

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

Meeting Date: Wednesday, July 17, 2019
Location: Stage Conference Room, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the July 3, 2019 meeting.
2. Accept Grant Award for NYS Governor's Traffic Safety Committee "Buckle Up New York (BUNY) Campaign" (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept the NYS BUNY grant in the amount of \$10,360 effective October 1, 2019 and to authorize the Supervisor to execute any related documents. Further authorization requested to amend the related accounts in the 2019 budget (A.POLCE.3120.3320 – revenue) (see letter from M. Henderson).
3. Contract Award for Construction Services for the Reserve Subdivision (Public Works) - Request from Evert Garcia for Town Board action to award the bid to RoadTek, LLC for the construction services related to the Reserve Subdivision. Further authorization for the Supervisor to execute all related documents associated with this contract award. Funds are available in account TA.30.RESEC1 (see letter from E. Garcia).
4. Extend contract for Skanex for sanitary sewer relining services (Sewer Dept.) – Request from Evert Garcia for Town Board action to extend the current contract with Skanex Pipe Services, Inc for the 2019/2020 sanitary sewer cured-in-place relining program with no changes in pricing. This is the first of four allowable contract extensions beginning on July 11, 2019 through July 10, 2020 with no other changes in terms and conditions (see letter from E. Garcia).
5. Budget Transfer in Highway Department for the new radio system maintenance/service fees – Request from Tim Anderson for Town Board action to transfer funds in the Highway Fund Departments as follows:

From: D.HWY.5110.2.80 Road Repair	\$ 1,929.60
To: D.HWY.5140.4.49 Other Contracted Services	\$ 1,929.60

This transfer needed to cover the cost of the maintenance and other fees for the new radio system in the Highway Department (see letter from T. Anderson).
6. Executive session - discussion of approving a West Brighton Fire Department Length Of Service Awards Program (LOSAP) participant a pre-entitlement benefit as related to a disability (Finance Dept.) – Details for this will be discussed in executive session due to the HIPAA nature of this request.

7. Reminder of scheduled special meeting for CIP and Sustainability Committee recommendations on July 19th at 8:30 am in the Downstairs meeting room.

The next regularly scheduled meeting of the FASC will be held on **WEDNESDAY, August 7TH, 2019 at 8:30 a.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****

****NOTE NEW DAY AND TIME AS PER THE SUMMER SCHEDULE****

2b



CHUCK DEWESE
Assistant Commissioner
Ph: (518) 474-5111
Ph: (518) 474-5777
Fx: (518) 473-6946

July 8, 2019

David Swancott
Lieutenant
Brighton Town Police Department
2300 Elmwood Ave
Rochester, NY 14618-2145

Re: PTS-2020-Brighton Town PD-00076-(028)
Police Traffic Services
DMV01-T006555-3700393
CFDA #: 20.600
EFFECTIVE DATE: October 1, 2019

Dear Lieutenant David Swancott:

On behalf of the Governor's Traffic Safety Committee, I am pleased to notify you that the Brighton Town Police Department has been awarded a total of \$10,360 to participate in the statewide Police Traffic Services Program. Our goal is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes. A breakdown of your grant award amount is as follows:

Category	Award Amount
Seat Belt Mobilization Enforcement	\$2,800
Regular PTS Enforcement	\$7,560
Other Than Personal Services	\$0
Grand Total	\$10,360

Please note, contracts are with the County, City, Town or Village, not your specific agency. The two contracts enclosed must be signed by an authorized representative for the County, City, Town or Village, and notarized, then returned to our office. The contract will only be effective after both contracts have been signed by the County, City, Town or Village, and notarized, then returned to, and signed by, the New York State Governor's Traffic Safety Committee. Once the contract has been signed by the New York State Governor's Traffic Safety Committee, one contract will be returned to you for your records.

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested. Crucial documents regarding your grant, the claims process, equipment, and other grant related topics can be found by visiting <http://safeny.ny.gov/currentgrantees.htm>.

Thank you for participating in this very important statewide enforcement program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.



