

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

**Meeting Date: Tuesday, March 20, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Sick Leave Benefits for School Traffic Guards (Police) – Request from Chief Mark Henderson for Town Board action to memorialize the long-standing practice of allowing up to five paid sick days per calendar year for part-time School Traffic Guards (see letter from M. Henderson).
2. Grant Acceptance for Community Development Block Grant (CDBG) (Public Works) – Request from Mike Guyon for Town Board action to accept and authorize the Supervisor to execute any documents relating to the 2011 Community Development Block Grant (CDBG) award in the amount of \$41,750 for the installation of approximately 800 LF of sidewalks on the west side of Winton Road South. This project will be constructed in conjunction with the NYSDOT diverging diamond “betterment” project (see letter from M. Guyon
3. Rejection of Bids for Sanitary Sewer Rehabilitation (Sewer District) – Request from Mike Guyon for Town Board action to reject all bids received for chemical grouting of sanitary sewers and to authorize the Public Works Department to rebid the project later this year. Of the three bids received, the lowest bidder omitted a substantial quantity of work and the other bids came in over budget (see letter from M. Guyon).
4. Request to Solicit Proposals for Arborist Consulting (Public Works) – Request from Tim Keef for Town Board authorization to allow the Public Works Department to solicit proposals to perform tree evaluations and reports on Town trees in 2012 (see letter from T. Keef).
5. Award Bid for Sidewalk Replacement Program (Public Works Dept.) – Request from Tim Keef for Town Board action to award a bid for the 2012 Sidewalk Replacement Program to the low, responsible bidder, Roman Construction Development Corp. of Pendleton, NY in an amount not to exceed \$205,000, and to authorize the Supervisor to execute change orders not exceeding 10% of the base contract. Funds are available in the 2012 budget for this expense (see letter from T. Keef).
6. Memorandum of Agreement with CSEA for Ten Hour Work Day (Highway/Sewer) – Request from Tim Keef for Town Board authorization to enter into a memorandum of agreement with the Civil Service Employees Association (CSEA) Union for a ten hour work day schedule for the 2012 summer season (see letter from T. Keef).

7. Request for Recruitment of Part-Time Cleaner (Shared Services) – Request from Tim Keef for Town Board authorization to solicit applications for the presently vacant part-time Cleaner position in Shared Services (see letter from T. Keef).
8. Discussion Only: Unfilled part-time Clerk II position in the Sewer Department and the current and future needs of the department (see letter from T. Keef).
9. Executive Session: Employment of a particular person.

Next Regularly Scheduled Meeting: **Tuesday April 3, 2012, at 3:30 pm**, to be Held in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meeting.



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

March 19, 2012

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

Dear Board Members:

There has been a long time practice (the best that can be determined is that it exceeds twenty years of past practice) where those employed as part-time School Traffic Guards have been allowed up to a maximum of five (5) paid sick leave days per calendar year.

Whereas this practice, to the best of my knowledge, has never been formally adopted by the Town Board, I do hereby request action by the Town Board to formally memorialize this practice by authorizing the Town of Brighton Personnel Director to amend the Non-Represented employee handbook to reflect this benefit.

The paid sick days can only be used in circumstances of the employee's personal illness or injury which prevents them from safely manning their post. The sick days cannot be used as personal leave or to attend appointments.

I will be happy to answer any questions or concerns the Town Board may have.

Respectfully,

A handwritten signature in black ink that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

Xc: Suzanne Zaso, Finance Director
Gary Brandt, Director of Personnel



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

2.

March 14, 2012

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

Re: Winton Road South Sidewalk Project
CDBG Grant

Dear Councilperson Werner and Committee Members:

The Town of Brighton was awarded a \$41,750 Community Development Block Grant in 2011 to install approximately 800 linear feet of concrete sidewalk along the west side of Winton Road South. This sidewalk will extend north from the sidewalk proposed to be built as part of the proposed Diverging Diamond project to the crossing of the West Branch of Allens Creek beneath Winton Road South. The sidewalk will provide for safe pedestrian travel within Census Block Group 130.019. The preparation of plans and specifications are complete and we anticipate this project will be constructed in conjunction with the Diverging Diamond as a "betterment" project.

