

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

**Meeting Date: Tuesday, December 4, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Telecommunication System Maintenance (Info Systems) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute a Telecommunication System Maintenance Agreement with RelComm Inc. (through NYS contract pricing) for 2013 (see letter from S. Wentworth).
2. Budget Transfer (Court) – Request from Dianne Burdette for Town Board authorization to transfer \$1,500 from Court supplies to computer equipment to purchase two replacement computers (see letter from D. Burdette).
3. Cost Share for Emergency Operations Center (Police Dept.) – Request from Chief Mark Henderson for Town Board authorization to pay the Brighton Fire District \$1,000 as the Town's share to increase phone capacity for a shared Emergency Operations Center to be located at Fire Station #1 (see letters from M. Henderson and Ted Aroesty of Brighton Fire District).
4. Appropriate Seized Funds (Police/Finance Depts.) – Request from Suzanne Zaso and Chief Mark Henderson for Town Board authorization to appropriate \$570 from a seized funds reserve to subsidize a portion of payroll implementation costs (see letter from S. Zaso and M. Henderson).
5. Contract Award for Farmhouse Demolition (Public Works) – Request from Mike Guyon for Town Board action to award a contract to Empire Wrecking Co. Inc. and to authorize the Supervisor to execute said contract to demolish a farmhouse at 1435 Westfall Road (see letter from M. Guyon).
6. Budget Transfer (Highway Dept.) – Request from Amy Banker for Town Board authorization to transfer \$43,000 from highway road materials to various highway equipment and construction accounts for various 2012 expenditures (see letter from A. Banker).
7. Declare Bobcats Surplus (Highway Dept.) – Request from Tim Keef for Town Board action to declare two Bobcat skid steer loaders as surplus and to trade in as part of a buy back program (see letter from T. Keef).
8. Declare Hydraulic Planner and Welders as Surplus (Highway Dept.) – Request from Tim Anderson for Town Board action to declare two Miller welders and one Bobcat hydraulic planner as surplus and authorize their trade-in (see letter from T. Anderson).

9. Solicit Bids for Various Goods & Services and Declare Items Surplus (Highway and Sewer Depts.) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services for 2013 and to declare those items to be traded-in as surplus, all as listed in his communication (see letter from T. Keef).
10. Solicit Bids for Various Goods & Services (Public Works) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services for 2013, all as listed in his communication (see letter from T. Keef).
11. Contract for Cultural Resources Surveys (Historic Preservation) – Request from Ramsey Boehner for Town Board action to award a contract to Bero Architecture PLLC to provide cultural resources surveys for \$1,350 and survey updates for \$400, all as needed, for designating landmarks (see letter from R. Boehner).
12. Contract for Certiorari Appraisals (Assessor) – Request from Elaine Ainsworth the Town Board action to award a contract to Midland Appraisal Associates Inc. to provide court-ready certiorari appraisals for properties at 2654 and 2700 W. Henrietta Road at a cost not to exceed \$4,300 (see letter from E. Ainsworth).
13. Contract for Audit and Accounting Services Contract (Finance Dept.) - Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an engagement letter with Raymond F. Wager, CPA, PC for audit services for the 2012 fiscal year and other accounting and policy consulting as needed. The cost of these services which include the audit, NYS annual update document (AUD) and other IRS required documents is \$28,125 (see letter from S. Zaso and engagement letter).
14. Contract Renewal for Employee Flexible Spending (Personnel Dept.) – Request from Gary Brandt for Town Board action to authorize the Supervisor to execute a renewal agreement with EBS-RMSCO Inc., for the administration of the employee flexible spending program for 2013 with no change in rate (see letter from G. Brandt).
15. Contract Renewal for Workers Comp Tail Claims (Personnel Dept.) – Request from Gary Brandt for Town Board action to authorize the Supervisor to execute a renewal agreement with PERMA to provide tail claims administration for pre-2010 workers comp claims at no cost (see letter from G. Brandt).

The next regularly scheduled meeting of the FASC will be held **Tuesday, December 18, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



TOWN OF BRIGHTON
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5390 Fax (585) 784-5396

1a

MEMORANDUM

To: The Honorable Finance Committee
From: Susan Wentworth, Coordinator of Data Processing
Date: November 29, 2012
Subject: Request Town Board action to Authorize the Town Supervisor to execute the Telecommunication System Maintenance Agreement with RelComm, Inc. for 2013

The Town of Brighton's Mitel phone system is covered under an annual support agreement with RelComm, Inc.

