

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

**Meeting Date: Tuesday, December 3, 2019
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the November 19, 2019 meeting.
2. Contract renewal with Brighton Volunteer Ambulance (Finance Dept.) – Request from Paula Parker for Town Board action to approve and authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2020 to provide emergency medical services in the Town in an amount not to exceed \$310,000 (no changes from the 2019 contract) (see letter from P. Parker).
3. Contract renewal with Compensation Alliance for two years for Workers' Compensation Insurance (Finance/HR Dept.) – Request from Paula Parker and Trisha VanPutte for Town Board action to approve and authorize the Supervisor to sign a two (2) year renewal agreement – 1/1/2020 through 12/31/2021 – with Comp Alliance for Workers' Compensation Insurance for a total of \$414,362 for the two year period plus any New York State Assessments. This contract will also include third party administration by Wright Risk Management of any pre-existing Workers' Compensation claims for the Town (see letter from P. Parker).
4. Approve budget transfer of \$ 33,000 in the Highway Fund budget (Highway Dept.) – Request from Tim Anderson for Town Board action to transfer funds in the Highway budget as follows:

From:	D.HWY.5110.4.16	Road Materials	\$5,500
	D.HWY.5130.4.62	Diesel Fuel	\$27,500
To:	D.HWY.5142.4.09	Salt & Abrasives	\$33,000

The funds are to be used to purchase road salt for the upcoming snow/ice season (see letter from T. Anderson).
5. Approve budget transfer not to exceed \$45,000 in the DPW Street Lighting to the Highway/Sewer Facility for garage lighting improvements (Public Works/Highway Depts.) – Request from Mike Guyon for Town Board action to transfer funds in the amount not to exceed 45,000 from A.DPW.5182.2.30 Equipment to A.HWY.5132.2.60 Facility Improvement. Funds to be utilized to install LED lighting in the interior of the Highway/Sewer Facility (garage area). Quotes have been obtained via an existing Monroe County Contract (see letter from M. Guyon to be provided at the meeting).

6. Cancel the FASC meeting on December 17th, 2019 (No Town Board meetings planned until January 2, 2020).
7. 2020 Final FASC meeting schedule handed out.
8. Executive Session: Re: A matter of litigation and real estate .

The next regularly scheduled meeting of the FASC will be held on Thursday, JANURAY 2ND , 2020 immediately following the 12:00 noon Town Organizational Meeting, 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****

2a



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

December 3, 2019

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

RE: Brighton Volunteer Ambulance 2020 Contract Renewal

Dear Board Members:

I am recommending that Your Honorable Body authorize the Supervisor to execute a contract for 2020 with Brighton Volunteer Ambulance, Inc. to provide emergency medical services within the Town of Brighton. The annual contract amount for 2020 is \$310,000 which remains unchanged as compared to the 2019 rate (as approved and adopted in the 2020 Town Budget). Also note that the Town will still retain \$25,000 to be applied towards fuel usage by BVA in 2020. This retention continues to be based on the annual, projected fuel usage by BVA.

I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

Paula Parker
Director of Finance

CONTRACT FOR AMBULANCE SERVICE

This Agreement, made as of January 1, 2020, between the Town of Brighton, acting for and on behalf of the Brighton Ambulance Services District with offices at 2300 Elmwood Avenue, Rochester, NY 14618, (hereinafter known as the "Town"), and the Brighton Volunteer Ambulance, Inc., a not-for-profit New York corporation with its principal place of business at 1551 Winton Road South, Rochester, NY 14618, (hereinafter known as "BVA").