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CHUCK DEWEENE
Assistant Commissioner
Ph: (518) 474-5111
Ph: (518) 474-5777
Fx: (518) 473-6946

Sincerely,

Charles R. DeWeese
Assistant Commissioner

CRD:bp
Enclosure
cc: William Moehle



3a



Public Works Department

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

Evert Garcia
Assistant Engineer

July 11, 2019

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

Re: The Reserve Subdivision Roadway Improvements
Construction Services Bid- Contract Award

Dear Councilperson DiPonzo 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 June 27, 2019 at 4:00 PM.

The bid documents were comprised of a base bid along with six add alternates as shown below:

Base Bid- Paving of Dedicated Roads at the Reserve subdivision to Town standards.
Alternate 1 – Pavement Striping and symbology installation
Alternate 2 – Removal of non-conforming signage and installation of appropriate signage
Alternate 3 – Cleaning and Waterproofing of Sewer Infrastructure
Alternate 4 – Installation of Backer Rod and sealant between Sidewalk and Curb
Alternate 5 – Sidewalk Repair
Alternate 6 – Site Landscaping

We received four bids as shown in Table 1 below:

Table-1

Contractor	Base Bid Price
Seneca Roadways, Inc.	\$646,775.00
Pooler Enterprises, Inc.	\$351,160.00
C.P. Ward, Inc.	\$388,930.00
Keeler Construction Co., Inc.	\$324,850.00
RoadTek, LLC	\$264,649.00

It is anticipated that monies released to the Town of Brighton from the developer's letters of credits will be used to complete this project. Funds for this project totaling \$288,889.52 are available in account TA.30.RSEC1.

Town staff reviewed the bids for completeness and accuracy and concluded that the low bid submitted by RoadTek, LLC is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the contract.

Therefore, I am requesting that FASC recommend that the Town Board award the bid to complete the roadway improvements at the Reserve subdivision to the low, responsible and responsive bidder, Roadtek, LLC. for a Base Bid cost not to exceed \$264,649.00. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed \$24,240.52.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled July 17, 2019 meeting in the event that you have any questions regarding this matter.

Respectfully,



Evert Garcia
Assistant Engineer

cc: M. Guyon
P. Parker
T. Anderson

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**LEGAL NOTICE
SECTION 001113
ADVERTISEMENT FOR BIDS**

The Town of Brighton, Monroe County, New York will receive sealed bids for

THE RESERVE ROADWAY IMPROVEMENTS

Sealed Bids will be received and bids publicly opened and read at the following place and time:

Place:

Town of Brighton
Dept. of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

Date: Thursday, June 27, 2019

Time: 4 P.M. Local Time

The work consists principally of repair/replace the base course, granite curbing, and sidewalks along the proposed dedicated roads of the Reserve subdivision; sealing, cleaning, and raising to grade all manholes and inlets; and applying the top course to all the dedicated roads.

The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Plans and Specifications are available for inspection at the above location or you can download them from the Towns website (www.townofbrighton.org) under the Town Departments – Public Works – Current Bid Offerings

The Town of Brighton will hold a site walk thru at the Reserve subdivision on S Clinton Ave. Attendees should meet at 1 Reserve View Blvd. on Tuesday, June 18, 2019 at 10 A.M. Local Time which we encourage any and all bidding contractors to attend.

Bids must be made in writing on the forms furnished and shall be accompanied by a bid guarantee for an amount not less than five percent (5%) of the amount bid in accordance with the INSTRUCTIONS TO BIDDERS.

The Town of Brighton is exempt under New York State Tax law, and therefore, no sales tax on the cost of materials incorporated into the project shall be included in the bid.

All prices bid shall be good for a period of sixty (60) days after opening. The Town of Brighton reserves the right to consider bids for sixty (60) days after their receipt before awarding any contract. The Town of Brighton further reserves

the right to reject any and all bids, and to accept any Proposal or individual item or items, which it may deem to be the most favorable to its best interests.

A noncollusive bidding certificate shall be included with each bid.

