

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

**Meeting Date: Tuesday, October 20, 2020
Location: Auditorium, Brighton Town Hall**

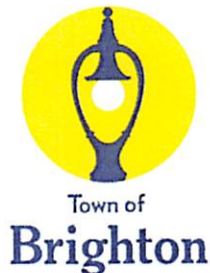
1. Approval of Minutes – Receive and file minutes of the October 6, 2020 meeting.
2. Declare 2005 Chevrolet Silverado Pickup Truck #96 as surplus in the Sewer Department to be sold at any upcoming Roy Tietsworth, Inc. municipal live auction or at their municipal on line auction (Sewer Dept.) – Request from Mike Guyon for Town Board action to declare #96 a 2005 Chevrolet Silverado pickup truck VIN# 1GCHK24UX5E326517 as surplus to be disposed of at the any upcoming municipal live auction or online auction. This vehicle has been replaced as per our 2020 CIP (see letter from M. Guyon).
3. Approve amended NYSDOT Snow & Ice Removal Calculation sheets for the 2020/2021 snow season (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to sign three copies of the Adjustment/Calculation Worksheets for the upcoming 2020/2021 snow & ice season. This adjustment to the estimated Town expense is part of our 5-year approved agreement with NYSDOT and is done on an annual basis (see letter from M. Guyon).
4. Declare desk computers, laptop computers, server computers and a printer as surplus to be donated to a non-profit and/or educational facility (Information Technology Dept.) – Request from Jeremy Lutz Town Board action to declare various desktop and laptop computers, server computers and a printer as surplus, with items being donated to a non-profit and/or educational facility. These items have no remaining value to the Town and are no longer serviceable (see letter and listing from J. Lutz).
5. Approve training with Monroe County Office for the Aging and the Grab and Go Meal Plan (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to approve the Grab and Go Meal Program for our Brighton Senior Citizens. This is a new program with MCOFA funding all the meal/food costs via Good Will of the Finger Lakes. Further Town Board approval is request for the completion of required training, not to exceed \$450 total, by the Brighton Recreation Staff as a requirement of this new program. Funds are available in the Senior Citizen's Budget Cost Center (A.REC.6772.4.74) (see letter from R. Cotter).

The **next regularly scheduled meeting of the FASC will be held on WEDNESDAY, NOVEMBER 4TH, 2020 at 3:30 p.m.** in the Auditorium at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works



October 16, 2020

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

re: Declaration of Surplus Equipment
Truck #96 2005 Chevy Silverado

Dear Chairman DiPonzio and Committee Members:

I recommend the disposal of certain Sewer Department equipment as listed below. This item was included in the 2020 Capital Improvement Plan to be replaced and is no longer needed or able to support department operations

- 2005 Chevy Silverado, Truck #96 Vin # 1GCHK24UX5E326517

I further recommend that I be authorized to dispose of the above equipment through an on-line auction site.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 20, 2020 meeting in the event that you have any questions regarding this matter.

Respectfully Submitted

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

Cc: Bridget Monroe
Paula Parker
Steve Zimmer
Ken Gordon

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works



October 8, 2020

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

Re: Snow and Ice Control Agreement
NYSDOT Municipal Snow and Ice Program
Agreement Adjustment/Calculation Worksheet

Dear Chairman Diponzio and Committee Members:

In 2019 The Town of Brighton entered into a five-year agreement with the NYSDOT to provide snow and ice control for New York State and Monroe County roads. The agreement included the ability for New York State to adjust the estimated expenditure each year to account for changes in labor, materials, equipment and fixed costs. The NYSDOT requires that the Town endorse three copies of the Adjustment/Calculation Worksheets. A copy of the worksheet is attached for your reference. The estimated adjustment to the Town of Brighton expenditure is \$7,128.72.

