

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

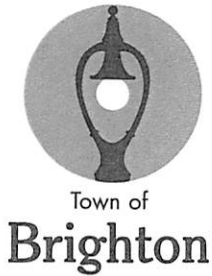
**Meeting Date: Tuesday, March 19, 2019 (3:30 p.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the March 5<sup>th</sup>, 2019 meeting.
2. Budget Amendment for use of seized & forfeited assets (Police Dept.) – Request from Police Chief Mark Henderson for Town Board action to approve budget appropriation from Seized & Forfeited Asset account to allow for the funding of the installation of new Police radios for the patrol cars.  
    To account:           A.POLCE.3125.2.29 Vehicle Set Up Costs \$10,000  
    From account:       A.889.JSTCE Forfeited Property Account   10,000  
    Note: Monroe County has paid for the cost of upgrading the radio system infrastructure and the new radios (see letter from M. Henderson).
3. Executive session to discuss a police matter relating to a Public Safety Program (Police Dept.).
4. Appropriate / Re-appropriate Capital Projects Budgets (Finance) – Request from Suzanne Zaso to appropriate the approved 2019 budgeted capital projects; to re-appropriate the remaining budget estimates of unrealized revenues and expenses for the Capital Projects authorized prior to 2019; and to appropriate interest earned (excluding borrowed funds) (see memo and list from Suzanne Zaso).
5. Discussion regarding the contract for an IDEA consultant for services and development of related policies – Further discuss and possible referral to the full Board the award of this contract. This will continue the discussion at the March 5<sup>th</sup>, 2019 meeting.
6. Authorize the Supervisor to execute fee agreements with Interpretex and Sign Language Connections for sign language services during Town Board meetings (Supervisor's Office) – Request from Bridget Monroe for Town Board action to approve and authorize the Supervisor to execute fee agreements/contracts with Interpretex and Sign Language Connections to provide sign language interpreters at Town Board meetings. Both agreements have the same fee structure. Fee agreements/contracts will be effective immediately for the remainder of 2019. Further authorize the Finance Director to make the necessary budget modifications for this service. Quotes were solicited for all local providers of this service (see letter from B. Moehle).

7. Award and authorize contract with Plant Concepts, Inc. for maintenance and watering services for the Monroe Avenue GIGP area (Highway/Public Works Dept.) – Request from Chad Roscoe for Town Board action to award and authorize the Supervisor to execute a contract with Plant Concepts, Inc. to provide maintenance and watering services to the GIGP area. Contract will be effective April, 1, 2019 – March 31, 2020 and will be in an amount not to exceed \$40,000 annually for all services as bid. Further the contract can be renewed for two additional years at the discretion of the Town (see letter from C. Roscoe).
8. EXECUTIVE SESSION: Matters concerning the employment of particular people.

The **next regularly scheduled meeting of the FASC will be held on TUESDAY, APRIL 2, 2019 at 3:30 p.m.** in the Stage Conference Meeting Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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



## Brighton Police Department

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



Mark T. Henderson  
Chief of Police

March 8, 2019

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

**Re: Use of Seized and Forfeited Assets to Install New Radios in Vehicles**

Dear Board Members:

Monroe County is in the process of upgrading the radio system for first responders. Monroe County has paid for the cost of the infrastructure and new radios.

I have recently learned that the Brighton Police Department will be responsible for the costs associated with the installation of new radios, antenna wiring and antenna hardware for 20 police vehicles. The cost of labor and material for this project is approximately \$350.00 to \$500.00 per vehicle. The projected cost for our portion of the project is estimated to be \$10,000.00. This unexpected expenditure was not budgeted for in the 2019 Police Department Budget. I am proposing to use \$10,000.00 of seized and forfeited assets to fund this project. I have consulted with the WNY US Attorney's Office of the Department of Justice and have been advised that this is an appropriate use of these funds. I request that appropriations in account **A.POLCE.3125.2.29** Vehicle Set Up Costs be increased by an amount not to exceed \$10,000. The total expenditure of \$10,000 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

