding debt.

If a municipality fails to complete the required filings on the MSRB EMMA website, it is very unlikely that underwriters will bid on any future borrowings due to potential fines by the Securities Exchange Commission.

The following filings can be completed by Municipal Solutions, Inc. as needed. Please review and indicate your preferences as to whether or not you wish Municipal Solutions, Inc. to post the required filings to EMMA on your behalf.

Municipal Solutions, Inc. is a Member of the National Association of Municipal Advisors

62 Main Street, LeRoy, NY 14482 Phone: 585-768-2136 Fax: 585-768-2133
2528 State Route 21, Canandaigua, NY 14424 Phone: 585-394-4090 Fax: 585-394-4092
www.municipalsolution.com

I. Transmission and electronic filing in a word searchable pdf format of the Town's **Limited Disclosure** of Annual Financial Statements and adopted budgets to EMMA.

The Town will provide full and complete copies of the annual adopted budget, annual update documents and/or audited annual financial statements to Municipal Solutions, Inc. within six (6) months of the subsequent fiscal year. If audited financial statements are prepared, but not available within the six (6) month period, the Town agrees to provide a copy of the annual update document to be filed within the six (6) month period, and to provide a copy of the audit within sixty days from the date of its receipt, but in no event, not later than the end of its next fiscal year.

The filing fee is \$200 per filing.

☒ Yes, please file Annual Financial Statements and budgets on EMMA on our behalf.

☐ No, we will file our own Annual Financial Statements on EMMA.

II. Preparation and filing of **Material Event Notices** on the MSRB EMMA website, including bond insurer downgrades, will be filed within 10 days of each event per the Rule.

The Town will notify Municipal Solutions, Inc. immediately upon the occurrence or immediately upon the Town's knowledge of an occurrence of each Event or noncompliance with the Rule and will immediately provide all information necessary for preparation of the notice of occurrence of each such Event or noncompliance with the Rule.

The Town shall review and provide approval of the content and form of all material event notices, with the exception of the following: bond or note calls, defeasances, rating changes and other required material event notices required to meet timely notice requirements. These exceptions will be filed automatically on the Town's behalf, unless the Town has notified Municipal Solutions, Inc. otherwise in writing.

The filing fee is \$200 per filing.

☒ Yes, please prepare and file Material Event Notices on EMMA on our behalf.

☐ No, we will file our own Material Event Notice on EMMA.

III. Preparation and filing of Statements of Annual Financial Information and Operating Data for those towns subject to **Full Disclosure**. The statements will be prepared and filed on EMMA within six (6) months of the end of the fiscal year per the Rule.

In addition to the filings of the Annual Financial Statements included in Section I. above, the Town agrees to provide to Municipal Solutions, Inc. all information required for preparation of each Statement of Annual Financial Information and Operating Data no later than 30 days prior to the due date of each statement.

The Town shall have the sole responsibility for determining the disclosure to be made in all cases. The Town shall review and provide approval of the content and form of all the information contained within the Statement of Annual Financial Information and Operating Data.

A Full Disclosure filing is NOT required by the Town at this time.

[n/a] Yes, please prepare and file Statements of Annual Financial Information and Operating Data on EMMA on our behalf.

[n/a] No, we will file our own Statements of Annual Financial Information and Operating Data on EMMA.

The Town agrees to hold harmless and to indemnify Municipal Solutions, Inc. and its employees from any and all claims, damages, losses, liabilities, reasonable costs and expenses whatsoever (including attorney's fees and expenses) which Municipal Solutions, Inc. may incur by reason of, or in connection with, disclosure information and the distribution of such information in the disclosure reports in accordance with this Agreement, except to the extent such claims, damages, losses, liabilities, costs and expenses results directly from Municipal Solutions, Inc.'s willful misconduct or gross negligence in the distribution of such information.

This contract shall become effective as the date of acceptance and remain in effect thereafter for a period of two (2) years from the date of issuance. This contract may be terminated with or without cause by the Town or Municipal Solutions, Inc. upon written notice to the other party. Upon acceptance of this proposal, please execute and return one copy to our LeRoy office located at 62 Main Street, LeRoy, New York 14482.