WHEREAS, the Town desires to provide emergency medical service within the Town of Brighton; and

WHEREAS, in furtherance of that end, the Town has formed the Brighton Ambulance Services District (hereinafter known as the "District") pursuant to Article 12-A of the Town Law, such District consisting of all premises within the boundaries of the Town of Brighton; and

WHEREAS, BVA is an independent contractor duly authorized by the New York State Department of Health to provide emergency medical service, and is willing to provide such service within the District pursuant to the terms and conditions of this Agreement; and

WHEREAS, the Town Board of the Town pursuant to Section 198(10)(f) of the Town Law, and by Resolution of the Board has authorized such an Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter mentioned, the parties agree as follows:

1. Work Statement

BVA agrees to provide, or cause to be provided, emergency medical service within the District. Such service shall consist of all personnel and equipment necessary to promptly and safely transport injured or ill persons from within the District to a hospital or other emergency medical facility as is necessary under the circumstances in accordance with good and accepted ambulance practice, and inclusive of Basic Life Support and Advanced Life Support services to ill and injured persons in connection therewith. Such service shall be subject to the standards as may be set forth by the New York State Department of Health and the Monroe-Livingston Emergency Medical Service Council. Such service shall be provided only in circumstances of medical emergency as generally defined by law and customary usage in such cases. BVA's right to provide such services pursuant to this Agreement shall be non-exclusive. BVA and the Town may rely on the Brighton Fire Department, Rochester Fire Department, other fire departments as determined by the Town, and/or commercial ambulance service providers to provide first response services as part of the overall protocol and services plan for EMS services provided in the Town.

2. **Standards of Performance**

a. **Certifications.** BVA shall maintain New York State certification of its ambulance service as defined in Section 3006 of Article 30 of the Public Health Law of the State of New York and shall at all times comply with the standards required for such certification, during the period of this Agreement and shall provide evidence of such certification to the Town upon request.

b. **BLS Standards of Care.** BVA shall comply at all times with the latest Monroe-Livingston Regional Emergency Medical Service Comprehensive Emergency Medical Care Standards, as they may be amended during the period of this Agreement. Said standards shall be incorporated herein by reference as if included in full.

c. **Quality Assurance.** BVA shall develop, maintain and provide to the Town on execution of this agreement, a quality assurance program acceptable to the Town which shall at least maintain standards and certifications as at present.

d. **Medical Director.** BVA shall obtain the services of a suitably-qualified medical director in connection with the delivery of any services where such medical director is required by New York State Law or regulation.

e. **Response Time.** BVA shall exert its best efforts to ensure that calls are responded to within the standards set by the New York State Department of Health and the Monroe-Livingston Regional Emergency Medicine Council. Copies of such standards shall be provided to the Town by BVA upon the execution of this contract and updates, if any, to such standards shall be promptly provided to the Town after they are received by BVA. This provision shall not bind BVA to guarantee a response time for any individual call, nor shall it require BVA to guarantee the performance of other emergency medical services agency responding pursuant to mutual aid arrangements as specified in paragraph 2(f). BVA shall not be held responsible for delay or failure to reach the scene of a request for service due to reasons beyond BVA's control, lack of crew or equipment or hazardous road conditions.

f. **Mutual Aid.** BVA shall maintain arrangements with other emergency medical services, either commercial or volunteer, to respond to requests for emergency medical service within the District in the event that BVA is unable to respond. Pursuant to the mutuality provisions of such arrangements, BVA may respond at its discretion to requests from other emergency medical agencies for BVA's services outside the District. BVA shall provide to the Town on or before March 31st of each year a copy of all mutual aid agreements it has entered into with all other responding agencies, and BVA shall provide to the Town by said date detailed data showing the number of calls for the prior calendar year which were covered through mutual aid by other responding agencies in the Town of Brighton and the number and priority of each such call covered by such other responding agency for a Brighton resident.

g. **Public Access.** The parties hereto agree that due to certain technical features incorporated therein, the Monroe County Enhanced 911 service offers the public the preferred means of accessing emergency service. In its advertising, listing of emergency numbers in the "emergency number" section of the Telephone Directory, and its promotional material including the distribution of stickers for attachment to telephones, BVA shall list "911" as the telephone number for accessing BVA's emergency medical services.

h. **Advanced Life Support.** The parties hereto understand that BVA agrees to provide Advanced Life Support (hereinafter known as "ALS") service with its own resources, to the extent such services are available using BVA's ALS technicians.