The Telecommunication System Maintenance Agreement describes the warranty period and the existing equipment to be covered for support. All pricing is on NY State contract through 1/6/2018.

The net effect of this new agreement will be an increase of \$542.00 from \$275 to \$817 per month from January 1, 2013 through December 31, 2013. The maintenance cost increase (which was anticipated and included in the 2013 Budget) is due to the expiration of the Mitel system's one year warranty.

The maintenance has been an ongoing shared expense for the following budgets: Highway (A.HWY.5132), Court (A.JSTCE.1110), Police (A.POLCE.3120), Recreation (A.REC.7020), Shared Services (A.SSVCS.1620) and Library (L.LIBRY.7410).

This request is for authorization for the Town Supervisor to approve the attached maintenance agreement with Rel Comm, Inc.

Thank you for your consideration.

Susan Q. Wentworth

Town of Brighton SUPPORT AGREEMENT

1-1-13 to 12-31-13

Rel Comm, Inc. hereby agrees to provide Support Services for the Communications Equipment as listed in the attached Rate and Inventory sheet. Any additional equipment leased or sold to *Town of Brighton* shall become part of this agreement at the next billing cycle. Rel Comm, Inc. shall keep the entire system in good working condition and furnish all parts and labor necessary to accomplish this. Any malfunction that cannot be immediately isolated to a specific piece of equipment or service will require the participation of Rel Comm, Inc. and all other service suppliers until responsibility for the problem has been determined. Rel Comm, Inc. has the responsibility to assure, with best efforts, participation of all applicable service suppliers. Expenses incurred for service supplier's services shall be borne by the responsible party. In no instance shall the failure to resolve the issue of responsibility relieve Rel Comm, Inc. of the obligation to restore system operation with the least impact on the functional operation of the telephone system.

Rel Comm., Inc. shall effectively provide Support on equipment listed in the Rate and Inventory Section.

Rel Comm., Inc. shall maintain a spare parts inventory at the servicing maintenance facility.

Town of Brighton shall have no responsibility for any costs other than the cost of this Support agreement without its prior written agreement.

PAYMENT

Rel Comm, Inc. will invoice *Town of Brighton* monthly in advance for the Support charge. Payment will be made within 30 days of receipt of invoice.

RATE

Rel Comm, Inc. will not adjust the Support charge per item for the duration of this contract. Any items added to the system will be charged at the same rate from the first 12 months. If Rel Comm, Inc. requires an adjustment in any of the rates, Rel Comm, Inc. will give a 30 day written notice before the adjustment becomes valid.

Rochester, New York

250 Cumberland St.
Suite 214
Rochester, NY 14605
Voice: 585.546.8888
Fax: 585.546.8925

Buffalo, New York

4230-B Ridge Lea Rd.
Suite 112
Amherst, NY 14226
Voice: 716.204.4444
Fax 716.204.0010

Syracuse, New York

6838 Ellicott Dr.
East Syracuse, NY 13204
Voice: 315.422.9700
Fax: 315.438.3142

Raleigh, North Carolina

1191 West Chatham St.
Cary, NC 27513
Voice: 919.210.3500
Fax: 919.433.3119

TERM

1e.

This agreement is a 12-month contract. The contract will then renew on the anniversary for duration of 12 months thereafter unless Rel Comm, Inc. has received a written cancellation notice from *Town of Brighton* with a 30-day notice. Rel Comm, Inc. reserves the right to cancel this agreement with 30-days written notice to the customer, or should the customer become delinquent in payment.

SERVICE

Rel Comm, Inc. shall provide:

- Regular service within (1) business day from request.
- Emergency service (in the event of total or substantial system failure) within two (2) hours during normal business hours and three (3) hours for non-business hours. Business hours are Monday thru Friday 8:00am – 5:00pm.