Municipal Solutions, Inc. is registered as a recognized municipal advisor with the Securities and Exchange Commission (MS ID #867-00383) and the Municipal Securities Rule Making Board (MS ID #K0173) as mandated by the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Dodd-Frank Act).

We at Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves in our competent and friendly staff. We look out for our clients' welfare and our services go above and beyond what our contracts call for. We do our very best to keep costs down, while passing any savings realized back to our clients. If you have any concerns that are not addressed in this contract, we would be happy to discuss them with you at your convenience.

We look forward to our continued working relationship with the Town.

Sincerely,



Jeffrey R. Smith, President
Certified Independent Professional Municipal Advisor

JRS/slw

**Town of Brighton, New York
Contract Dated October 2, 2018
MSRB Continuing Disclosure Updates
and EMMA Filings
Accepted by:**

Signature:

Name/Title:

Date:

APPENDIX A

TOWN OF BRIGHTON, NEW YORK Contract Dated October 2, 2018 MSRB Continuing Disclosure Updates and EMMA Filings

DISCLOSURE OF CONFLICTS OF INTEREST

Municipal Securities Rulemaking Board Rule G-42 requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest.

We have determined, after exercising reasonable diligence, that we have no known material conflicts of interest that would impair our ability to provide advice to the Town in accordance with our fiduciary duty to municipal entity clients. The attached paragraphs outline areas of potential conflicts of interest we have reviewed to make this no material conflict of interest determination.

FORMS OF COMPENSATION AS POTENTIAL CONFLICTS

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee - Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

Hourly fee - Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (e.g., a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

Fee contingent upon the completion of a financing or other transaction - Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Fee paid under a retainer agreement - Under a retainer agreement, fees are paid to a municipal advisor periodically (*e.g.*, monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (*e.g.*, a fixed fee per month regardless of the number of hours worked) or an hourly basis (*e.g.*, a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

Fee based upon principal - Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (*e.g.*, bonds). This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.

From time to time Municipal Solutions, Inc. does provide municipal advisory assistance to surrounding municipalities including, but not limited to, the Town of Pittsford. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Town as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest that could that could interfere with our fiduciary obligations to the Town, Municipal Solutions, Inc. will notify the Town that a conflict has been identified and we will meet with the Town to discuss the impacts of the conflict and possible methods to resolve the identified conflict areas.

RELIANCE ON OUTSIDE INFORMATION

In formulating our recommendations as it comes to the issuance of municipal securities, we often have to rely on information provided by outside sources such as engineering firms, architectural firms, CPAs, attorneys, and other professional entities, as well as the municipality itself. We must rely on the expertise and professional knowledge of these entities in that the information they are providing is reasonable and correct. As part of our fiduciary duty to our clients, we will do our best to make sure this is the case. If we feel that the information provided to us is inaccurate, inconsistent or incomplete, we will ensure to tell you before providing any recommendations based on the material.

LEGAL OR DISCIPLINARY EVENTS

Municipal Solutions, Inc. is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange

Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). As part of this registration we are required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Municipal Solutions, Inc. Pursuant to MSRB Rule G-42, Municipal Solutions, Inc. is required to disclose any legal or disciplinary event that is material to the Town's evaluation of Municipal Solutions, Inc. or the integrity of its management or advisory personnel.

We have determined that no such event exists.

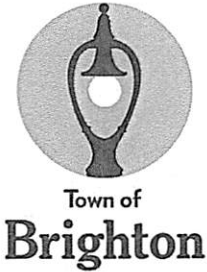
Copies of Municipal Solutions, Inc. filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Municipal Solutions, Inc. or for our CIK number which is 0001612999.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

4a
Finance Department

Director of Finance – Paula Parker

Suzanne Zaso
Controller



October 9, 2018

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

Re: W. Brighton Fire Protection District - Length of Service Award Program (LOSAP)
Contract Renewal with Penflex, Inc.

