

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

Meeting Date: Wednesday, August 18, 2021 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the August 4th, 2021 meeting.
2. Approve Agreements for professional services for the Annual Rabies Clinic (Police Dept.) – Request from Police Chief Catholdi for Town Board action to authorize the Supervisor to enter into agreements for professional services for two veterinarians (\$60/hour each) and two veterinary technicians (\$25/hour each) for the services to be performed on Saturday, October 2, 2021 at the annual Rabies Clinic. Total of all contracts will not exceed \$510 (no changes in terms or rates from the 2020 contracts). Funding is available in the Animal Control Budget (see letter from D. Catholdi).
3. Authorization to Request Proposals for Town Hall Evaluation Services (Public Works/Facilities Dept.) – Request from Mike Guyon for Town Board action for authorization to prepare and solicit a request for proposals for professional design services relating to the Town Hall Building interior and exterior, including the updating of the HVAC system. Funds for these services have been awarded to the Town via a State and Municipal Facilities Grant (SAM) in the amount of \$300,000. Once proposals are received, the award of the contract will be presented to the FASC for their review and recommendation (see letter from M. Guyon).
4. Authorize an amendment to the Cohen Law Group contract in the amount of \$5,066.60 for additional time needed due to COVID (Public Works Dept.) – Request from Ramsey Boehner for Town Board action to approve an increase in the Cohen Law Group's Wireless Telecommunication services contract in the amount of \$5,066.60 bringing the total contract to an amount not to exceed \$24,866.60. The additional amount is to fund the additional time needed to complete the project due in part to the COVID-19 pandemic and the need to update the Town's right-of-way permit (see letter from R. Boehner).
5. Award Professional Services contract to Bero Architecture PLLC for Cultural Resources Surveys Update and Preparation (Historic Preservation Dept.) – Request from Ramsey Boehner for Town Board action to award the contract for Cultural Resources Surveys Update and Preparation to Bero Architecture, PLLC. Contract is in an hourly rate and will not exceed \$600 per property survey update and \$2,200 for a new survey. Funds are available in the Historic Preservation budget (A.HIST.7510.4.52) (see letter from R. Boehner).

6. Budget Workshop Schedule: Wednesday, August 18th and Wednesday, August 25th at 4:00 PM. Discuss the 2022 Department Heads budget requests with the Town Board (schedule attached).
7. Schedule CIP meeting with the FASC.

****Still tabled from July 21st, 2021 Meeting****

8. Approve optional renewal of contract for refuse collection for Waste Management (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve the optional renewal contract for Waste Management of New York LLC for the 2022 calendar year. The effective date of the contract is January 1 2022 through December 31, 2022 with two of the original four additional renewal options remaining. The annual pricing will increase from the 2021 rate of \$253.14/unit to \$263.11/unit \$9.97 or a 3.94% increase (does not include Town Administration fees) (see letter from C. Roscoe).
UPDATE: Meeting will be scheduled with Waste Management soon. Keep item tabled.

The next regularly scheduled meeting of the FASC will be held on WEDNESDAY, SEPTEMBER 1, 2021 at 8:30 a.m. in the AUDITORIUM at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE (Room Change)****



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

July 29th, 2021

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

RE: Annual Rabies Clinic

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians for Veterinary and related services to be performed at our annual Rabies Clinic on October 2, 2021.

The terms and rates for the services provided pursuant to this agreement are unchanged from the last year with total amount for services not to exceed \$510.00. There is sufficient funding in the 2021 Animal Control Budget to support this request.

Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

**David Catholdi
Chief of Police**

D R A F T

A G R E E M E N T

THIS AGREEMENT, made this _____ day of _____, 2021, by and between the Town of Brighton, a municipal corporation, with offices at 2300 Elmwood Avenue, Rochester, New York 14618, hereinafter referred to as the "Town", and (NAME), with offices at (or residing at) (address) hereinafter referred to as the "Contractor".

W I T N E S S E T H

WHEREAS, the Town of Brighton is desirous of obtaining the services of the Contractor to perform the scope of services set forth in Section 1 hereof; and

WHEREAS, the contractor is willing, able and qualified to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The Contractor hereby agrees to perform the following services for the Town of Brighton:

- a. Perform intramuscular immunization of cats and dogs and domesticated ferrets against rabies at clinics to be held at the Town of Brighton Police Department located at 2300 Elmwood Avenue, Rochester, New York 14618.
- b. Supervise animal handler technicians to assist in restraint of animals for safe immunizations. These animal handlers are direct employees of the Contractor, and will be directly compensated by the Contractor per the payment terms specified in Clause 3.
- c. Sign a certificate of immunization to be provided to each pet owner after the pet is immunized, to be used by the owner for documentation as required within Monroe County for pet licensing by the municipalities.
- d. Vaccine and other supplies will be provided by the County.