EXCLUSIONS

Support Service shall not include:

- Servicing equipment not detailed in the rate and equipment section.
- The repair or replacement of equipment that has become defective as a result of an accident, physical abuse or misuse, acts of God or any other reason other than normal wear and/or manufacturer's defects.
- Any repairs caused externally to the equipment as a result of loss of air conditioning or electric power.
- Any software defects or damage to system software program caused by environmental or equipment malfunctions.
- Any non-supported/discontinued equipment by manufacturer - Rel-Comm, Inc. will make best effort to repair equipment dependent upon parts availability. Upgrade/replacement options will be provided when repair efforts cannot be completed.
- Any Pre-existing problems.

LIMITS OF LIABILITY

Rel Comm, Inc. shall not be liable to the user for any consequential damages for interruption of service, which the user may incur as a result of equipment failure.

NOTICES

Any communication to Rel Comm, Inc. shall be deemed given when sent prepaid certified mail and addressed to Rel Comm, Inc. at its address, as appearing on this or at such address as the party may have requested in writing.

Rochester, New York

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Suite 214
Rochester, NY 14605
Voice: 585.546.8888
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SUCCESSORS OR PARTIES BOUND

1d.

This agreement and all its Terms and Conditions shall inure to and become binding upon the Heirs, Executors, Administrators, Successors and Assigns of Parties hereto.

Town of Brighton

SUPPORT RATE AND INVENTORY

Quantity	Description	Unit Price	Extended Cost
211	Active Telephone Ports	\$2.00	\$422.00
30	Active Trunk Ports	\$1.00	\$30.00
8	Active Voicemail Ports	\$15.00	\$120.00
3	UPS	\$45.00	\$45.00
10	Network Equipment	\$20.00	\$200.00
TOTAL MONTHLY CHARGE:			\$817.00

**Quantities may vary based on final configuration.*

****Mitel is now requiring that all customers maintain Software Assurance coverage to get technical support in the event of a system failure that requires the participation of the Mitel Engineering Group. As a benefit, this coverage will give your system any applicable software release upgrades that become available during the coverage term at no additional charge.**

Monthly Option - I am giving approval to Rel Comm Inc. to add charges for software assurance coverage to my support contract. I understand that I will not be responsible for any other charges for manufacturer technical support and/or upgrades under this provision.

Annual Option - I am choosing to waive the option of adding software assurance charges to my support contract with Rel Comm Inc. By doing so, I am aware that I will be invoiced in full for the coverage prior to my renewal date.

Waiver - I am waiving all software assurance coverage by the manufacturer. By doing this, I am aware that if technical support by the manufacturer is needed, this coverage will have to be purchased prior to receiving support, along with any upgrades required to bring the system(s) up to the current software version. I am also aware that an additional re-enlistment fee of 50% for re-enlisting expired products may apply.

Warranty Notes: SWA on all systems valid til 11-4-16

System Type: Mitel 5000 HX controllers, networked over IP, 8 port EM

Date of Original Installation: 10-31-2011

Any other system notes: This contract covers all sites +UPS and network equip.

Rochester, New York
250 Cumberland St.
Suite 214
Rochester, NY 14605
Voice: 585.546.8888
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Cary, NC 27513
Voice: 919.210.3500
Fax: 919.433.3119

Add-on Labor Rate Per Hour (Minimum 1.5 hour charge):

Rate for NON-Maintenance customers	\$95.00 per hour
Rate for Maintenance customer	\$85.00 per hour
After Hours	1.5 Multiplier
Holidays	2.0 Multiplier

(1e.)

End User: *Town of Brighton*
 2300 Elmwood Avenue
 Brighton NY 14618
 Tel: (585) 784-5250
 Fax: (585) 784-5373

Authorized Person(s) to call in Add-on orders:

- 1) Sue Wentworth Tel: 585-784-5390
- 2) _____ Tel: _____

Signature: _____

Signed By: _____
(Print name)

Title: _____

Date: _____

Vendor: Rel Comm, Inc.