Dear Honorable Members,

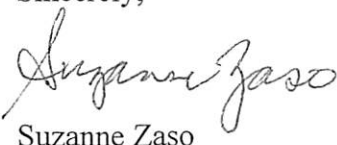
I am recommending that Your Honorable Body authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for the period of November 1, 2018 through October 31, 2019 through which Penflex would continue to serve as the third-party administrator for the West Brighton Fire Protection District's Service Award Program. In addition, I am recommending that the new agreement include additional services from Penflex to provide the actuarial accounting of the net pension liability of the program as required by GASB Statement No. 73. This information will need to be disclosed on the balance sheet and footnotes of the Town's financial statements.

The base fee for 2018/19 will be \$3,800 (a \$100 increase from the prior contract) and certification and trustee directive letters are \$125 each, as needed (no change). The fee for the GASB 73 package is \$950.

Penflex has been of great assistance in helping the Town to better understand the financial implications and impacts of the Service Award Program. I recommend that the Town Board allow us to continue this beneficial relationship.

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

Penflex, Inc. 11/1/2018-10/31/2019 Service Fee Agreement

WEST BRIGHTON FIRE PROTECTION DISTRICT

SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: \$3,800, \$100 change from 2017

Per-Participant Fee: \$0, \$0 change from 2017

Payment certification and trustee directive letters: \$125 per letter, \$0 change from 2017

Total Estimated Standard and Distribution Services Fees: \$4,100

Preparation of Financial Statement Disclosures

Disclosure Packages Provided For Program Year 2017:

NYS LOSAP Audit Package: No

GASB 73 Package: No

Please Check 'Yes' Or 'No' For Program Year 2018:

Complete the NYS LOSAP Audit Package for a fee of \$495: _____ Yes ☒ No

This is a \$0 change from 2017. Please refer to the enclosed newsletter titled 'New York State Volunteer Firefighter LOSAP Audit Requirement' for more information

Complete the GASB 73 Package for a fee of \$950: ☒ Yes _____ No

This is a \$200 change from 2017. Please refer to the enclosed 'GASB 73 Frequently Asked Questions' for more information. For a sample GASB 73 package, please email: info@penflexinc.com

Auditing Firm: Mengel Metzger Barr & Co.

Contact Name: Raymond Wager

Email Address: rwager@mmb-co.com

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations.

To authorize Penflex, Inc. to begin providing these services in accordance with this fee schedule, please have the Town Supervisor sign and return this Service Fee Agreement. Keep a copy for your records.

Supervisor
Town of Brighton

Edward J. Holohan
Edward J. Holohan, ASA
President, Penflex, Inc.

PENFLEX, INC.

SERVICE AWARD PROGRAM STANDARD SERVICES

1. Prepare an annual Service Award Program participant statement for each Service Award Program participant (including those who are being paid monthly Service Awards),
2. Prepare for the record and for audit purposes an annual Service Award Program report which:
 - a. shows and completely documents the calculation (defined benefit plans) or allocation (defined contribution plans) of the annual Program cost.
 - b. accounts for changes in the Program's assets.
 - c. by individual volunteer, lists their earned Service Awards (defined benefit plans) or accounts for changes in their Program accounts (defined contribution plans).
 - d. summarizes the major provisions of the Program.
 - e. lists current payment recipients.
 - f. includes a service credit listing for current participants.
 - g. includes a written description of the actuarial methods and assumptions used to calculate the annual program costs (defined benefit plans).
 - h. For members of the Sponsor's Governing Board or Officials, prepare:
 - i. "Fact Sheet" which includes current year important information about their Program.
 - ii. "Special Commentary" correspondence which alerts officials about emerging issues and/or explains changes in the Program (such as increase/decrease in Program funding costs).
3. Meet (one meeting) upon request, first with officials and then with volunteers to review the Annual Report, to answer questions from volunteers about their annual statements and to provide updates on Service Award Program related legislation and on their own Program.
4. Provide forms and instructions to enroll new volunteers, change beneficiaries, file for benefit payments, etc.
5. At year-end, provide written instructions about how to prepare the required certified listings to be approved by the Sponsor's Governing Board and Department/Company officials, posted by the Department/Company, and sent to Penflex, Inc.
6. Project the Program's cash flow needs in order to plan and formulate investment strategy.
7. Prepare written notification/explanation to be sent to persons who cease to participate in the Program.
8. During normal business hours, have trained staff available to answer questions from officials and designated client contact persons.
9. Throughout the year, receive, review and reconcile financial statements from custodian and/or investment and/or insurance providers.
10. Process Service Award payment applications, certify payment amounts and eligibility, prepare payment directives and communicate directly with the payment recipient and/or custodian and/or paying agent when necessary.
11. Answer routine questions from client's auditors about the Program and the annual report.
12. When required, prepare vouchers for payments to the Program Trust Fund.
13. Prepare and communicate to clients preliminary cost estimates of proposed changes to Program.
14. Help clients resolve Program funding issues.
15. Advise clients about potential Program non-compliance with applicable laws.