The Town of Brighton must pass a resolution accepting the Community Development Block Grant, (CDBG) and enter into a contract with Monroe County to use this grant funding. We are requesting that the FASC authorize the presentation of a resolution accepting the CDBG to the Town Board and, provided the resolution is passed by the Town Board, authorize the Supervisor to sign the standard contract agreement between the County and the Town regarding the Grant funding.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 20, 2012 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

Cc: Tim Keef, Commissioner of Public Works
Suzanne Zaso



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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3.

March 16, 2012

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

Re: Rehabilitation of Sanitary Sewers
Chemical Grouting of Sanitary Sewers Bid Results

Dear Councilperson Werner and Committee Members:

I am requesting that the FASC authorize the Town Board to reject all the bids for the TOWN OF BRIGHTON 2012 SANITARY SEWER REHABILITATION PROGRAM CHEMICAL GROUTING CONTRACT and authorize the Department of Public Works to rebid the project later this year.

Three bids were received on February 23, 2012 for the 2012 Sanitary Sewer Rehabilitation Program Chemical Grouting Contract. The contractor's estimated cost to complete the project as identified in the bid documents is shown in Table-1.

Table-1 Bid Results

Contractor	Bid Amount
Sewer Specialty Service Co.	\$ 90,500.00
Lake County Sewer Co. Inc.	\$ 116,000.00
State Pipe Services, Inc.	\$ 177,500.00

The Sewer Department reserved approximately \$115,000 to perform chemical grouting of the sewers in 2012. The Sewer Specialty Service Co. bid appears to be within the anticipated project budget; however, upon meeting with a representative of this firm it was made known by the bidder that bid included an unintentional omission of a substantial quantity of work. We requested that the contractor complete the work as described in the bid documents and maintain their bid price. The contractor declined our request indicating that the cost to perform the services that had not been included in their bid amount would be a substantial financial hardship. The next lowest bidder's cost exceeds the anticipated budget amount and is unacceptable. Therefore, we are requesting that the FASC authorize the Town Board to reject all the bids for the TOWN OF BRIGHTON 2012 SANITARY SEWER REHABILITATION PROGRAM CHEMICAL GROUTING CONTRACT.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 20, 2012 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
Mary Ann Hussar



4

Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585)784-5250 FAX: (585) 784-5368

March 19, 2012

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

re: Arborist Consulting Services 2012
Request for Proposals

Dear Chairperson Werner and Committee Members:

At this time I am asking that this department be authorized to solicit requests for qualifications and proposals to perform independent tree evaluations and reports as necessary for Town trees. Funds to provide this service have been included in the 2012 budget, however, no action as to awarding a contract will be considered with out returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 20 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef P.E.
Commissioner of Public Works

TEK/wpd

cc: T. Anderson
S. Zaso
A. Banker



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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5a

March 19, 2012

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

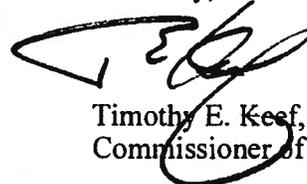
re: Award of Bid 2012 Sidewalk Replacement Program

Dear Chairperson Werner and Committee Members:

It is recommended that the above bid be awarded for the referenced work to the low, responsible and responsive bidder, Roman Construction Development Corporation of Pendleton, New York for the unit prices bid and for a total not to exceed \$205,000.00, and that the Supervisor be authorized to execute change orders not exceeding 10% in total of the base contract amount in the event it becomes necessary to do so. The bids were publicly advertised and publicly opened, all as required by law. A copy of the bid advertisement and bid tabulation are attached. Funds are available from the 2012 budget in the Sidewalk District account (SK.SWLKD.5411.265) and in the Townwide sidewalk account (A.DPW.5410.449).