3. **Gasoline and Fuel Rights**

a. As a form of consideration for services provided pursuant to this Agreement, and as a portion of the total consideration provided, the Town and District authorize BVA during the term of this Agreement to utilize gasoline and/or diesel fuel from the Town's dispensing station in accordance with procedure established by the Town.

b. The value of the fuel to be provided to BVA under this Agreement will be the actual cost to the Town per gallon of fuel, as determined by the Town, plus 7% of the total cost of fuel as an administrative reimbursement.

c. The estimated annual value associated with the provisions of fuel is \$25,000 and, this amount will be deducted from the total amount due BVA for services provided. A detailed record of actual fuel use, and its associated value, will be kept by the Town and provided to BVA. In the event that any of the BVA vehicles can use E85 or other alternative fuels, consistent with manufacturer warranties and recommendations, and such alternative fuels are made available by the Town, BVA agrees to use such alternative fuels to the extent possible.

No later than 60 days following the close of the year, an annual accounting of actual vs. estimated value of fuel will be prepared by the Town. In the event less than \$25,000 of fuel value is used by BVA, the Town and District will process a claim for payment to BVA of the difference between \$25,000 and the actual value of fuel used. In the event BVA utilizes more than \$25,000 of fuel value, BVA will reimburse the Town and District, no later than 30 days after the accounting is provided to BVA, the difference between the actual value of fuel used and \$25,000.

For each succeeding year of this Agreement, in January, the Town and District will estimate the value of fuel as partial consideration for services rendered, and so advise BVA of the computation. Such estimate will be based on actual usage in the prior year and a projection of the cost per gallon of fuel to be provided.

d. The Town and District reserve the exclusive right to cease providing fuel as partial consideration for services. In the event the Town is no longer able to make use of its

dispensing station, for whatever reason, an accounting to date of cessation of service will be performed, and BVA will be paid in the normal course of business for any remaining value assigned to the provision of fuel under this Agreement. However, if the Town and District decide to no longer provide fuel for some other reason, provision of fuel cannot be stopped without 60 days prior written notice of the Town's and District's intention.

e. Each party represents to the other that it has in force, policies of liability insurance protecting against exposures arising out of or in connection with this Agreement and the actions which it may take under this Agreement. Each party agrees to indemnify as to its negligence the other against liability for the negligent use of vehicles, apparatuses, or supplies including gasoline and diesel fuel under this Agreement.

f. In consideration of the services to be performed hereunder, the District shall pay BVA the amount authorized to be paid to BVA by the Town Council in adopting the annual operating budget for the District for the subject fiscal year, less the value assigned for the provision of fuel under Section 3 of this Agreement. The net amount payable to BVA will be paid in one installment no earlier than February 14th and no later than March 1st, upon presentation by BVA of a properly executed Town claim voucher submitted to and approved by the Town Supervisor.

4. Compensation

In consideration of the furnishing of its apparatus, personnel, and services in the manner detailed herein, BVA shall receive an annual compensation amount of Three Hundred Ten Thousand (\$310,000), less the value assigned for the provision of fuel under section 3 of this Agreement. A portion of such compensation will cover out-of-pocket expenses that Town residents would be obligated to pay for any bill for ambulance services, including all coinsurance amounts that residents would otherwise be responsible to pay. In the event this Agreement is terminated by either party prior to December 31, 2020, pursuant to the provisions of Paragraph 10 hereof, BVA shall refund to the Town the pro rata share of the compensation previously paid for the year in which termination occurs.

5. Financial Procedures

a. BVA shall diligently continue its voluntary fund-raising drive(s) and third party billing, provided however that BVA agrees that it will not bill any amount of money, including a co-payment not covered by insurance, Medicare or Medicaid coverage, costs for ambulance service provided to Town residents during the terms hereof. Any statement of charges provided by BVA or its billing company to a Brighton resident shall clearly state that "NO PAYMENT IS DUE" and shall be in the form of the statement attached to this Agreement. BVA shall promptly refund to any and all Brighton Residents all funds paid by a Brighton Resident to BVA or its billing company for

ambulance service fees and/or co-payments. BVA shall designate an individual in its employ to field and respond to inquiries from Brighton residents regarding statements of charges and invoices, and shall provide the identity and contact information of said individual to the Town Supervisor.