Address: 250 Cumberland Street Suite 214
Rochester, NY 14605
 Tel: 585-546-8888
 Fax: 585-546-8925

Signature: _____

Signed by: Kelly Turner
(Print name)

Title: CFO

Date to start Support Service: 1-1-13

Salesperson: Scott Godfrey

Rochester, New York
 250 Cumberland St.
 Suite 214
 Rochester, NY 14605
 Voice: 585.546.8888
 Fax: 585.546.8925

Buffalo, New York
 4230-B Ridge Lea Rd.
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JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

<http://www.townofbrighton.org>

JUSTICES
KAREN MORRIS
JOHN A. FALK

COURT ADMINISTRATOR
DIANNE BURDETT
ASSISTANT COURT CLERK
MARY JO SCHILLER

December 3, 2012

Town of Brighton
Finance and Administrative Services Committee
2300 Elmwood Avenue
Rochester, N.Y. 14618

RE: Transfer of Funds

Dear FASC Committee Members,

The court is requesting permission to transfer funds from our 400 Account (4.74) Membership and Training to our 200 Account (2.13) Computer Equipment. Several of our computers are 5 years of age or older and require replacement. We have been advised by Sue Wentworth, the town's IT coordinator, that replacement of the two oldest computers will cost \$1500. As the court has the funds to accommodate this replacement in this year's budget and one of the computers earmarked for replacement may need parts/repair, we would ask for your approval to these purchases.

Thank you for your consideration of this request.

Sincerely,



Dianne Burdett
Administrative Court Clerk

cc: Suzanne Zaso, Finance Director
file



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

November 28, 2012

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

Re: \$1,000 Expenditure to the Brighton Fire District

Dear Board Members:

As a result of lessons learned from the response to hurricane Sandy, the Brighton Fire District is in the process of planning for and implementing an Emergency Operations Center (EOC) at Brighton Fire Station #1 which is located at 3100 East Avenue.

The EOC is being designed so that all emergency response agencies, including the Brighton Highway Department, operate from one location, thereby enhancing the coordination of the management of a critical event.

The EOC is being planned so that every agency will have the necessary communication resources required to run a major event. The Brighton Fire Department does currently have a location within their facility that would serve as an EOC. The facility has redundant power and Internet capabilities. However, there is a need to upgrade and enhance telephone services. The Brighton Fire Department did solicit and receive quotations. Rel Comm, Brighton Fire Department's communication provider, recommended adding an additional 10 phones and lines to properly outfit the EOC. The total cost for this service will be \$4,107.00.

Attached to this communication is a letter from Mr. Ted Aroesty, the Executive Director for the Brighton Fire District, requesting that the Town of Brighton contribute \$1,000.00 to this project.

I hereby request that the Honorable Town Board authorize the expenditure of \$1,000.00 to the Brighton Fire District and that the cost of this expenditure come from the 2012 Police Department budget, line 4.14, Law Enforcement Supplies.

Respectfully,

Mark T. Henderson
Chief of Police



BRIGHTON FIRE DISTRICT
Office of the Executive Director
3100 East Ave * Rochester NY 14610 * 585-381-3200 * fax 585-389-1539



November 26, 2012

Chief Mark Henderson
Brighton Police Department
Town Of Brighton
2100 Elmwood Avenue
Rochester, NY 14618

Dear Chief Henderson,

The Brighton Fire District is excited about the initial planning for the Emergency Operations Center (EOC) that has occurred to date. During the planning it was discussed that there would be a need to increase the capabilities for phone service for the room that will house the EOC.

We have asked our vendor to provide a quotation to complete the necessary enhancements to accommodate up to 10 phones to properly staff the center when it is fully activated. Our vendor was able to provide pricing under a NYS OSG State Contract. The total cost for the work is \$4,107.00.

We are asking that the Police/Town contribute \$1,000 to the work along with the Ambulance. The Fire District would then cover the remaining amount.

I have attached a copy of the quotation for your review and file.

Thanks,


Ted Aroesty
Executive Director

3c

Rel Comm

"Voice & Data Communications"

250 Cumberland St.
Suite 214
Rochester, NY 14605
(585) 546-8888

November 15, 2012

Brighton Fire District

3100 East Ave.
Rochester, NY 14610

Attention: David Patterson
Prepared By: Joseph A. Marasco

Equipemnt List – EOC

Scope of Work

Provide for an Emergency Operation Center in the Main Conference Room of Station 1 of the Brighton Fire District. This includes running (4) Cat. 5e station cables terminating on a 12-port faceplate so that designated Analog phones can be plugged in for emergency use.

To accomplish this we will be running the Analog phones through the Mitel phones system. We will have to add a DEI (Digital Expansion Interface) and the appropriate SLM's (Single Line Modules). We will supplying (10) model 9116 Analog phone sets, similar to the phones being deployed at the Districts remote stations.