Personnel Department

Town of
Brighton

Tricia Van Putte
Director of Personnel

October 12, 2018

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

Re: Health Plan Renewals for 2019

Dear Board Members:

Attached are the proposed renewal rates and plan summaries for 2019 for the health plans that are currently being offered through the Town to eligible employees and retirees.

I am recommending that the Town Board authorize the renewal of the current health plans, including the \$3,000/\$6,000 High Deductible Health Plan along with a Health Savings Account contribution to eligible active non-represented Town employees and authorize the Supervisor to sign any related documents with MVP. Regarding the Health Savings Account contributions, I am recommending that the contributions for 2019 to be as follows: \$800.00 single, \$1,600.00 2-person and \$2,000.00 family with 25% of the amount being contributed in January and the remaining balance distributed equally over the remaining payroll pay 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,

Tricia Van Putte
Director of Personnel

CC: P. Parker

TOWN OF BRIGHTON

MVP HEALTH CARE - MONTHLY PREMIUMS
EFFECTIVE 1/1/19

Contract Type	2018	2019	Change from 2018 to 2019	
	Monthly Premium	Monthly Premium	Increase \$	Increase %
Core Plan				
Single	\$775.22	\$812.84	\$37.62	4.85%
2-Person	\$1,744.32	\$1,828.95	\$84.63	4.85%
Family	\$2,040.58	\$2,139.59	\$99.01	4.85%
Mid Plan				
Single	\$808.24	\$847.45	\$39.21	4.85%
2-Person	\$1,818.61	\$1,906.82	\$88.21	4.85%
Family	\$2,127.48	\$2,230.68	\$103.20	4.85%
High Plan				
Single	\$939.23	\$984.75	\$45.52	4.85%
2-Person	\$2,113.34	\$2,215.78	\$102.44	4.85%
Family	\$2,472.27	\$2,592.11	\$119.84	4.85%
HDHP *				
Single	\$494.91	\$535.67	\$40.76	8.24%
2-Person	\$1,113.60	\$1,205.31	\$91.71	8.24%
Family	\$1,302.73	\$1,410.02	\$107.29	8.24%

* Town annualized contribution to Health Savings Account (no change from 2018):

Single Plan	\$	800.00
2-Person Plan	\$	1,600.00
Family Plan	\$	2,000.00

EXCELLUS SMILE SAVER CUSTOM DENTAL PLANS - MONTHLY
EFFECTIVE 1/1/19

Contract Type	2018	2019	Change from 2018 to 2019	
	Monthly Premium	Monthly Premium	Increase \$	Increase %
Custom (SSVII)				
Single	\$30.00	\$31.00	\$1.00	3.33%
Family	\$75.00	\$77.00	\$2.00	2.67%
Smile Saver IV				
Single	\$33.00	\$34.00	\$1.00	3.03%
Family	\$82.00	\$84.00	\$2.00	2.44%

Average dental increase: 2.87%



Personnel Department

Tricia Van Putte
Director of Personnel

October 12, 2018

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

Re: Dental Plan Renewals for 2019

Dear Board Members:

Attached are the proposed renewal rates and plan summaries for 2019 for the self-funded dental plans that are currently being offered through the Town to eligible employees and retirees. Based on experience, the Town's insurance broker, Brown & Brown of NY, has recommended that the equivalency rates for these plans increase slightly on average by 2.87% for 2019 (monthly premium increasing by \$1 for single plans and \$2 for family plans). Please note that within these rates is an administrative fee that is charged by the third party administrator, Excellus BCBS. Excellus is proposing a 2% increase in this fee for 2019 (from \$4.12 per month per contract to \$4.20 per month).