I am requesting that the Finance and Administrative Services Committee recommend that the Supervisor execute the attached Agreement Adjustment/Calculation Worksheet.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 20, 2020 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

Attachment

cc: T. Anderson
P. Parker
A. Banker
B. Monroe
K. Gordon

NYSDOT Municipal Snow & Ice Program

AGREEMENT ADJUSTMENT/CALCULATION WORKSHEET

For Index Lump Sum Agreements

2020/21 Snow & Ice Season

Current Contract Period: 7/1/2019 to 6/30/2024

Municipality	TOWN OF BRIGHTON	Contract #	D014786
County	MONROE	Region	4
Contract LM	41		

2019/20 Season's Estimated Expenditure					\$225,527.83	
%	Labor	46.80%	Materials	28.10%	Equipment	25.10%
Value	\$105,539.64		\$63,376.49		\$56,611.70	

LABOR *

Labor Portion of 2019/20 Estimated Expenditure \$105,539.64
 % Labor Increase/Decrease for 2020/21 Season x 2.00 %
 Additional/Less Labor Costs for 2020/21

Labor Portion of 2020/21 Season Estimated Expenditure	\$ 107,650.43
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* Attach Municipality's certification of applicable labor cost increase

MATERIALS

Materials Portion of 2019/20 Extension's Estimated Expenditure \$63,376.49

	% Materials	2019/20 Total Material \$	I. Proportionate \$ Amount	2020/21 Price Per Unit	2019/20 Price Per Unit	Difference (Show +/-)	II. ± ▲ %	I. x II. Inc/Dec
Salt	100.00%	\$63,376.49	\$63,376.49	\$54.52	\$50.52	\$4.00	7.92%	\$5,017.93
Sand								
Other								
Materials Total								\$68,394.42

Materials Portion of 2020/21 Season's Estimated Expenditure	\$68,394.42
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EQUIPMENT

Equipment Portion of 2019/20 Estimated Expenditure \$56,611.70
 % Equipment Increase/Decrease for 2020/21 Season x 0.00%
 Additional/Less Equipment Costs for 2020/21

Equipment Portion of 2020/21 Season Estimated Expenditure	\$56,611.70
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SUBTOTAL of Labor + Materials + Equipment:	\$232,656.55
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FIXED COSTS (fill out if necessary)

Salt Storage (Barns)		
DTN Weather Service		
Snow Fence		
Total Fixed Costs		

2020/21 SEASON ESTIMATE (Labor + Materials + Equipment + Fixed Costs)**SUMMARY OF COSTS**

	2019/20 \$	%	2020/21 \$	%
Labor	\$105,539.64	46.80%		
Materials	\$63,376.49	28.10%		
Equipment	\$56,611.70	25.10%		
Fixed Costs	\$0.00			
Totals	\$225,527.83	100%		100%

A: Original Base Season Estimate from Current Agreement:	\$225,527.83
B: 2020/21 Season Estimate	\$232,656.55
Increase or Decrease (B minus A)**	\$7,128.72

***Due to a light winter during the 2019/20 season, if an increase of more than \$9,246.73 is needed for the 2020/21 season, an amendment (Supplemental Agreement) to the contract will be required and will be subject to OSC approval.*

Estimate Recommended/Reviewed By: _____
Resident Engineer

Estimate Reviewed By: _____
Municipality

Estimate Approved By: _____
S&I Program Manager

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Jeremy Lutz, IT Coordinator

Date: September 25, 2020

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

 X The item(s) listed have no remaining value, are serviceable, and should be donated to a non-profit agency. Items that are not donated within a reasonable amount of time will be disposed of as junk.

 The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

 The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

 The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

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DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE September 25, 2020

DEPT. HEAD SIGNATURE _____

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
000375	Desktop	Dell	Optiplex 3020	2014	41QFK02	\$429.00	Non profit donation
000376	Desktop	Dell	Optiplex 3020	2014	CBZFK02	\$548.00	Non profit donation
000461'	Desktop	Dell	Optiplex 3020	2014	CNF0N02	\$548.00	Non profit donation
000274	Desktop	Dell	Optiplex 790	2011	8TL1YR1	\$546.30	Non profit donation
000373	Desktop	Dell	Optiplex 9020	2014	JK4WG02	\$733.00	Non profit donation
000381	Desktop	Dell	Optiplex 9010	2012	2328QW1	\$749.00	Non profit donation
000532	Desktop	Dell	Optiplex 9020	2015	B272B42	\$739.50	Non profit donation
000534	Desktop	Dell	Optiplex 9020	2015	GX22C42	\$739.50	Non profit donation
000535	Desktop	Dell	Optiplex 9020	2015	GX23C42	\$739.50	Non profit donation
000537	Desktop	Dell	Optiplex 9020	2015	3BX9C42	\$752.22	Non profit donation
000538	Desktop	Dell	Optiplex 9020	2015	3BY7C42	\$752.22	Non profit donation
000539	Desktop	Dell	Optiplex 9020	2015	BX7C42	\$752.22	Non profit donation
000540	Desktop	Dell	Optiplex 9020	2015	3BX8C42	\$752.22	Non profit donation
000541	Desktop	Dell	Optiplex 9020	2015	3BY8C42	\$752.22	Non profit donation