Equipment

- (1) MITEL Digital Expansion Interface – allows up to 3 SLM's (Single Line Modules)
- (2) 8-Port Single Line Modules (SLM) – to accommodate Analog Phones

3d.

Brighton Fire District
November 15, 2012
Page 2

Equipment - Continued

(10) Aastra Model M9116 Analog Phone with Display, Speakerphone and 8 programmable keys

(1000') Cat 5e Plenum Cable

(1) 12-Port Faceplate with Red Inserts

Budgetary Pricing

Installed Cost **\$ 4,107.00**

NYS OGS State Contract - Group # 77018 Award # 21350 PT64300

* The preceding pricing is offered for 45 days from the date of this proposal and does not include NYS Sales Tax, if applicable.

4a.



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Mark Henderson, Chief of Police
Date: December 4, 2012
Subject: Appropriate Seized Funds for Payroll Implementation

Through Police Chief Mark Henderson, the Town has secured approval from the U.S. Department of Justice to allow the use of equitably shared funds by the Police Department of contribute a pro-rated shared of the cost to implement a new payroll system along with a pro-rated share of the annual operating costs.

As the Town is currently in the implementation process of a new payroll with time and attendance system with Paychex, we are requesting that the Town Board authorize a budget appropriation from the Police Department's seized funds reserve (A 889.TREAS) to contracted services in A.POLCE.3120 4.49 in the amount of \$570, which is 19% of the total implementation cost of \$3,000).

We will be happy to respond to any question the committee or other member of the Town Board may have regarding this matter.



U.S. Department of Justice

46

Washington, D.C. 20530

NOV 15 2012

Chief Mark Henderson
Brighton Police Department
2300 Elmwood Avenue
Rochester, NY 14618

Dear Chief Henderson:

This letter is in response to your email dated November 13, 2012, to the Asset Forfeiture and Money Laundering Section (AFMLS) requesting the use of equitably shared funds by the Brighton Police Department (BPD) to contribute a pro-rated share of the cost to purchase a new payroll and attendance system. The contract for the system is being awarded by the Town of Brighton and will be used for all city employees. BPD accounts for 19 percent of the average checks processed per payroll check cycle. The estimated cost for the new payroll system is \$25,000 annually plus \$3,000 for implementation and training costs. BPD's pro-rata share of the annual cost is \$4,750 and a one-time cost of \$570.00 for the implementation and training.

The policies governing the use of equitably shared funds are outlined in the *Guide to Equitable Sharing for State and Local Law Enforcement Agencies* (April 2009) (*Guide*). In addition to the limitations and conditions outlined within the *Guide*, all goods and services acquired with federal sharing funds must be in accordance with BPD's procurement requirements, with any title held accordingly. All federal sharing funds must be used prudently, which means in an ordinary, necessary, and reasonable manner consistent with the principle that public costs should be controlled or reduced wherever possible.

The *Guide*, Section VIII.A.1.i, allows agencies to pay a law enforcement agency's percentage of the costs associated with multi-agency items or systems. Accordingly, the use of equitably shared funds to pay BPD's pro-rata share of a new payroll system is a permissible use of equitably shared funds.

If you have any questions, please email AFMLS Training Technician Anne Insley at afmls.aca@usdoj.gov.

Sincerely,

Gene Patton, Assistant Deputy Chief
Asset Forfeiture and Money
Laundering Section



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

5a.

November 30, 2012

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

Re: Award of Project
1435 Westfall Road
Farmhouse Controlled Demolition

Dear Councilperson Werner and Committee Members:

Town staff requested a quote from five contractors to demolish the existing farmhouse located at 1435 Westfall Road with asbestos in place, remove and dispose of the demolition debris and restore the disturbed area. A list of the contractors is shown in Table – 1. All work shall be in compliance with Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, (Cited as 12 NYCRR Part 56). One quote from Empire Wrecking Co. Inc. was received on November 30, 2012 for an amount not to exceed \$29,600.

Table – 1 Contractor List

Contractor	Address
DiMarco Group	1950 Brighton Henrietta Town Line Road, Rochester, New York
Damico Wrecking Co. Inc.	432 Portland Avenue, Rochester, New York
Frederico Construction & Demolition LLC	1005 Chili Avenue, Suite #2, Rochester, New York
Empire Wrecking	P.O. Box 197, Webster New York
Sessler Wrecking	1257 State Route 96 N., Waterloo, New York

Account A. Rec. 7117.2.60 allocates \$36,300 for this project. The low quote does not exceed the money's allocated for this project.