b. As part of the Town's annual budgeting process, BVA agrees to:

- (i) abide by the budget preparation and review schedule of the Town,
- (ii) to provide a "line item" operating budget proposal with explanation and justification for each line item,
- (iii) to provide and annually update a five-year capital plan as part of the budget preparation process,
- (iv) to attend all budget "workshops", public hearings, and Town Board meetings as determined appropriate by the Town to respond to questions of the Town Board, Administration, and general public served in the District by BVA.

c. In the event that operating revenues exceed operating expenditures in any given year, even after budgeted transfers to reserve accounts have been made, BVA may retain such surplus operating funds.

d. BVA agrees that it will submit to the Town, no later than March 31st of each year, an audited financial statement for the previous fiscal year, prepared and certified by a certified public accountant, and BVA shall pay the costs of the same.

6. Other Reporting Requirements

BVA shall annually prepare and present to the Town Board no later than March 31st (at a regularly scheduled Town Board meeting) a narrative and statistical report describing operations during the previous fiscal year, including but not limited to data on the number and types of calls received and responded to, a calculation of the average response time experience, mutual aid activity, and a list of BVA's current officers and directors.

7. Audits

BVA agrees to allow the Town to conduct periodic audits of its financial records, as deemed necessary and advisable by the Town.

8. Indemnification and Insurance

a. BVA agrees to protect, defend, indemnify and hold the Town and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character, including the amount of judgments, penalties, interest, court costs and

legal fees incurred by the Town in defense of same, arising in favor of any party, including governmental agencies or bodies, on account of claims, liens, debts, personal injuries, including personal injuries sustained by employees of the Town, death or damage to property, including property of the Town, and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to the services which BVA hereby agrees to provide, hereafter all jointly being referred to as "claims".

b. Notwithstanding the foregoing, BVA shall not be liable, nor shall BVA have to indemnify the Town or hold the Town harmless for claims resulting from the sole negligence of the Town.

c. The Town shall give BVA prompt notice of every claim received by the Town for which claim BVA is, in whole or in part, liable.

d. BVA, at its sole expense, agrees to investigate, handle, respond to, or provide defense for and defend any claim made against the Town for which claim BVA is claimed to be in whole or in part, liable, and BVA agrees to bear all other costs and expenses related thereto even if such claim is groundless, false, or fraudulent.

e. BVA shall maintain insurance to protect the Town and BVA from and against any and all claims, injury or damage to persons or property, both real and personal, arising from the services herein contracted for such types and in such amounts as is customarily maintained by volunteer ambulance companies serving comparable communities, all as reasonably approved by the Town.

f. BVA shall obtain and maintain, at its sole expense, and at a minimum, the following insurance coverage:

1. Comprehensive General Liability with an each occurrence limit of \$1,000,000 and \$2,000,000 aggregate for bodily injury and property damage. Such coverage is to include contractual liability and errors and omissions coverage.
2. Automobile Liability with a limit of \$1,000,000 for bodily injury and property damage including mutual aid coverage.
3. Excess Umbrella Liability with a combined single limit of at least \$2,000,000 for bodily injury and property damage.
4. Workers Compensation Benefits with mandatory limits of coverage.

g. The Town shall be named as an additional named insured on each policy.

h. BVA shall obtain and maintain the required insurance coverage in such forms and

with such insurance carriers as are approved by the Town, and the Town shall not unreasonably withhold such approval. BVA will provide and furnish to the Town certificates of insurance showing the above required insurance to be in full force and effect.

i. Each policy providing coverage hereunder shall provide that said policy can neither be canceled nor materially changed except upon sixty (60) days written notice, by certified mail, return receipt requested, to the Town.

j. The form and substance of the insurance provided by BVA to the Town may be reviewed and is subject to the approval of the Town Attorney.

9. Status of BVA

BVA expressly agrees that its status is that of an independent contractor, and that none of its officers, directors, or members are employees of the Town by virtue of this Agreement.