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 20, 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,



Timothy E. Keef, P.E.
Commissioner of Public Works

rsc:wpd

attachments

cc: S. Zaso
C. Roscoe
T. Anderson
A. Banker

5c

STATE OF NEW YORK
Monroe County

LEGAL NOTICE
ADVERTISEMENT FOR BIDS
The Town of Brighton, Monroe County, New York will receive sealed bids for the improvements to the
2012
SIDEWALK REPLACEMENT CONTRACT

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

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

Date: Tuesday, March 6th, 2012
Time: 10:00 A.M. Local Time

The work consists principally of removal and replacement of existing sidewalk as well as new installation of sidewalk in various locations in the Town of Brighton.

The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Plans and Specifications are available for inspection at the above location and may be obtained upon payment of twenty-five (\$25.00) dollars (non-refundable) for each set of documents requested.

The check for the Plans and Specifications shall be made payable to the Town of Brighton.

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

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

All prices bid shall be good for a period of sixty (60) days after opening.

The Town of Brighton reserves the right to consider bids for sixty (60) days after their receipt before awarding any contract. The Town of Brighton further reserves the right to reject any and all bids, and to accept any Proposal or individual item or items, which it may deem to be the most favorable to its best interests.

A noncollusive bidding certificate shall be included with each bid.

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

Dated: February 9th 2012
Town of Brighton
Timothy E. Keef
Commissioner of
Public Works
(585)784-5223

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STATE OF NEW YORK
Monroe County

Leslie Smith being duly sworn, deposeth and saith that she
Is the bookkeeper for
BRIGHTON-PITTSFORD POST
A weekly newspaper
Published in the Town of Pittsford, County and State
A foresaid and that a notice of which the
Annexed is a printed copy, was published in the said
Paper at once in each week
commencing on the

9TH OF DAY OF FEBRUARY 2012
ENDING ON
9TH OF DAY OF FEBRUARY 2012

Leslie Smith

oreman of the Publisher subscribed and Sworn to before me on this
10TH DAY OF FEBRUARY 2012

Barbara S. Connelly
Notary Public, State of NY

Notary Public, State of NY
Commission Expires 02/28/2014

2530610

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

Dated: February 9th 2012
Town of Brighton
Timothy E. Keef
Commissioner of
Public Works
(585)784-5223

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6.

Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618
PHONE: (585)784-5250 FAX: (585) 784-5368

March 19, 2012

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

re: Proposed Ten Hour Days Memorandum of Agreement (MOA)
2012 Season

Dear Chairperson Werner and Committee Members:

As previously discussed at the Public Works Committee, it is recommended that the ten hour day be considered again for the upcoming 2012 seasonal summer period. While this endeavor did not unequivocally demonstrate a significant cost savings to the Town as had been hoped for, it was at worst cost neutral. Furthermore, one year isn't always a true indicator of trends, long term or otherwise, so I would like to reserve judgment on this practice until we have gone through a three to five year evaluation period. Therefore, I request your endorsement for the upcoming year and, if you look upon this favorably, to recommend that the MOA be executed by the Supervisor.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 20, 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: T. Anderson
S. Zimmer
S. Zaso
G. Brandt



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

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7.

March 19, 2012

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

re: Replacement of Part Time Cleaner

Dear Chairman Werner and Committee Members:

Pursuant to the previous departure of our morning cleaning person, I am requesting that approval be given to solicit for applications for a replacement as part of the Shared Services staff. Funding for this position has been allocated in the 2012 budget.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 20, 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: K. Hall
S. Zaso
M. Hussar
G. Brandt



8.

Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585)784-5250 FAX: (585) 784-5368

March 19, 2012

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

re: Part Time Sewer Clerk
for Discussion Purposes Only

Dear Chairperson Werner and Committee Members:

Presently, there is an unfilled clerk position at the Sewer Department. I would like to discuss with the Committee the possibility of filling this position due to the current and future needs of the Sewer Department.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 20, 2012 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wpd

cc: S. Zimmer
S. Zaso
M. Hussar
G. Brandt

FASC.PART.TIME.SEWER.CLERK.MARCH.2012.01