Mark T. Henderson  
Chief of Police

MTH: dm

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## Finance Department

Director of Finance – Paula Parker

Suzanne Zaso  
Assistant Director of  
Finance

March 15, 2019

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

RE: Appropriation/Re-Appropriation of Capital Projects Budgets

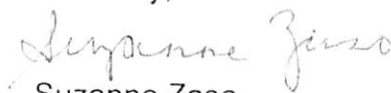
Dear Board Members:

As part of our annual accounting for capital projects, I am requesting Town Board authorization of the Finance Department to take the following actions with regards to ongoing capital projects initiated in years prior to 2019 as detailed on the attached capital projects spreadsheet:

- To re-appropriate the balances of estimates for all unrealized revenues and all unexpended, unencumbered appropriations relating to ongoing capital projects initiated in years prior to 2019, and
- To authorize the appropriation of, and the transfer of cash provided for, cash capital contributions adopted as part of the 2019 budget, and
- To appropriate into each capital project budget any interest earned on project monies through 12/31/2018, thereby providing additional spending authorization and excluding interest earned on borrowed funds (that have been properly transferred to the Debt Service Fund), and
- To direct and empower the Finance Department to make any and all necessary accounting entries to implement the Town Board's intended actions with regard to this matter.

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

attachment

<b>TOWN OF BRIGHTON</b>			
<b>2019 CAPITAL PROJECT BUDGETS</b>			
<b>Re-Appropriation of Prior-Year Open Capital Projects</b>			
		<b>Budgeted</b>	<b>Budgeted</b>
<b>Capital Project Description</b>	<b>Budget Code</b>	<b>Expenses</b>	<b>Revenues</b>
<u>Assessment Reval Update</u>			
Transfer to Assessment Update Reserve in General Fund (A.878.ASMNT)	H.REVAL.UPD18 9.25	\$4,883.70	
<u>Farmers Market Building (FMRKT/FMKT)</u>			
NYS Parks Grant	H.PARKS.FMRKT 3895		\$40,267.70
<u>Highland Crossing Trail Project</u>			
Intergovernmental Fees (City of Rochester)	H.PARKS.TPTRL 2389		\$38,658.45
Federal Aid	H.PARKS.TPTRL 4585		\$263,506.16
Transfer from General Fund	H.PARKS.TPTRL 5010		\$1,240.00
Engineering Fees	H.PARKS.TPTRL.4.52	\$318,903.35	
Engineering Fees (appropriate Interest earned in prior year)	H.PARKS.TPTRL.4.52	\$855.48	
<u>Public Safety Wing HVAC</u>			
Building Improvements	H.PSFTY.HVAC 2.63	\$14,571.57	
<u>Blossom Rd Sewer Valve</u>			
Sewer Contstruction/Repairs	H.SEWER.BLOSM 2.80	\$34,595.00	
Engineering Fees	H.SEWER.BLOSM 4.52	\$4,422.59	
<u>Highway Truck Purchases - 2018</u>			
Transfer to Debt Service Fund	H.TRUCK.HWY18 9.20	\$2,281.35	
<u>Sewer Equipment Purchases - 2018</u>			
Transfer to Debt Service Fund	H.TRUCK.SWR18 9.20	\$53.64	
<u>Parkland Acquisition - 2018</u>			
Transfer to Quality of Life Capital Reserve in General Fund (A.878.QLIFE)	H.PARKS.PRK18 9.25	\$26,007.25	



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Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe  
Assistant to Town Supervisor

March 18, 2019

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

Re: Agreements with Interpretek and Sign Language Connections for American Sign Language Interpreters for Town Board Meetings

Dear Chairman DiPonzio and Committee Members:

As I noted in my State of the Town address on March 13, 2019, it is our intention to provide increased access to our Town Board meetings by providing American Sign Language (ASL) interpreters for deaf and hard of hearing residents. To that end, I respectfully request authorization to enter into agreements with Interpretek and Sign Language Connections for the provision of ASL interpreters at our biweekly Town Board meetings for 2019. I anticipate not spending more than \$6,000 total annually.