I am recommending that the Town Board authorize the renewal of the dental plans with the increase in rates for 2019 and authorize the Supervisor to sign any related documents with Excellus BCBS.

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,

Tricia Van Putte
Director of Personnel

CC: P. Parker

TOWN OF BRIGHTON

MVP HEALTH CARE - MONTHLY PREMIUMS EFFECTIVE 1/1/19

Contract Type	2018	2019	Change from 2018 to 2019	
	Monthly Premium	Monthly Premium	Increase \$	Increase %
Core Plan				
Single	\$775.22	\$812.84	\$37.62	4.85%
2-Person	\$1,744.32	\$1,828.95	\$84.63	4.85%
Family	\$2,040.58	\$2,139.59	\$99.01	4.85%
Mid Plan				
Single	\$808.24	\$847.45	\$39.21	4.85%
2-Person	\$1,818.61	\$1,906.82	\$88.21	4.85%
Family	\$2,127.48	\$2,230.68	\$103.20	4.85%
High Plan				
Single	\$939.23	\$984.75	\$45.52	4.85%
2-Person	\$2,113.34	\$2,215.78	\$102.44	4.85%
Family	\$2,472.27	\$2,592.11	\$119.84	4.85%
HDHP *				
Single	\$494.91	\$535.67	\$40.76	8.24%
2-Person	\$1,113.60	\$1,205.31	\$91.71	8.24%
Family	\$1,302.73	\$1,410.02	\$107.29	8.24%

* Town annualized contribution to Health Savings Account (no change from 2018):

Single Plan	\$	800.00
2-Person Plan	\$	1,600.00
Family Plan	\$	2,000.00

EXCELLUS SMILE SAVER CUSTOM DENTAL PLANS - MONTHLY EFFECTIVE 1/1/19

Contract Type	2018	2019	Change from 2018 to 2019	
	Monthly Premium	Monthly Premium	Increase \$	Increase %
Custom (SSVII)				
Single	\$30.00	\$31.00	\$1.00	3.33%
Family	\$75.00	\$77.00	\$2.00	2.67%
Smile Saver IV				
Single	\$33.00	\$34.00	\$1.00	3.03%
Family	\$82.00	\$84.00	\$2.00	2.44%

Average dental increase: 2.87%

Personnel Department

Tricia Van Putte
Director of Personnel

*need rate from Excellus

October 12, 2018

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

Re: Medicare Health Plan Renewals for 2019

Dear Board Members:

Attached are the renewal rates and plan summaries for 2019 for the Medicare Health plans that are currently offered through the Town to eligible post-65 retirees and post-65 retiree spouses.

I am recommending that the Town Board authorize these plan options for 2019 and authorize the Supervisor to sign any related documents with the insurance carriers, Excellus BCBS and MVP Health Care.

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,

Tricia Van Putte
Director of Personnel

CC: P. Parker



6
Recreation
Department

Rebecca Cotter
Recreation Director

October 15, 2018

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

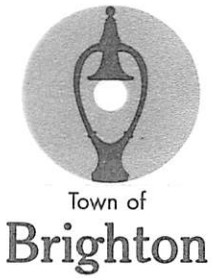
Dear Board Members:

I respectfully request your permission to declare the Recreation Department's, 2002 Chevy Express Passenger Van (VIN#: 1GAHG39R821192100) as surplus and authorize the disposal of the same via the next Roy Teitworth municipal auction.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

Rebecca J. Cotter
Recreation Director
Town of Brighton



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



Mark T. Henderson
Chief of Police

October 11, 2018

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

Re: Reimbursement and Appropriation

Dear Board Members:

The Police Department received reimbursement from Coordinated Care Services for the Crisis Intervention Training that three of our officers attended. The training was not specifically budgeted for and it cost the department \$3,087.00 in overtime expenditures.