Finance Office

Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE September 25, 2020

DEPT. HEAD SIGNATURE _____

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
000545	Desktop	Dell	Optiplex 9020	2015	CJDK282	\$490.00	Non profit donation
005671	Desktop	Dell	Optiplex 9020	2015	21FF282	\$1,196.79	Non profit donation
005616	Desktop	Dell	Optiplex 790	2011	HG6Q1R1	\$1,060.52	Non profit donation
000336	Desktop	Dell	Optiplex 380	2010	FGMLMN1	\$769.70	Non profit donation
005529	Server	Dell	PowerEdge T110	2015	GHXZ942	\$2,292.98	Non profit donation
005247	Server	Dell	PowerEdge T110	2011	H7LKCP1	\$1,713.58	Non profit donation
005761	Desktop	Dell	Precision T5810	2016	7FDTMD2	\$1,827.70	Non profit donation
000395	Desktop	Dell	Optiplex 9020	2014	6KT2X12	\$769.00	Non profit donation
000295	Desktop	Dell	Optiplex 3020	2014	BXYBX12	\$637.00	Non profit donation
000294	Desktop	Dell	Optiplex 3020	2014	BXYCX12	\$637.00	Non profit donation
000303	Desktop	Dell	Optiplex	2011	GW2CXR1	\$772.95	Non profit donation
000361	Dekstop	Dell	Optiplex 9010	2013	H72JQW1	\$761.00	Non profit donation
000346	Desktop	Dell	Optiplex 9010	2012	G1WTPW1	\$749.00	Non profit donation
000547	Desktop	Dell	Optiplex 760	2010	HPTW3M1	\$766.00	Non profit donation

Finance Office

Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

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DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE September 25, 2020

DEPT. HEAD SIGNATURE _____

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005525	Desktop	Dell	Precision T1700	2014	7PZ0V12	\$1,770.24	Non profit donation
000369	Desktop	Dell	Optiplex 9010	2013	4650SW1	\$759.00	Non profit donation
000366	Desktop	Dell	Optiplex 9010	2013	466ZRW1	\$759.00	Non profit donation
000335	Desktop	Dell	Optiplex 390	2011	GW1GXR1	\$772.95	Non profit donation
005619	Desktop	Dell	Optiplex 790	2011	HG6S1R1	\$1,060.52	Non profit donation
000265	Desktop	Dell	Optiplex 380	2010	FGFJMN1	\$769.70	Non profit donation
000379	Desktop	Dell	Optiplex 9010	2013	58F0JX1	\$934.50	Non profit donation
005229	Desktop	Dell	Precision T1700	2014	9S61J02	\$1,249.98	Non profit donation
005661	Desktop	Dell	Precision T1700	2014	CWFDK02	\$1,982.10	Non profit donation
000451	Desktop	Dell	Optiplex 3020	2014	7WQNK02	\$841.10	Non profit donation
005228	Desktop	Dell	Precision T1650	2013	6W1HHX1	\$3,078.81	Non profit donation
005524	Laptop	Panasonic	Toughbook CF-75	2014	4BTSA64051	\$2,007.80	Non profit donation
005523	Laptop	HP	ProBook 4520s	2010	2CE0470SZN	\$1201.00	Non profit donation
005443	Laptop	HP	Elitebook 8740w	2011	CNU1221PQH	\$2,174.33	Non profit donation

Finance Office

Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

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DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE September 25, 2020