Interpretek and Sign Language Connections are both local companies that provide ASL interpreters at the same cost. The cost for one interpreter working more than one hour is \$59 per hour. Since two interpreters will be necessary for every meeting, the fee for a two hour meeting would be \$236. If meetings run over two hours, and the interpreters are available, they could continue working with billing on the half hour. The interpreters will also appear on-screen in a separate small box in the live video of the meeting.

Funds for this agreement are available in the 2019 budget, however authorization is needed for Finance to make the necessary transfers.

Thank you for your consideration of this matter.

Respectfully Submitted,

William W. Moehle  
Town Supervisor

2300 Elmwood Avenue, Rochester, NY 14618

585-784-5252

[Bridget.monroe@townofbrighton.org](mailto:Bridget.monroe@townofbrighton.org)



American Sign Language Interpreting Services

## Community Interpreting Service Agreement

Thank you for your interest in Interpretek and our American Sign Language interpreting services. Our strong commitment to quality, professionalism, and detail has distinguished Interpretek as a leader in our field. Our interpreters uphold the highest professional standards and have demonstrated the skills necessary to facilitate effective communication in a variety of settings. As a result, we are able to guarantee the quality of services we provide.

**1 Hour Appointments.....\$79.00/hour**

### **1-2 Hour Appointments**

**Charged two hours (charged in 30 min increments over 2 hours).....\$59.00/hour**

### **Legal/Mental Health Appointments**

**First hour .....\$85.00/hour**

**Additional hours.....\$69.00/hour**

### **Late Fee Rate**

**One hour (1 Hour Rate + 25%).....\$98.75/hour**

**Over one hour (1-2 Hour Rate + 25%).....\$73.75/hour**

### **Travel Charge**

**For appointments 20+ minutes one-way.....negotiated**

- Standard one hour minimum reservation required for each assignment with charges based on interpreter's *scheduled* time, unless the reservation goes beyond that.
- An additional 25% charge may be applied for requests made with less than 48 hours' notice.
- Assignments requiring travel one-way of 20+ minutes may incur a travel charge; discussed when reserving services.
- Billing will apply without 48 hour/2 business day advanced notice for canceled assignments.
  - For example, a Monday assignment must be canceled by Thursday morning.
- In accordance with professional standards, any request over one hour and/or any technical or intense assignment may require two interpreters (**rates above are per interpreter**).
- Payment is due upon receipt of invoice. For your convenience we accept cash, check, American Express, MasterCard and Visa.
- In some cases, a credit card is required to guarantee assignment time. Your card will be charged if the invoice is not paid within 15 days of receipt.
- Accounts not paid in full within 30 days of the date of invoice are subject to a 1% monthly finance charge on the balance.

I agree to these terms and conditions,

\_\_\_\_\_  
Organization/company name and complete billing address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title



Sign Language Connection, Inc.  
Professional Interpreting Services

## Interpreting Rate Schedule

Effective January 1, 2019

Our interpreters are carefully screened for skills and professional conduct. SLC is a NYS Certified Woman Owned Business Entity. All services are insured.

### **STANDARD RATES: (Per interpreter)**

Hourly rate	\$59 (\$61 CC)
One hour or less	\$86 (\$89 CC)
More than 2 hours billed in 1/2 hour increments	\$29.50 per half hour (\$30.50 CC)

### **EXCEPTIONS:**

**Requests made with 1 business day's notice or less will be charged an additional 25% on the above rates. (\$107.50 for one hour or less and \$73.75 per hour if more than one hour)**

**Examples: Requests made on Monday for Tuesday.**

**Requests made on Friday for the following Monday.**

**EMERGENCY RATES:** 24 hour service is available for life threatening situations. Per hour rate: \$100.00. (\$104 CC) There is a 2-hour minimum for all emergency calls. Emergency calls are received at (585) 503-5182.

