

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

**Meeting Date: Tuesday, January 15, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Appropriation of Forfeited Property Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the appropriation of \$1,500 to expense account A.POLCE.3125 4.22 (telephone service charges) to be fully supported by a transfer from seized property funds (A 889.JSTCE). This appropriation will be used to activate Verizon's 3g network on 3 Apple Ipads. The US Attorney's Office has concurred with the use of these funds for this purpose (see letter from M. Henderson).
2. Bid for Bucket Truck Rental with Operator (Public Works) – Request from Tim Keef for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2013 to the lowest responsible bidder, Arbor Tree Inc. The base bid is for \$89.48 per hour with a total contract amount not to exceed 254 hours or \$22,728. Bids were advertised and funds have been budgeted for this purpose in 2013 (see letter from T. Keef).
3. Contract Renewal for After-Hours Answering Service (Sewer Dept.) – Request from Tim Keef for Town Board Action to authorize the execution of a renewal agreement with Action Telephone for telephone answering services after normal working hours and on weekends for 2013 at a cost not exceed \$1030.00. (see letter from T. Keef).
4. Contract Renewal with Mayer Hardware, Inc. (various depts.) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an extension of the current contract with Mayer Hardware, Inc. for hardware, tools, and miscellaneous supplies through the period ending December 31, 2013 with all terms and conditions remaining the same. This is the third of four possible extensions as per a 2009 bid (see letter from T. Keef).
5. **Discussion Only:** Review with Raymond F. Wager, CPA, P.C. regarding the upcoming preparation and audit of the Town's 2012 financial statements.

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 5, 2013, 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

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

January 7, 2013

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

RE: Appropriation of Funds

Dear Board Members:

The police department requests that an amendment be approved to the 2013 operating budget to provide sufficient appropriations for the activation of Verizon's 3g Network on the three department-issued Apple I pads.

I propose that the proceeds of forfeited property be used as the funding source. I request that appropriations in account A.POLCE.3125.4.22 (Telephone Service Charges) be increased by \$1,500.00. These expenditures are to be fully supported with Forfeited Property account A.889.JSTCE. I have consulted with the U.S. Attorney's Office and they concur that the use of asset forfeiture funds for this purpose is appropriate.

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

Respectfully,

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

Mark T. Henderson
Chief of Police

jpo:MTH



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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

January 11, 2013

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

re: Award of Contract
Rental of Bucket Truck with Operator

Dear Chairman Werner and Committee Members:

I recommend that a bid be awarded for the above equipment rental to the low, responsive bidder, Arbor Tree, Inc., in the base bid amount of \$89.48/hour, not to exceed 254 hours and \$22,728.00.

The bid was publicly advertized and publicly opened, all as required by law. A copy of the bid tabulation is attached for your reference. Funds are available in the 2013 budget, A.DPW 8560 4.43 account, for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 15, 2013 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
A. Banker
S. Zaso
M. Hussar
K. Gordon

2c.

STATE OF NEW YORK
Monroe County

STATE OF NEW YORK
Monroe County

Leslie Smith being duly sworn, deposeth and saith that she
Is the bookkeeper for
BRIGHTON-PITTSFORD POST
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

20TH DAY OF DECEMBER, 2012
Ending on
20TH DAY OF DECEMBER 2012

Leslie Smith

Foreman of the Publisher subscribed and Sworn to before me on this
21ST DAY OF DECEMBER

Barbara S. Connelly
Notary Public, State of NY



LEGAL NOTICE
ADVERTISEMENT FOR BIDS

The Town of Brighton, Monroe County, New York will receive sealed bids for:

**RENTAL OF A BUCKET TRUCK,
WITH QUALIFIED OPERATOR
(2013)**

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 January 8, 2013

Time:
9:30 A.M. Local Time

The work consists of one contract for the furnishing of the services of a bucket truck with 65' arm, with qualified operator, for use by the Town in the trimming and removal of street trees. 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 the contract. Specifications are available for inspection at the above location and may be obtained there. Bids must be made in writing on the forms furnished.

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: December 20, 2012
Town of Brighton

Timothy E. Keef, P.E.
Commissioner of Public Works
(585)784-5223
De 20
02535674

02535674

BARBARA S. CONNELLY
Notary Public In The State Of New York
Monroe County
Commission Expires Jan 21, 2014



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

3a.

January 11, 2013

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

re: Contract Renewal Extension
Provisions of 24/7 Answering Services for Sewer Department

Dear Chairman Werner and Committee Members:

Per our current agreement with Action Telephone, it is recommended that the contract be extended through December 31, 2013 in accordance with the terms of said agreement for the provision of after hours answering services in an amount not to exceed \$1,030.00, expiring on December 31, 2013. Funds have been included in this year's budget for this service. This particular vendor has provided quality service in prior years for incoming calls after normal working hours and on weekends, and has consistently performed in the capacity intended.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 15, 2013 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
C. Infantino

(3b)

Detailed Specifications

Intention: It is the intent of the Town of Brighton to secure the services of a qualified and responsible firm to provide a 24/7 answering service for calls for sewer maintenance.

Work included: The work includes all labor, equipment, supplies and communication systems necessary to:

A) While our offices are open (730-4, M-F, excluding holidays), receive calls meant for our office (in the event the caller calls our account's direct answering service number) and refer them to our correct, daytime telephone number.

B) After hours, promptly receive and properly screen our calls based on information given by the Town. The telephone shall be staffed; fully-automated services are not acceptable. Anything non-urgent will get held and faxed to our office. Urgent calls (e.g., Automated alarms, sewer problems, Dig Safely calls, etc.) are to be dispatched from a call list of our employees. Calls will be placed to our call list until an employee responds.

C) Maximum rings are not to exceed eight (8).

D) Maximum hold time not to exceed three (3) minutes.

E) Record calls received from our customers and calls made to our employees to inform them of urgent issues. Retain recordings for up to ten (10) business days, and review with (and provide a copy to) Town upon request.

F) Provide us with complete call logs, that shall include ring and hold times, upon request.

Work excluded: The Town will provide the list of telephone numbers to which calls are to be referred, and the criteria for call screening.

Insurance: Vendor to provide an insurance certificate from a company authorized to do business in NYS, listing the Town as an additional insured and showing a minimum of \$1,000,000 in general liability coverage and statutory amounts for workmen's compensation.

Prices quoted: The prices bid shall be (1) a monthly lump sum, and (2) a price per minute of call time, which together shall cover all costs of all the work included above.

Term: From 1/1/11 to 12/31/11. Renewable thereafter, under the same terms and conditions and by our mutual agreement, for up to two, additional, 1-year terms. The prices quoted in the renewal terms shall increase by 3% over the past year's prices.



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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

January 14, 2013

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

re: Renewal of Contract
Mayer Hardware

Dear Chairman Werner and Committee Members:

As allowed for in our current agreement with Mayer Hardware, I recommend that the above agreement be renewed for one year in accordance with the terms and conditions of said agreement. The current contract, which provides for the provision of various hardware items used by the Town, would then be renewed through December 31, 2013.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 15, 2013 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

attachment

cc: T. Anderson
S. Zaso
A. Banker
K. Hall