Town of Brighton staff reviewed the quote for completeness and accuracy and concluded that the lowest price quote provided by *Empire Wrecking Co. Inc., P.O. Box 197, Webster New York* is representative of the costs necessary to complete the project and the contractor is qualified to perform the demolition work. Therefore, I am requesting that FASC recommend that the Town Board award the project to demolish the farmhouse located at 1435 Westfall Road to the low, responsible and responsive contractor, *Empire Wrecking Co. Inc.*, for a lump sum price not to exceeded \$29,600.00. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.



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

Sb.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 4, 2012 meeting in the event that you have any questions regarding this matter.

Respectfully,

Mike Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
M. Hussar



6.

To: Honorable Finance Committee
From: Amy Banker
Date: November 30, 2012
Re: Budget Amendment

I request that \$43,000 be transferred from D.HWY.5110 4.16 (road materials) to D.HWY.5110 2.80 (sewer construction/repair) in the amount of \$39,000 and to D.HWY.5130 2.30 (highway equipment) in the amount of \$2,800 and to D.HWY.5130 2.29 (vehicle set-up) for \$1,200.

This amount is needed for storm sewer lining, bobcat attachments, and set-up for new #7 pick-up truck. These expenditures were not originally budgeted.

The appropriation source is funds that were unable to be utilized during the road paving/repair season.

I can answer any questions if needed.

Amy Banker

Cc: T. Keef
S. Zaso
T. Anderson
M. Hussar (original)



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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

November 30, 2012

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

re: Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

I request that two Bobcat skid steer loaders (S650/#A3NV13814 and S205/#AL3J38004), be declared surplus and traded in as part of the factory Bobcat Equipment Buy Back Program.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 4, 2012 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

cc: T. Anderson
S. Zaso
A. Banker
M. Hussar



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

8

November 30, 2012

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

Re: Authorize Disposal of Certain Fixed Assets

Honorable Members:

I recommend that the following equipment are past their useful life and be declared surplus to our needs:

- (2) Miller Welders: Asset # 002206 and Asset #002282
- (1) Bobcat 18" Hydraulic Planner: S/N 231612559 *Asset # 005168*

I further recommend that I be authorized to trade the two welders towards one new welder and trade the hydraulic planner towards a new 24" hydraulic planner.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

- Cc: S. Zaso
- A. Banker
- M. Hussar
- T. Keef





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

November 30, 2012

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

re: Authorization of Bids and RFQ's for 2013 (Highway and Sewer Departments)

Dear Chairperson Werner 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 2013 Budget.

- Sidewalk repairs
- Gutter repairs/replacement
- Pavement profiling (milling)
- Paver rental
- Loader, truck, vehicle tires and appurtenances
- Cured-in-place pipe lining
- Sewer Grouting
- Replace truck(s) (#67)
- Replace Pick Up Truck (#5)
- Trade in/Replace Backhoes (#89, 92)
- Trade in/Replace Bobcats (#115, 116)
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Pavement Breaker attachment for Backhoe
- Automotive/Truck Lubricants

Furthermore, it is recommend that existing equipment that is being replaced be declared surplus as appropriate and 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 December 4, 2012 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

TEK/wp

cc: T. Anderson
S. Zimmer
S. Zaso
A. Banker
M. Hussar



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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

November 30, 2012

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

re: Authorization of Bids/RFQ's for 2013/Town Facilities and Departments

Dear Chairperson Werner and Committee Members:

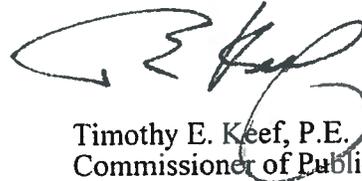
Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2013 Budget.

Tree Maintenance Services
Arborist Consulting Services
Hardware, Hand/Garden Tools, Paint, Electrical and Miscellaneous Building Supplies
Refuse, Dumpster and Recycling Services
Street Light Maintenance

Furthermore, it is recommend that existing equipment that is being replaced be declared surplus as appropriate and 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 December 4, 2012 meeting in the event that you have any questions regarding this matter.

