

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

Meeting Date: Monday, January 3, 2022 (after Organizational Meeting)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the December 14th, 2021 meeting.
2. Authorization to solicit bids as necessary for goods and services as indicated and included in the 2022 budget (Public Works/Highway/Sewer Depts.) – Request from Mike Guyon for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2022 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).
3. Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2022 budget (Public Works/Facility Dept.) – Request from Mike Guyon for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2022 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).
4. Award Professional Services contract to In/Ex Architecture P.C for Brighton Town Hall Evaluation (Public Works/Facility Dept.) – Request from Mike Guyon for Town Board action to award the Request for Proposals (RFP) to In/Ex Architectural, P.C. in an amount not to exceed \$116,660. Contract will provide for an evaluation of Brighton Town Hall for space needs, code compliance and HVAC upgrade needs. Also approval for the Supervisor to sign all related documents and to authorize the Finance Department to make any amendments to the 2022 budget (see letter from M. Guyon).
5. Approve agreement with Electronic Field Productions, Inc. (Supervisor's Dept.) – Request from Bridget Monroe for Town Board action to authorize the Supervisor to execute a contract with Electronic Field Productions, Inc. for the provision of providing video production and cable television management services. Contract will be effective January 1 through December 31, 2022 in an annual amount not to exceed \$52,000 (no increase from the previous year). Funds are available in the 2022 budget (see letter from B. Monroe).
6. Approve and accept ASL interpreter rates for 2022 (Supervisor's Office) – Request from Bridget Monroe for Town Board action to approve the annual rates from Interpretek for ASL interpreter services for the Town Board meetings (see letter from B. Monroe).

The next regularly scheduled meeting of the FASC will be held on TUESDAY, JANUARY 18, 2022 at 3:30 p.m. in the AUDITORIUM of the Brighton Town Hall.
All members of the public are invited to attend FASC meetings.

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

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, December 14, 2021 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
Supervisor William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approval of Minutes – Received and filed the minutes of the November 30, 2021 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract renewal with Brighton Volunteer Ambulance (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve and authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2022 to provide emergency medical services in the Town in an amount not to exceed \$360,000. This contract is contingent upon Town Attorney's approval (see letter from P. Parker). FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Personnel Matters:

Authorize/Approve a new Medicare Advantage Base Plan with AETNA effective April 1, 2022 for post 65 retirees (Finance/Personnel Depts.) – The FASC discussed with Paula Parker the request from her and Tricia VanPutte for Town Board action to approve the new AETNA Medicare Advantage Plan 4, as negotiated by FLMHIT, as the Town's new base plan for the over 65 retirees effective April 1, 2022. The new plan either meets or exceeds the Town's current base Medicare Advantage plan through Excellus at a significantly reduced monthly premium. This plan was negotiated by the Finger Lakes Municipal Health Insurance Trust (FLMHIT) for all of its members for their retirees. The Town has selected the AETNA plan 4 which most either closely mirrors or is better than our current base plan. Effective upon implementation of this plan, all other options will be discontinued (see letter from P. Parker & T. VanPutte). FASC recommends the Town Board take favorable action on this matter.

EXECUTIVE SESSION ITEMS (Employment of a particular persons)

Discuss matters related to the employment of particular people. There was a motion by Supervisor Moehle to enter an executive session at 4:00 pm to discuss matters related to the employment of particular people. This was seconded by Robin Wilt and all voted aye.

The committee discussed the matters relating to the employment of particular people.

At 4:10 pm, a motion was made by Supervisor Moehle to end the executive session and continue the regular meeting. This was seconded by Robin Wilt and all voted aye.

The following item was offered:

*Effective January 1, 2022 amend the Department Head Salary schedule as follows:

Move the titles of Data Processing Coordinator and Personnel Director from the Non-Represented Full-Time Salary and Wage Schedule Group 8 to the Department Head Salary Schedule Group A. Further it is noted that the Personnel Director position hours will be increased to a 40 hour work week (from a 35 hour work week) effective also on January 1, 2022. The two positions will be Department Head positions reporting directly to the Town Supervisor and will have benefits as related to the Department Head Schedule personnel. FASC recommends the Town Board take favorable action on this matter.

Executive Session:

(see item under Personnel Section above)

Other Matters for Discussion Only:

Final review of the 2022 FASC Meeting Schedule – Reviewed the updated FASC meeting schedule to be adopted at the January 3rd, 2022 organizational meeting. FASC recommends the Town Board take favorable action on this matter.