### **TERMS**

- Jobs lasting an hour and a half or more may require two interpreters. The necessity for this will be determined at the time of request.
- Travel time will be charged for work outside Monroe County. Travel time is charged at the hourly rate above, portal to portal. The need for travel charges will be discussed at the time of request.
- **Cancellations must be made with at least one business day's notice to avoid charges.** No-shows or last minute cancellations will be billed in full unless otherwise stipulated at the time of request. (ex. Requests for Monday must be received by the end of the business day on Thursday before. Requests for Wednesday must be received by end of day Monday.) Cancellations due to natural disasters or national emergency are not charged.
- Because SLC cannot control the actions of independent contractors, we cannot be held responsible in the event that an interpreter does not show up to a job. Customers are not charged.
- Invoices for services will be sent within two weeks of the service provided. Payment is expected within 30 days.
- **Our work is guaranteed.** If you do not receive quality service, we will refund your money.

### **CONTACT INFORMATION**

Requests can be made via phone or email at [scheduling@slc-inc.com](mailto:scheduling@slc-inc.com).

Business hours are Monday through Friday, 8:30 – 4:30.

3495 Winton Place  
Building E, Suite 210  
Rochester, NY, 14623

[www.slc-inc.com](http://www.slc-inc.com)

Business Meetings

Education/Training

Medical

Mental Health

Legal/Court

Police

Emergencies

Conferences

Conventions

Theatre

Social Events

Religious Events

Deaf Interpreters

Corporate Classes/  
Workshop

Mediation



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## Public Works Department

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

**Chad Roscoe**  
Junior Engineer

March 14, 2019

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

Re: Monroe Avenue GIGP Project  
Green Infrastructure Maintenance  
Contract Award

Dear Councilperson DiPonzio and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened, all as required by law. Bids were received and opened on March 13, 2019 at 4:00 PM.

Three (3) contractors obtained the bidding documents, however, only one contractor, Plant Concepts, Inc., submitted a bid proposal. The bid requested itemized prices for each green infrastructure practice along the length of the Monroe Avenue GIGP project. The green infrastructure practices include; wetland area, bio-retention areas, rain gardens, porous asphalt pavement and porous concrete sidewalk. This bid structure enables the Town to select the bid items that are essential to the maintenance of the green infrastructure and control the total cost of the maintenance contract. A copy of the itemized bid tab showing the selected maintenance practices is attached for your reference. The bid also included an item to water (\$995 per trip) the green infrastructure on an as necessary basis as determined by the Town of Brighton. The total cost excluding the cost of watering to complete the selected bid items is \$28,900.00.

I am requesting that FASC recommend that the Town Board award the contract to provide maintenance services for the green infrastructure along Monroe Avenue to the low, responsible and responsive bidder, Plant Concepts, Inc. for a total contract cost not to exceed \$40,000. The maintenance of the selected bid items is \$28,900.00, which will leave \$11,100.00 in account A.DPW.8510 4.43. The remaining funds could be utilized to fund approximately eleven (11) watering trips (\$995) on an as necessary basis as determined by the Town of Brighton or additional maintenance along Monroe Avenue.

The effective date of this contract is April 1, 2019 through March 31, 2020, with an option to renew up to two (2) additional twelve (12) months periods at the sole discretion of the Town of Brighton.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 19, 2019 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad J. Roscoe  
Junior Engineer

cc: P. Parker  
T. Anderson  
M. Guyon  
B. Monroe

PART 2 - PRICING AND PROPOSAL DATA

PART 2 - 1 SCOPE

The Bidder agrees to furnish the materials, equipment, superintendence, labor, skill and all other items necessary for the maintenance of the Green Infrastructure as described in the Contract Documents for the Unit Prices stated below.