Very truly yours,



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

TEK/wp

cc: T. Anderson
S. Zimmer
K. Hall
J. LaVigne
S. Zaso
A. Banker
M. Hussar



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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December 3, 2012

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 \$400 per property survey update and \$1,350 per new survey.

This recommendation is made pursuant to our standard procedure. A written RFP was prepared and sent to four qualified firms. Clark Patterson Associates PC, did not submit a proposal. Landmark Society of Western New York, Inc. offered a not to exceed amount of \$750 per property survey updated and \$1,125 per new survey. Rhen Design offered a not to exceed amount of \$1,440 per property survey updated and \$3,080 per new survey.

Funds are available A.HIST.7515.4.52. The Town will have the option of renewing the contract for an additional year, by mutual agreement.

Sincerely,

Ramsey A. Bohner
Town Planner

cc: Tim Keef

I:\Ramsey\Town Board\FinanceCommitteeletterHPCConsultingServices.rft



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TOWN OF BRIGHTON
ASSESSOR'S OFFICE
2300 Elmwood Avenue
Rochester, NY 14618
(585) 784-5216

November 28, 2012

To: Suzanne Zaso, Finance Director
Finance Committee
Supervisor Moehle
Town Board

From: Elaine Ainsworth, Assessor *gac*

Re: Agreement for Court Ready Certiorari Appraisals
2654 and 2700 West Henrietta Road

Negotiations have failed to result in settlements for the above referenced certiorari cases. Supervisor Moehle has reviewed the settlement offer submitted by the petitioner and is in agreement with our certiorari attorney, Tom Fink, that the offer is unreasonable, based on the preliminary appraisals we have. Judge Rosenbaum has scheduled an exchange of court ready appraisals for the first quarter of 2013.

The appraisals upgrade costs total \$4,300. The 2013 Town of Brighton Assessor's budget does include adequate certiorari appraisal funds in account A.Assor.1355.4.54. I am requesting Town Board action to authorize the Supervisor to execute an agreement with Midland Appraisal Associates, Inc. in an amount not to exceed \$4,300 to prepare the court ready appraisals to comply with the scheduling order.

13.



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: December 3, 2012
Subject: Authorization to Execute an Independent Audit and Accounting Services Engagement Letter with Raymond F. Wager, CPA, PC

I request that Your Honorable Body authorize the Supervisor to execute the proposed Engagement Letter offered by Raymond F. Wager, CPA, P.C. for services relating to the 2012 year-end independent audit along with accounting and policy compliance services as needed. The base fees for these services are for a total fee not to exceed \$28,125. Adequate funding for these services are provided in the 2013 Town budget.

We have been very happy with the services and detail provided by Mr. Wager's firm over the years and I recommend that the Town Board authorize the execution of said engagement letter.

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



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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TO: Suzanne Zaso, Director of Finance
FROM: Gary Brandt, Director of Personnel & HR 
DATE: November 21, 2012
RE: Board Approval for the Supervisor to Extend 2012 Contract with EBS-RMSCO for 2013 for FSA TPA Services

I am requesting that FASC and the Town Board authorize the Supervisor to extend the current 2012 contract with EBS-RMSCO (a division of Excellus) for third party administrative (TPA) services to manage our eligible employee pre-tax Flexible Spending Account (FSA) program for 2013.

There will be no fee increases for these services for 2013. The cost will remain at \$2.90 per participant per month.

I recommend approval.

c: MaryAnn Hussar





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

15.

TO: Suzanne Zaso, Director of Finance
FROM: Gary Brandt, Director of Personnel & HR
DATE: November 21, 2012
RE: Board Approval for the Supervisor to Execute 2013 Contract with PERMA for TPA Services for Tail Claims prior to 2010

I am requesting the FASC and the Town Board to authorize the Supervisor to execute an agreement with Public Employer Risk Management Associates, Inc. (PERMA) of Albany, NY for third party administrative (TPA) services for all Town of Brighton Workers' Compensation claims that are active and with a date of accident prior to January 1, 2010. This agreement will be for 2013. There is no cost for this service, however PERMA does require a signed agreement with all clients for TPA services.

At the present time, the Town has two (2) active claims with an accident date prior to January 1, 2010.

I recommend approval.

c: MaryAnn Hussar
Jerry Doberstein, Paris-Kirwan Assoc.