DEPT. HEAD SIGNATURE _____

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005508	Laptop	HP	Elitebook 8530v	2010	2CE0151M13	\$1,042.00	Non profit donation
000135	Laptop	HP	Probook 4720s	2010	2CE0380MFN	\$925.00	Non profit donation
005249	Laptop	HP	Elitebook Works	2011	CNU14234C3	\$2,634.36	Non profit donation
	Laptop	Dell	Inspiron 1525		JNRVNF1		Non profit donation
005602	Laptop	HP	Elitebook Worksta	2011	CNU14233SQ	\$2,680.79	Non profit donation
004289	Printer	HP	LaserJet 1200	2002	CNCB754778	\$362.44	Non profit donation
000280	Desktop	Dell	Optiplex 380	2010	FGKLMN1	\$769.70	Non profit donation
000340	Desktop	Dell	Optiplex 380	2010	FGJMN1	\$769.70	Non profit donation

Finance Office

Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

Recreation Department

Rebecca Cotter
Recreation Director



October 19, 2020

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

Re: Food Service Training for Brighton Senior Program

Dear Honorable Board Members:

I am requesting that your Honorable Town Board grant permission for completion of required Food Service Training for 3 staff as outlined by the Monroe County Office for the Aging and the Monroe County Health Department not to exceed \$450. This training is required to set Brighton up as an independent Grab and Go Meal Site. Once established, the Town of Brighton will be able to provide a weekly meal to 75 Brighton Seniors at no cost to the town or participants. The Grab and Go Meal Program is funded through Monroe County Office for the Aging. All food expenses are paid directly to Goodwill of the Finger Lakes by Monroe County.

Funding is available for this training in the 400 lines of the Senior Citizens Program Budget, A. Rec. 6772 4.74.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

Rebecca J. Cotter
Recreation Director
Town of Brighton



MONROE COUNTY PURCHASING & CENTRAL SERVICES
SOLICITATION REQUEST / CONTRACT APPROVAL FORM

I. BACKGROUND INFORMATION (completed by all):

1	Requesting Department: <u>DHS / Office for Aging</u>	Telephone Number: <u>753-6523</u>	Department Contact Name / Email Address: <u>Steve Newcomb snewcomb@monroecounty.gov</u>
2	Detailed Explanation of Program / Services: <u>Older Adults have been impacted by COVID-19 pandemic the most as they have been home-bound for the last several months. Grab & Go is a program aimed to keep older adults nourished during COVID-19. It operates in place of congregate meals that were served at senior centers, prior to the pandemic. Monroe County requests Goodwill of the Finger Lakes, Inc. to prepare and deliver a balanced, nutritious meal to the Brighton Senior Meal Site to distribute to older adults 60 and over in the community.</u>		
3	Check One: <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> EOI <input checked="" type="checkbox"/> Contract ≤ \$20,000 Date of Last RFP / RFQ / EOI: <u>N/A</u>		
4	Cost Estimate: \$ _____	Source of Estimate: \$ _____	
5	Funding: _____ % Fed _____ % State _____ % Local _____ % Other		
6	Funding Source: Fund _____	Business Area _____	Fund Center _____
7	Mandate Classification: <input type="checkbox"/> Non-Mandated <input type="checkbox"/> Hard Mandate <input checked="" type="checkbox"/> Soft Mandate <input type="checkbox"/> Federal/State Initiative		
8	Contract Term (include renewals): <u>October 1, 2020 - December 31, 2020</u>		

II. SOLICITATION REQUEST (RFP/RFQ/EOI only):

9	Proposed Date of RFP Issuance: _____
10	Suggested Vendors (Attach additional vendors, if necessary): <u>Goodwill of the Finger Lakes, Inc. <jlake@goodwillfingerlakes.org></u> _____ _____
11	Proposed Selection Committee: _____ _____
12	Proposed Committee Chair: _____
13	Department Head Authorization: _____
14	Purchasing Manager Review: _____
15	Deputy County Executive Approval to Proceed with Solicitation: _____

III. CONTRACT APPROVAL (completed by all):

16	Names of Local Firms Responding to Solicitation: _____
17	Recommended Contractor: _____
18	If Not Local Vendor, Justification: _____
19	Department Head Approval: _____
20	Purchasing Manager Review/Approval: _____
21	Deputy County Executive Approval: _____