Matters Tabled for Research and/or Discussion:

**The FASC meeting was adjourned at 4: 25 pm.

The next regularly scheduled meeting of the FASC will be held on Monday, JANUARY 3, 2022 IMMEDIATELY FOLLOWING THE TOWN ORGANIZATIONAL MEETING 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)****



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

December 28, 2021

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

Re: Authorization of Bids for 2022 (Highway/Sewer/DPW)

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2022 Budget:

- Elmwood Sidewalk construction from Faith Temple to S. Clinton Ave.
- East Avenue Sidewalk construction from Town of Pittsford town line to Knollwood Drive
- North Landing Road Sidewalk Project
- Multiversity Plan
- Tree Maintenance and Removal Services
- Street Lighting Repair and Electrical Services
- Pavement profiling (milling)
- Gutter Replacement
- Curb Replacement and Installation
- Paver rental
- Vehicle tires and appurtenances
- Cured-in-place pipe lining
- Grouting sanitary sewer
- Equipment and Machinery per the 2022 approved budget
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Building Repair and Maintenance
- Mowing
- Landfill Grinding and Hauling of Ground Materials Services
- Shredding Services
- Replace Existing Cobra Head, Town Hall parking lot and Buckland Park parking lot Lights with LED Lights
- Bucket Truck with Operator rental
- Bucket truck purchase
- GPS devices per the CIP
- Farmers Market Phase 3 construction
- GIGP Green Infrastructure Maintenance



Furthermore, it is recommended that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 3, 2022 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Michael E. Guyon, P.E.

cc: S. Zimmer
P. Parker
A. Banker
B. Monroe
K. Gordon



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

December 28, 2021

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

re: Authorization of Bids/RFQ's for 2022
DPW/Town Facilities

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2022 Budget.

Hardware, Cleaning, Landscaping Materials, Hand/Garden Tools, Paint, Electrical, Plumbing, HVAC and Miscellaneous Building Supplies.

Furthermore, it is recommended that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 3, 2022 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Michael E. Guyon, P.E.

cc: C. Roscoe
T. Anderson
S. Zimmer
G. Donofrio
P. Parker
A. Banker
B. Monroe
K. Gordon

2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
Mike.Guyon@townofbrighton.org 585-784-5225



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

December 28, 2021

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

Re: Request for Proposals, (RFP)
Town of Brighton Farmer's Market
Professional Services

Dear Chairperson DiPonzio and Committee Members:

The Town Board authorized the preparation and solicitation of a request for proposal for professional consulting services on August 25, 2021 for the Town of Brighton Town Hall Evaluation. The consultant selected for this project will review the HVAC system and propose upgrades to the system to improve energy efficiency and comply with the latest COVID air quality requirements. Additionally, the consultant will conduct a space needs assessment, code compliance evaluation, schematic design for the main level and lower level of the Town Hall building and develop an accurate probable cost of construction for various phases of the project.

The Town of Brighton solicited a Request Proposals for professional services for this project in September 2021. The Request for Proposal was advertised on the Town of Brighton website and twelve responses were received on October 21, 2021.

The Department of Public Works staff evaluated the proposals and after much deliberation selected three firms, Wendel, SWBR and In/Ex Architecture P.C. to submit additional information for consideration. After reviewing this information and conducting reference checks DPW staff unanimously chose In/Ex Architecture P.C. for the project. The In/Ex Architectural price proposal indicates that a maximum not-to-exceed price to provide those services outlined in the RFP is \$116,660.00.

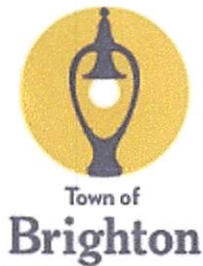
I am requesting that the FASC authorize the Supervisor to enter into an agreement with In/Ex Architectural P.C. for a cost not-to exceed \$116,660.00 to provide those professional services in accordance with the scope outlined in the September 2021 Request for Proposal for the Town of Brighton Town Hall Evaluation and authorize the Finance department to complete the necessary 2022 budget amendments. It is our understanding that the Town has obtained ARRA funding that will be used to pay for the cost of the study.

I will be in attendance at your regularly scheduled January 3, 2022 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

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

Cc: Paula Parker
Evert Garcia
Ken Gordon



Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe
Assistant to Town Supervisor

December 14, 2021

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

Re: Agreement with Electronic Field Productions, Inc.