10. Term

This Agreement shall be effective from January 1, 2020 to and including December 31, 2020 and it shall be renewed upon the same basis each year thereafter for an additional term of one year, except that the amount of said contract, and fuel to be included therein, shall be set pursuant to the public budget process of the Town, unless one of the contracting parties shall notify the other in writing sent by personal delivery, or by certified mail return receipt requested, on or before October 1st that it elects to terminate this Agreement on December 31st of that year. If this Agreement shall be deemed to continue pursuant to the terms of the preceding sentence, the parties agree to execute and deliver an amendment incorporating an amended contract amount, and such other changes in terms and conditions as are agreeable to both parties.

This Agreement may also be terminated by either party upon ninety (90) days written notice provided by the party wishing to terminate the Agreement to the other party, such written notice sent by personal delivery, or by certified mail return receipt requested, in the event that either (a) BVA ceases all or substantially all operations or announces its intention to do so, or (b) BVA is in default hereunder which default is not cured within such ninety (90) day period.

11. Assignment

BVA shall not assign, transfer, or convey any right, title, or interest in this Agreement or any part thereof without the previous approval in writing of the Town.

12. Vehicle Acquisition

In addition to the foregoing, the District has previously purchased ambulance vehicles, and it is the District's present intention to purchase additional vehicles for use of the BVA in providing services to the District. In consideration, BVA agrees and understands that it shall be

responsible to house, operate, repair and maintain the Vehicles, so as to provide services hereunder and maintain the Vehicles in good operating order, and in compliance with all of the provisions of all warranties provided on the Vehicles by its manufacturer and/or equipment provider. Personal liability and/or property and casualty insurance with respect to such Vehicles shall, at the District's sole option, be maintained by the District or may be the responsibility of BVA if the District so desires. In the event BVA is responsible for such insurance, it shall be for amounts of coverage consistent with that maintained by the Town of Brighton on other emergency response vehicles. The cost of such insurance, if obtained by the District, shall be invoiced to BVA by the District, and paid within thirty (30) days after the date of such invoice, or, but only if so directed by BVA, deducted from the funds paid to the BVA under this Contract through the Town's budget process.

BVA intends to retain use of five (5) of the District's ambulances; four (4) active and one (1) in reserve as a backup. Upon the acquisition of any new ambulances, older ones will be taken out of service and returned to the District for disposal. BVA and the Town hereby agree that BVA may continue the arrangement to house one of the older current ambulances vehicles at a remote location to be mutually agreed by BVA and the Town as a backup vehicle, available for use when one or more of the ambulances are unavailable. BVA will not staff the West Henrietta Road Fire House, and will otherwise adhere to the requirements of this Section 12 to operate, repair, maintain and insure such vehicles during the term hereof. Also, the 2009 Chevy Tahoe Fly Car will be owned by the District and treated in the same manner as the District owned ambulances.

2j

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

TOWN OF BRIGHTON

By: _____
Supervisor

Date: _____

Attest: _____ Date: _____
Town Clerk

BRIGHTON VOLUNTEER AMBULANCE, INC.

By: _____ By: _____
Secretary President

Date: _____ Date: _____

3a



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

December 3, 2019

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: New York State Municipal Workers' Compensation Alliance Contract 2020 – 2021 Renewal

Dear Board Members:

The Town's Insurance Agent solicited quotes from New York State Municipal Workers's Compensation Alliance for the 2020 calendar year. Two options were presented by the carrier. The first was for 2020 totaling \$204,731 (exclusive of the NYS Assessments); the second quote was for two years – 2020 and 2021 totaling \$414,362 (exclusive of the NYS Assessments). Both options are less than the current 2019 premium amount of \$211,634.

After reviewing the quotes for the one year of 2020 and the two year for 2020 and 2021, for Workers' Compensation coverage, including related employer liability coverage, Tricia VanPutte and I are recommending that Your Honorable Body authorize the Supervisor to execute a contract for the two year period of 2020 and 2021 with New York State Municipal Workers' Compensation Alliance (Comp Alliance) to provide workers' compensation benefits for that two year period along with third party administration from Wright Risk Management of any pre-existing workers' compensation claims of the Town. I am also requesting that the Town Board authorize the Supervisor to execute any related documents.