I request that the Town Board authorize the acceptance of this funding. I further request that the 2018 Police Department Operating Budget be amended to increase expenditures in **A.POLCE 3120 1.30 Overtime Wages** by \$3,087.00 to be fully supported by an increase in revenues A.POLCE.3120 1589 Public Safety of the same amount.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:jpo

Vendor ID	Name	Payment Number	Check Date	Check Number
BRIGHTON_TOWN	Town of Brighton	0059377	10/4/2018	104157
Invoice Number	Invoice Date	Description	Amount Paid	
0917-09212018 CIT RE	9/28/2018	9/18-9/20/18 CIT TRAINING	\$3,087.00	\$3,087.00

A. POLICE 3120 1589

\$3,087.00

\$3,087.00

CCSI COORDINATED CARE SERVICES, INC.

1099 JAY STREET, BLDG J • ROCHESTER, NY 14611-1153

KEYBANK NATIONAL ASSOCIATION

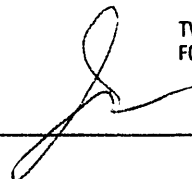
29-7/213

DATE
10/4/2018CHECK AMOUNT
\$3,087.00

104157

PAY

Three Thousand Eighty Seven Dollars And 00 Cents

TO THE
ORDER
OF:Town of Brighton
Brighton Police Department
2300 Elmwood Avenue
Rochester NY 14618TWO SIGNATURES REQUIRED
FOR AMOUNTS OVER \$5000.00

⑈ 104157 ⑈ ⑆021300077⑆ 329681159722⑈



Assessor's Office

Susan Wentworth
Town Assessor

October 16, 2018

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

RE: Appraisal for Certiorari Case: E2018005370, New Monroe Real Estate, LLC

Dear Honorable Town Board Members:

Counsel for the Town for the Certiorari case listed above has requested quotes from four appraisal firms to appraise the two properties owned by New Monroe Real Estate, LLC.

Quotes were received from two of the firms with the summary below.

Appraisal Firm	Preliminary Written w/Inspections	Court Ready Appraisals
Bruckner, Tillett, Rossi Cahill & Associates	\$2,500/Property \$5,000	Additional \$2,500/Property \$5,000
Gar Associates	\$3,000/Property \$6,000 total	\$6,000/Property \$12,000 total

This request is for Town Board approval to request Counsel for the Certiorari case to engage services with Bruckner, Tillett, Rossi, Cahill & Associates for the Preliminary Appraisals and Court Ready Appraisals (if necessary) of the properties located at 2800 W. Henrietta Road and 2816 Monroe Avenue for a fee not to exceed \$10,000.

Funds for these appraisals are available in the 2018 Budget A.ASSOR.1355 4.54.

Respectfully,

Susan Wentworth
Town Assessor

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
2019 MEETING SCHEDULE

All meetings are scheduled for the Stage Conference Room
At 3:30 p.m. (unless otherwise noted)

Wednesday, January 2 @ 1:00

Tuesday, January 15

Tuesday, February 5

Tuesday, February 19

Tuesday, March 5

Tuesday, March 19

Tuesday, April 2

Tuesday, April 16

Tuesday, April 30

Tuesday, May 14

Wednesday, June 5 @ 8:30 am

Wednesday, June 19 @ 8:30 am

Tuesday, July 3 @ 8:30 am

Wednesday, July 17 @ 8:30 am

Wednesday, August 7 @ 8:30 am

Wednesday, August 21 @ 8:30 am

Tuesday, September 3

Tuesday, September 17

Tuesday, October 1

Tuesday, October 15

Tuesday, November 5

Tuesday, November 19

Tuesday, December 3

Tuesday, December 17