Dear Chairman DiPonzio and Committee Members:

I respectfully request authorization for the Supervisor to enter into a renewal agreement with Electronic Field Productions, Inc. for the provision of video production and cable-television management services for 2022 at an annual cost of \$52,000. This is the same amount as paid in 2021. Funds for this agreement are available in the 2022 budget.

Thank you for your consideration of this matter.

Respectfully Submitted,

Bridget Monroe
Assistant to the Supervisor

AGREEMENT

THIS AGREEMENT, made this ____ day of _____, in the year 2022, 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 Electronic Field Productions, Inc., with offices at (or residing at) 2960 Atlantic Avenue, Penfield, NY 14526, hereinafter referred to as the "Contractor".

WITNESSETH

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. Live Cablecast of Brighton Town Board Meetings

Brighton Town Board Meetings are typically the second and fourth Wednesday of each month at 7:00 PM (some exceptions may occur).

Set up and operation of video equipment for cablecast of Town Board meetings, provide technicians including director/technical director, remote camera operator, audio engineer, provide DVD and tape master using gold DVDs and additional copies as required by Town supervisor and/or other authorized representative/s of same.

Maintain video archive library of Town Board meetings.

Maintain on-site and off-site storage backup systems.

Manage live web streaming of Town Board meetings to Town website through YouTube live streaming services.

Provide and manage all media endeavors that support the open Government methodology.

B. Location Video Production

Utilize the Town's equipment to record video and audio for the Town as needed.

C. Cable Television Operations

Perform operation and general maintenance of the Brighton cable television facility located at Brighton Town Hall, including but not limited to the loading of video content to the Leightronix UltraNexus 2+2 video server, preparation of graphics for community video bulletin boards on channels 1301 and 1303, the programming of UltraNexus computer system for cable casting per program schedule, preparation of the program schedule for channels 1301 and 1303, and duplication of Town Board meeting DVDs.

Work with the Brighton School District, which shares airtime of channel 1301 between the hours of 7:00 AM – 7:00 PM.

Work with Spectrum and/or any other cable television service providers to ensure proper broadcasting services for PEG access (public, education and government broadcasting).

2. The term of this agreement shall be from January 1, 2022 to December 31, 2022. 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 fifty-two thousand dollars (\$52,000.00) per annum. Said sum shall be paid as follows: monthly installments of \$4,333.00; invoices payable within 30 days.

Payment by the Town for the sum(s) herein contracted for shall be made upon the submission of an invoice(s) and properly executed Town of Brighton claim vouchers, supported with such information and documentation necessary to substantiate the claim, approved by the Assistant to the Supervisor, 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 section two, the 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 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 money which are or will become due and payable thereunder without the prior written consent of the Town of Brighton.

7. Contractor covenants and agrees that it will conduct itself consistent with its status, said status being that of an independent Contractor, and that its employees or agents will neither hold themselves out nor claim to be an officer or employee of the Town of Brighton, not 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 Laws 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 causes 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**

Date: _____

**By: _____
Electronic Field Productions**

Date: _____

EFP Fed.. ID #: _____



Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe
Assistant to Town Supervisor

December 28, 2022

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

Re: Agreement with Interpretek for American Sign Language Interpreters for Town Board Meetings

Dear Chairman DiPonzio and Committee Members:

I respectfully request authorization for the Supervisor to enter into a fee agreement with Interpretek for the provision of American Sign Language (ASL) services for 2022. Interpretek's fees are the same as those for 2021, and are provided in the attached document.

Interpretek has provided quality ASL interpreters since we introduced this service at Town Board meetings in 2019, and I recommend the continued use of this company. Funds are available in the 2022 budget to cover the cost of services.

Thank you for your consideration of this matter.

Respectfully Submitted,

Bridget Monroe
Assistant to the Town Supervisor



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.....	\$83.00/hour
1-2 Hour Appointments	
Charged two hours (charged in 30 min increments over 2 hours).....	\$63.00/hour
Legal/Mental Health Appointments	
First hour	\$90.00/hour
Additional hours.....	\$74.00/hour
Rush Fee Rate.....	25% of total charge
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.
- 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 at 10am must be canceled by 10am the previous Thursday morning.
- An additional 25% charge will be applied for requests made with less than 48 business hour/2 business day advance notice.
- In accordance with professional standards, any request over one hour and/or any technical or intense request 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 request 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

Invoice Recipient Name

Billing Email

Phone Number

Billing Address

Signature

Date

Printed Name

Title