2. The term of this agreement shall be from October 2, 2021 to October 2, 2021. This contract may be terminated by the Town of Brighton upon written notice to the Contractor.

3. The Town hereby agrees to pay the Contractor a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed \$60.00 per hour for veterinarian services and 25.00 per hour for animal handlers technician services, total amount not to exceed \$510.00. Said sum shall be paid as follows:

Upon submission of properly completed and executed Town of Brighton claim vouchers for all services rendered. Such voucher shall specify the number of hours of veterinarian services provided, the number of animal handlers technician services provided, and the respective reimbursement amounts due.

Payment by the Town for the sum(s) herein contracted for shall be made upon the submission of properly executed Town of Brighton claim vouchers, supported with such information and documentation necessary to substantiate the voucher, approved by the Chief of Police, or by his/her designee, audited by the Director of Finance of the Town of Brighton, and approved for payment by the Town Board. If this contract is terminated by the Town pursuant to paragraph 2, and Contractor will be paid a pro rata share of the contract amount based upon the proportion of its satisfactory performance of the contract at the time of termination to the total performance required by this contract.

4. Upon the completion of the work required hereunder by the Contractor, title to all work performed shall vest in the Town of Brighton.

5. This contract shall be deemed executory only to the extent of funds available and the Town shall incur no liability beyond the funds annually budgeted therefor.

6. The Contractor agrees that it will not assign, transfer, convey, sublet or otherwise dispose of this contract or its right, title or interest therein, nor any part thereof, nor any monies which are or will become due

and payable thereunder without the prior written consent of the Town of Brighton.

7. The Contractor covenants and agrees that it will conduct itself consistent with its status, and said status being that of an independent contractor, and that is, its employees or agents will neither hold themselves out nor claim to be an officer or employee of the Town of Brighton, nor make claim to any rights accruing thereto, including, but not limited to, Workers' Compensation, unemployment benefits, Social Security or retirement membership or credit.

8. The Contractor agrees that in carrying out its activities under the terms of this Agreement that it shall not discriminate against any person, due to such person's race, color, creed, sex or national origin, and that at all times it will abide by the applicable provisions of the Human Rights Law of the State of New York as set forth in Section 290-301 of the Executive Law of the State of New York.

9. The Contractor agrees to indemnify, defend and hold the Town of Brighton harmless from and against any claims or clauses of action, including reasonable attorney's fees, which may be asserted against the Town or any of its officers and/or employees, and arising out of this Agreement or out of services which the Contractor may perform for the Town pursuant to this agreement.

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

TOWN OF BRIGHTON

By: William W. Moehle, Supervisor

By: _____

(Print Name)



Town of
Brighton

Public Works Department

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

Michael Guyon,
P.E.
Town Engineer

August 5, 2021

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

Re: Town Hall Facility
Town Hall Evaluation Request of Proposal

Dear Councilperson DiPonzo and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional design services to conduct a space needs assessment, code compliance evaluation, prepare design preliminary plans for the main level and lower level of the Town Hall building. This information, plans and rendering will be the basis of design for future renovations to the Town Hall building. The services sought in this proposal shall exclusively consider the Town Hall building, exterior access to the building and the parking lot condition and configuration. This evaluation should result in a cost effective multi-year phased program to renovate the Town Hall facility.

We were informed on August 4, 2021 that the Town of Brighton was selected to be awarded a \$300,000 State and Municipal Facilities Grant, (SAM) for the Evaluation of the Town Hall Building Renovation.

No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 18th meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: Gary Donofrio
Ken Gordon



Town of
Brighton

Building and Planning
Department

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

Ramsey Boehner
Town Planner

August 16, 2021

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Brighton, NY 14618

Re: Cohen Law Group Contract Amendment
Wireless Telecommunication and Small Cell Regulations Update

Honorable Members:

The Town's wireless telecommunication facility regulations were originally adopted in 1997 and codified as Article VIII in Chapter 207 of the Town of Brighton Comprehensive Development Regulations. Since that time, The Town has been approached by "small cell" providers seeking to locate infrastructure both in the Town's right-of-way and on private property. Small cell was not contemplated when regulations were adopted in 1997. In addition, the Town is aware of amendments to the Telecommunication Act and the FCC Small Cell Order 18-133 that became effective on January 14, 2019 and the time constraints that are imposed on local governments to accomplish compliance.

In January 2020, the Town of Brighton entered into a contract with Cohen Law Group to assist the Town in updating its local laws with regard to wireless telecommunications and small cell regulations. After doing a comprehensive review of the Town regulations and the federal regulatory trends in this area, it was determined that an addendum to the Town's public right-of-way permit was also needed that addresses the amendments to the Telecommunication Act and the FCC Small Cell Order 18-133. The preparation of the addendum to the Town's public right-of-way permit was not contemplated in the scope of services outlined in the existing contract with the Cohen Law Group.