Attached is the renewal quote from Comp Alliance for the 2020 (one year) and 2021 (two year combined) NYS Worker's Compensation coverage. The base contract amount has decreased a two-year average of \$4,453 for each year or a total of \$8,906 over the two year period as compared to the 2019 current premium of \$211,634.

Not included in this renewal quote is the additional amount of the NYS Workers' Compensation Assessment fees which are paid separately, based on the New York State Worker's Compensation Assessment rules and are in addition to the base amount of the contract. These amounts are estimated and will be in addition to the contract premiums.

I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

Paula Parker
Director of Finance

Premium by Job Allocation

2 yr. option

Town of Brighton - 2

January 2020 Ratebook

Class Code	Description	Annual Payroll	Annual Premium
5506	Street or Road Construction	\$386,338	\$29,620.56
7580	Sewage Disposal Plant	\$1,738,386	\$47,296.37
7590	Garbage Works	\$1,006,668	\$35,275.97
7720	Police Officers & Drivers	\$9,713,143	\$140,537.24
8391	Auto Gasoline Station	\$431,046	\$7,811.42
8810	Clerical Office Employees	\$5,670,219	\$4,088.43
8831	Hospitals - Veterinary	\$100,252	\$674.66
8838	Public Library or Museum	\$2,775,151	\$8,537.52
9026	Building Operation - Commercial	\$277,314	\$6,411.83
9063	YMCA - All Employees & Clerical	\$590,537	\$3,037.36
9101	College: All Other Employees	\$254,607	\$4,051.01
9102	Parks noc - All Employees & Drivers	\$1,667,673	\$30,462.08
9402	Street Cleaning & Drivers	\$1,323,115	\$45,919.79
9410	Municipal Township noc	\$1,233,648	\$49,752.90
9501	Painting: Shop Only & Drivers	\$85,619	\$884.86
			\$414,362.00
Additional Exposures if Applicable			
Volunteer Fire Fighters Exposure			
Volunteer Ambulance Exposure			
Total Funding Contribution			

Please be advised that the payroll used in this quote was extracted from your most recent budget, please review for accuracy. If there are any discrepancies, contact our office immediately.

* recommend 2yr plan to FASC



Town of
Brighton

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

(4)

Tim Anderson
Deputy Highway
Superintendent

December 2, 2019

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

Re: Transfer of funds: Road Salt - Untreated

Dear Chairman Diponzo and Committee Members:

I recommend that a transfer be approved from the following:

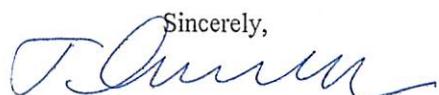
Highway – Road Repair – Road Materials (D. HWY.5110 4.16) in the amount of \$5,500

Highway – Machinery – Diesel Fuel (D. HWY.5130 4.62) in the amount of \$27,500

To the following:

Highway – Snow/Ice Control – Salt & Abrasives (D.HWY.5142 4.09) in the amount of \$33,000

The funds are proposed to be used for purchasing additional road salt for the balance of 2019. I will be available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: B. Monroe
P. Parker
M. Guyon
A. Banker



Public Works Department

Mike Guyon, P.E.
Commissioner of Public Works

Brighton

December 3, 2019

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

Re: Operations Center Lighting Upgrade Project
Transfer of funding

Dear Councilperson DiPonzo and Committee Members:

The 2018 Capital Budget included funding to replace the highway garage interior lighting with LED fixtures. The project was publically bid. However, the bid prices far exceeded the budget of \$41,975. Therefore, project was not constructed in 2018 and the monies designated for the project were transferred to the fund balance.

The Town budget in 2019 included \$70,000 to replace the cobra head street lighting with LED fixtures. The funding is located in account A.DPW. 5182 2.30. However, in the spring of 2019 the Town was made aware of SAM grant funding for lighting conversion projects and completed an application and is awaiting authorization for this funding.