PART 2 - 2 BID SCHEDULE

The Bid Schedule is included as follows:

PART 2 - 2.1 GENERAL CONSTRUCTION

- A. The undersigned, having carefully examined the site and become familiar with the conditions affecting the work, hereby proposes to furnish all labor, materials, equipment and services necessary to maintain the green infrastructure associated with the Monroe Ave. GIGP project in accordance with the contract Documents for the bid price of:

Designation	Plan Sheet(s)	Payment Item	Description	Units	Maintenance Cost Per Trip	Annual # of Trips	Total Cost, (numbers)	Total Costs (words)
WET-1S	LA01	002	Wetland Area	per trip	1746	2	3492	three thousand four hundred ninety two
BIO-1S	PP01 - PP03	001	Bioretention Area	per trip	1517	2	3034	three thousand thirty four
PSW-1S	PP01, PP02 & PP04	003	Porous Concrete Sidewalk	per trip	218	1	218	two hundred eighteen
RG-1N	PP02 - PP04	001	Rain Garden	per trip	353	2	706	seven hundred six
PAS-1N	PP03	003	Porous Asphalt Pavement	per trip	73	1	73	Seventy three
RG-1S	PP03 - PP05	001	Rain Garden	per trip	464	2	928	nine hundred twenty eight
BUS-1S	PP-04	001	Bus Shelter Planter	per trip	128	2	256	two hundred fifty six
BUS-1N	PP-04	001	Bus Shelter Planter	per trip	128	2	256	two hundred fifty six
BIO-1N	PP04 - PP05	001	Bioretention Area	per trip	483	2	966	nine hundred sixty six
PSW-1N	PP04 - PP05	003	Porous Concrete Sidewalk	per trip	176	1	176	one hundred seventy six
RG-2N	PP05	001	Rain Garden	per trip	364	2	728	seven hundred twenty eight
BIO-2N	PP06 - PP07	001	Bioretention Area	per trip	497	2	994	nine hundred ninety four
PAS-2N	PP06 - PP07	003	Porous Asphalt Pavement	per trip	113	1	113	one hundred thirteen
PSW-2N	PP06 - PP07	003	Porous Concrete Sidewalk	per trip	147	1	147	one hundred forty seven
RG-3N	PP05, PP07	001	Rain Garden	per trip	357	2	714	seven hundred fourteen
PAS-1S	PP06 - PP08	003	Porous Asphalt Pavement	per trip	136	1	136	one hundred thirty six
PSW-2S	PP06 - PP08	003	Porous Concrete Sidewalk	per trip	154	1	154	one hundred fifty four
RG-2S	PP06 - PP09	001	Rain Garden	per trip	494	2	988	nine hundred eighty eight
BIO-3N	PP07 - PP08	001	Bioretention Area	per trip	406	2	812	eight hundred twelve