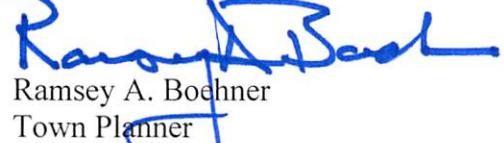
The project also took much longer to complete than what was originally anticipated due to the long duration of COVID. The additional time that it took to complete the project added costs for the Cohen Law Group. The services to date provided by the Cohen Law Group have been excellent and the amendments to the wireless telecommunication and small cell regulations are prepared and available for public comment.

I recommend that the contract be amended by \$5,066.60 for a new total contract amount of \$24,866.60. I also recommend that the Town Board authorize the following budget transfers:

From: Any available account as determined by the Director of Finance
To: A.DPW 8020.4.49 - \$5,066.60.

As always, thank you for your consideration. I will be in attendance your regularly scheduled August 18, 2021 meeting in the event that you have any questions regarding this matter.

Respectfully Submitted,


Ramsey A. Boehner

Town Planner

cc: M. Guyon
P. Parker



Town of
Brighton

Building and Planning
Department

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

Ramsey Boehner
Town Planner

August 11, 2021

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Brighton, NY 14618

Re: Award of Professional Service Contract
Bero Architecture PLLC
Cultural Resources Surveys Update and Preparation

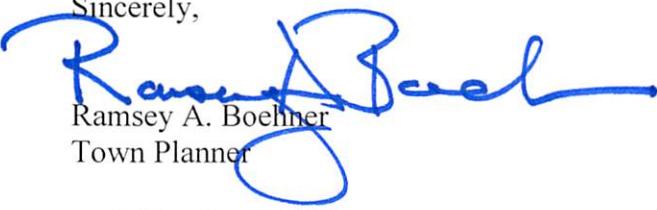
Honorable Members:

The Historic Preservation Commission is responsible for the designation of landmarks. Cultural Resources Surveys provide important information to the Commission in determining if properties are worthy of landmark designation. As previously authorized, I have prepared and distributed a request for proposal (RFP) seeking professional services to update and prepare Cultural Resources Surveys.

I recommend that an award be approved for Bero Architecture PLLC to provided professional services to update and prepare Cultural Resources Surveys, in the hourly rate proposed and for a not to exceed amount of \$600 per property survey update and \$2,200 per new survey.

This recommendation is made pursuant to our standard procedure. A written RFP was prepared and sent to four qualified firms. Landmark Society of Western New York, Inc., and Saralinda Hooker did not submit proposals. Rhen Design Architecture, LLC submitted a proposal to prepare new surveys for a not to exceed \$5000 per survey. Funds are available in A.HIST.7515.4.52. The Town will have the option of renewing the contract for an additional year.

Sincerely,


Ramsey A. Boehner
Town Planner

cc: Mike Guyon
I:\Ramsey\Town Board\FinanceCommitteeletterHPCConsultingServices2021.rft

TOWN OF BRIGHTON

2022 BUDGET PREPARATION - BUDGET WORKSHOP

WORKSHOP AGENDAS ***FINAL Amended***

Wednesday, August 18, 2021 4:00 PM

Auditorium

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	10 Minutes	Parks (7021-7125 & 8984)
4:10 PM	10 minutes	Town Clerk / Rec. of Taxes / Elections / Central Services
4:20 PM	5 Minutes	Assessor (1355)
4:25 PM	10 Minutes	Undistributed Revenues
4:35 PM	20 minutes	Public Works, Fire Marshal, Bldg / Planning (1490/3410/8020)
4:55 PM	10 Minutes	Facility Operations (1620)
5:05 PM	20 Minutes	Highway Department (A/D HWY)
5:25 PM	15 Minutes	Sanitary Sewer Districts and Extensions (8120 – 8135)
5:40 PM	5 Minutes	Consolidated Sidewalk District (5411)
5:45 PM	15 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session

Wednesday, August 25, 2021 4:00 PM

Auditorium

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	20 Minutes	Brighton Memorial Library (7410)
4:20 PM	5 Minutes	Town Board, Supervisor, Town Attorney (1010,1220,1420)
4:25 PM	10 Minutes	Brighton Volunteer Ambulance & Ambulance District (3600)
4:35,PM	5 Minutes	Town Historian, Historic Preservation Comm. (7510/7515)
4:40 PM	5 Minutes	Personnel Office (1430)
4:45 PM	5 Minutes	Information Systems (1680)
4:50 PM	20 Minutes	Police Dept. and Animal Control (3120 & 3510)
5:10 PM	15 minutes	Recreation Department (6772 - 8983)
5:25 PM	10 Minutes	Justice (1110)
5:35 PM	10 Minutes	Finance (1310, 1320)
5:45 PM	5 Minutes	Brighton Cable Commission (8060)
5:50 PM	10 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session