Since the cobra head lighting conversion project is being funded by a SAM grant, Town staff is requesting to reallocate a portion of this funding to pay for the highway garage interior lighting retrofit. In July 2019 Town staff requested that Connors Haas Electric Contractors, provide a quote to replace the highway garage lighting with LED fixtures. A copy of this quote is attached. Connors Haas Electric Contractors are listed on the City of Rochester bidders list. Their price quote to complete the highway garage lighting retrofit was \$36,260. We have requested a revised quote and are awaiting a response. We suspect that the revised quote will be higher than the July price due to the volatility of the LED market place.

We are requesting that a maximum of \$45,000 be transferred from account A.DPW.5182 2.30, Highway Equipment, to account A.DPW.5132 2.63, Building Improvements, to fund the replacement of the highway garage lighting with LED fixtures.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 3, 2019 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.

cc: P. Parker
E. Garcia
T. Anderson
B. Monroe

Attachment



Established 1966

6337 Dean Parkway • Ontario, NY 14519

Phone

(585) 265-1810 • Fax (585) 265-3117

5b

July 18th, 2019

Mr. Tim Anderson
Deputy Highway superintendent
Town of Brighton
Highway department
1941 Elmwood Avenue
Rochester, NY 14620

Quote Number: 2018-205.131

RE: town of Brighton Garage lighting.

Dear Mr. Tim Anderson

Pursuant to your request we are pleased to quote the following Price not to exceed **Thirty-Six Thousand Two Hundred Sixty Dollars \$36,260.00**
please see the scope of work listed below.

Scope of work for the Town of Brighton Highway department gas island re-cabling

- ❖ Main Garage 128 TYPE B 8' LED TUBES
- ❖ Main Garage 48 TYPE A 4' LED TUBES 20W
- ❖ Main Garage 22 150W UFO HIGH BAY
- ❖ Main Garage 1 150W UFO HIGH BAY RIGHT CORNER- WEST DOOR
- ❖ Main Garage 1 VT FIXTURE OVER STORE ROOM RIGHT
- ❖ Main Garage 5 150W UFO HIGH BAY MH TO LED
- ❖ Sewer DPT Rm 4 TYPE B 8' LED TUBES
- ❖ Parks Office 4 TYPE B 8' LED TUBES
- ❖ Parks Office 2 VT FIXTURE
- ❖ Store Room 6 TYPE B 8' LED TUBES
- ❖ Part Room 14 Osram Sylvania Substitute 75502
- ❖ Mezzanine 8 VT FIXTURE
- ❖ Mechanics Bay 40 TYPE A 4' LED TUBES
- ❖ Mechanics Bay 15 LED LINEAR HIGH BAYS
- ❖ Salt Barn 5 LED SHARK NEMA 4X 8' LINEAR FIXTURES new conduit and wire
- ❖ Fuel Island 4 TYPE 3 AREA LIGHT
- ❖ ALL PRODUCTS ARE DLC LISTED
- ❖ All work to be completed during normal hours
- ❖ Tax is Not included.

Breakdown

Labor	\$17,198.00
Material	\$19,062.00
Total	\$36,260.00

If you have any questions regarding this quotation, do not hesitate to contact me at (585) 265-1810 ext.6877 or email me at a.effinger@connors-haas.com.

Sincerely,
CONNORS-HAAS, INC.

Andrew W. Effinger
Project Manager



FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
2020 MEETING SCHEDULE

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

Thursday, January 2 @ 1:00

Tuesday, January 14

Tuesday, February 4

Thursday, February 20 @ 8:30 am

Tuesday, March 3

Tuesday, March 17

Tuesday, March 31

Tuesday, April 14

Tuesday, May 5

Tuesday, May 19

Wednesday, June 3 @ 8:30 am

Wednesday, June 17 @ 8:30 am

Wednesday, July 1 @ 8:30 am

Wednesday, July 15 @ 8:30 am

Wednesday, August 5 @ 8:30 am

Wednesday, August 19 @ 8:30 am

Tuesday, September 1

Tuesday, September 15

Tuesday, October 6

Tuesday, October 20

Wednesday, November 4

Tuesday, November 17

Tuesday, December 1

Tuesday, December 15

***Have communications and documents to Director of Finance by noon on the Friday before with originals to the Assistant to the Supervisor.**