The attention of the Bidder is call to the requirements as to the conditions of employment and the minimum wage rates to be paid under this contract.

The Contractor, by bidding on the contract, acknowledges his or her understanding and support of this policy and pledges to fully cooperate within the Town of Brighton in meeting State requirements as set forth in the Bidding and Contract Documents.

For questions related to this bid, please contact Evert Garcia via phone at 585-784-5222 or via email at ever.garcia@townofbrighton.org.

Dated: June 6, 2019

Town of Brighton

Michael E. Guyon, P.E.,
Commissioner of Public Works
(585)784-5250

Jn 06

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Public Works Department

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

Evert Garcia
Assistant Engineer

July 12, 2019

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

Re: 2019-2020 CIPP Lining Services
Contract Extension

Dear Councilperson DiPonzo and Committee Members:

At their July 11, 2018 meeting, the Town of Brighton authorized the Supervisor to execute a contract with Skanex Pipe Services, Inc. to provide services for the rehabilitation of the sanitary sewer system via the cured-in-place pipelining methodology. The executed agreement included an option to renew the contract for up to four additional twelve-month periods at the sole discretion of the Town of Brighton. The renewal allows for pricing adjustment if agreeable by the Town of Brighton.

For the 2019-2020 twelve-month period, Skanex Pipe Services, Inc. is not requesting any price adjustments to the previously provided unit prices. Therefore, I am requesting that FASC recommend that the Town Board approve a twelve-month extension of the contract for pipe rehabilitation services to Skanex Pipe Services, Inc. Future contract extensions will be presented to FASC prior to authorization.

Funds remain available for these services in the 2019 Budget Account SS.SEWER.8120.280.

As always, thank you for your consideration in these matters. I will be in attendance at your regularly scheduled July 17, 2019 meeting in the event that you have any questions regarding this matter.

Respectfully,

Evert Garcia
Assistant Engineer

cc: M. Guyon
P. Parker
B. Monroe



4b

June 21, 2019

Chad Roscoe
Steve Zimmer
Town Of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: 2019 Cured In Place Pipe (CIPP) Lining Project

Chad and Steve,

In response to your letter requesting new prices for the 2019 Cured In Place Pipe (CIPP) Lining Project, Skanex will not change its pricing from the current 2018 Cured In Place Pipe (CIPP) Lining Project. Please continue to use the 2018 Based Bid Schedule for the 2019 contract.

If there are any questions, please do not hesitate to contact us.

Thank you for the opportunity to work with the Town of Brighton.

Only the best,

A handwritten signature in black ink, appearing to read "Dan Graham".

Dan Graham
President



Town of
Brighton

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Highway Department

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

Tim Anderson
Deputy Highway
Superintendent

July 11, 2019

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

Re: Transfer of funds: 2019 Two way radio monthly service fee.

Dear Chairman Diponzo and Committee Members:

The Highway & Sewer departments budgeted funds in 2019 to replace current two way radio system. During field testing of different replacement radio systems, it was determined that Mototrbo™ (Motorola) Connect Plus Digital Trunking system has the best coverage across the Town. As part of this system there is a monthly service fee of \$9.00/month/radio. The service fee pays for access to and maintenance of Connect Plus radio towers, technology upgrades to the system and FCC license. Total monthly fees for the balance of 2019 for 64 radios are \$2,880 (67% Highway, \$1,929.60; 33% Sewer \$850.40)

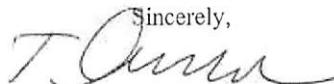
For the Highway portion of the additional cost I recommend that a transfer be approved from the following:

Highway – Road Repair – Sewer Construction/Repair (D. HWY.5110 2.80) in the amount of \$1,929.60

To the following:

Highway – Highway Administration – Other Contract Services (D.HWY.5140 4.49) in the amount of \$1,929.60

No funds transfer required for Sewer department portion. Sewer department has sufficient funds in the 4.49 account of SS.SEWER. 8120 to cover Sewer department portion additional cost of \$850.40. I will be available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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