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Designation	Plan Sheet(s)		Description					
PSW-3N	PP07 - PP09	003	Porous Concrete Sidewalk	per trip	143	1	143	one hundred forty three
RG-4N	PP08 - PP09	001	Rain Garden	per trip	347	2	694	six hundred ninety four
PSW-4N	PP09, PP11	003	Porous Concrete Sidewalk	per trip	179	1	179	one hundred seventy nine
RG-5N	PP09 - PP11	001	Rain Garden	per trip	367	2	734	seven hundred thirty four
BIO-4N	PP12	001	Bioretention Area	per trip	498	2	996	nine hundred ninety six
PAS-3N	PP11	003	Porous Asphalt Pavement	per trip	103	1	103	one hundred three
BUS-2N	PP-11	001	Bus Shelter Planter	per trip	128	2	256	two hundred fifty six
PSW-3S	PP11 - PP13	003	Porous Concrete Sidewalk	per trip	171	1	171	one hundred seventy one
RG-3S	PP11 - PP13	001	Rain Garden	per trip	373	2	746	seven hundred forty six
BIO-5N	PP15	001	Bioretention Area	per trip	353	2	706	seven hundred six
PAS-4N	PP12 - PP13	003	Porous Asphalt Pavement	per trip	203	1	203	two hundred three
PSW-5N	PP12 - PP13	003	Porous Concrete Sidewalk	per trip	127	1	127	one hundred twenty seven
BIO-2S	PP13	001	Bioretention Area	per trip	353	2	706	seven hundred six
BIO-3S	PP13	001	Bioretention Area	per trip	333	2	666	six hundred sixty six
PSW-4S	PP13	003	Porous Concrete Sidewalk	per trip	87	1	87	eighty seven
RG-6N	PP13	001	Rain Garden	per trip	289	2	578	five hundred seventy eight
RG-4S	PP13 - PP15	001	Rain Garden	per trip	371	2	742	seven hundred forty two
RG-7N	PP14 - PP15	001	Rain Garden	per trip	378	2	756	seven hundred fifty six
BIO-6N	PP16, PP17	001	Bioretention Area	per trip	483	2	966	nine hundred sixty six
PSW-6N	PP15	003	Porous Concrete Sidewalk	per trip	73	1	73	seventy three
RG-5S	PP15	001	Rain Garden	per trip	279	2	558	five hundred fifty eight
PAS-5N	PP16 - PP17	003	Porous Asphalt Pavement	per trip	217	1	217	two hundred seventeen
PSW-7N	PP16 - PP17	003	Porous Concrete Sidewalk	per trip	124	1	124	one hundred twenty four
RG-8N	PP16 - PP17	001	Rain Garden	per trip	376	2	752	seven hundred fifty two
RG-6S	PP16 - PP19	001	Rain Garden	per trip	489	2	978	nine hundred seventy eight
BIO-4S	PP18 - PP19	001	Bioretention Area	per trip	663	2	1326	one thousand three hundred twenty six
BUS-2S	PP19	001	Bus Shelter Planter	per trip	128	2	256	two hundred fifty six
PSW-5S	PP17 - PP19	003	Porous Concrete Sidewalk	per trip	166	1	166	one hundred sixty six

The quantity for which payment will be made is covered under the specific bid descriptions for each item in Section 012213.

	Words	Numerals
BASE BID - (Includes ALL items listed above)	Twenty Eight Thousand Nine Hundred	\$ 28,900

PART 2 - 2.2 UNIT PRICES

- A. The undersigned agrees that the owner may, at his sole discretion, use the following unit prices bid to and or to delete the noted work elements. BIDDER MUST COMPLETE ALL ITEMS.

Plan Sheet(s)	Payment Item	Description	Units	Annual # of Trips	Unit Cost, (numbers)	Unit Cost, (words)
PP01 - PP19	004	Watering	per trip	as directed by Town	995	nine hundred ninety five

The quantity for which payment will be made is covered under the specific bid descriptions for each item in Section 012213.

PART 1 - 2 SCOPE OF WORK

PART 1 - 2.1 The Contractor by submission of this bid acknowledges the Owner's right to reduce the scope of work by deleting one or more items, totally or partially and to vary the quantity of work, and agrees to accept as full payment for the portion of the work completed the prorated share of the Total Contract Amount determined in accordance with the Contract Documents.

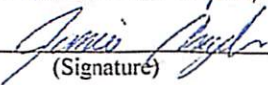
PART 1 - 2.2 The Owner reserves the right to retain or delete any or all of the alternate items, by their priority, and the award of the Contract shall be based upon the lowest bid price including alternate bid items selected by the Owner prior to the award of the Contract.

PART 1 - 3 SIGNATURES

DATED: 3-13-19

PART 1 - 3.1 If Individual Partnership, or Non-incorporated Organization

Name of Bidder: Plant Concepts, Inc.

By:   
(Signature)

Address of Bidder: 1630 Kennedy Rd  
Webster, NY 14580

Names and Addresses of Members of the Firm