

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

**Meeting Date: Tuesday, February 5, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract Renewal for Interpreting and Stenographer Services (Court) – Request from Dianne Burdett for Town Board action to authorize the Supervisor to execute renewal agreements for interpreting and stenographer services for calendar year 2013 as follows:
 - a. M.E. Services Communication (language interpreting) at \$65 for 4 hours and \$130 for full day – costs to be fully reimbursed by Monroe County
 - b. F.M.I. Interpreting Services (hearing impaired interpreting) at \$65/hour – costs to be fully reimbursed by Monroe County
 - c. Frank Scarcelli (stenographer) at \$72/appearance and first two hours; \$36/hour for all additional hours; \$3.65/page transcript fee; \$5.00/page for expedited transcript fee.
 - d. Edith Forbes (stenographer) at \$72/appearance and first two hours; \$36/hour for all additional hours; \$3.65/page transcript fee; \$5.00/page for expedited transcript fee.
(see letter from D. Burdett).

2. Appointment of Police Officer (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appoint Mr. Richard T. Kosakowski to the position of Police Officer effective March 9, 2013, pending approval from the Monroe County Civil Service Commission (see letter from M. Henderson).

3. Contract for Police Vehicle Set-Up (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Task Force Lighting for Police Vehicle Set-Up Services in 2013 with options to renew for up to three years (see letter from M. Henderson).

4. Contract for July 4th Fireworks Display (Recreation) – Request from Jerry LaVigne for Town Board authorization to enter into a contract with Young Explosives for the July 4, 2013 Town fireworks display at a cost of \$11,400 (see letter from J. LaVigne).

5. Bid Award for Printing Services (Recreation Dept./Central Services) – Request from Jerry LaVigne for Town Board action to award a bid and authorize the Supervisor to enter into a contract with Penny Lane Printing, the low responsive bidder, for the printing of the 2013 Town Newsletter, with the option to renew for two one-year extensions (see letter from J. LaVigne).

6. Award Contract for Distribution of Town Newsletter (Recreation Dept.) – Request from Jerry LaVigne for Town Board action to authorize the Supervisor to enter into a contract with Perinton Publishing, the low responder, for the distribution services for the 2013 Town newsletters (see letter from J. LaVigne).
7. Contract for Employee Harassment Training (Personnel/Public Works) – Request from Gary Brandt for Town Board action to authorize a contract with Counselor Vander Byl to provide special employee harassment training at a cost of \$1,000 (see letter from G. Brandt).
8. Budget Appropriation for Safety Training Grant (DPW Operations) – Request from Suzanne Zaso for Town Board authorization to amend the 2013 Town budget to recognize previously accepted grant awarded from the NYS Hazardous Abatement Board for employee safety training in the amount of \$8,521 by increasing appropriations under contracted services in Highway Administration by \$8,521 to be fully supported by an increase in NYS Aid for the same (see letter from S. Zaso).
9. Declare as Surplus Bobcat Skid Steer Loaders for Trade-In (Highway/Sewer) – Request from Tim Keef for Town Board action to declare two bobcat skid steer loaders as surplus and to trade both in for new loaders as part of the Bobcat Equipment Buy Back Program (see letter from T. Keef).
10. Authorize Piggybacking on Oneida County Contract for Mack Dump Truck (Highway) – Request from Tim Keef for Town Board authorization to piggyback off of two existing contracts with Oneida County for a new 2014 Mack Dump Truck with Plow Equipment for the Highway Department. General Municipal Law added this provision to piggyback in 2012, but the current Town procurement policy does not address piggybacking off other counties aside from Monroe. Funds were borrowed for this purchase in 2012 (see letter from T. Keef).
11. Award Contractor Bid and Engineering Consultant for Preventative Maintenance of Corwin Road Bridge (Public Works) – Request from Mike Guyon for Town Board action to award a bid to the low, responsive bidder, C.P. Ward Inc. for the preventative maintenance project at Corwin Road Bridge N.T.E. \$279,516. Town Board action is also requested to award a contract to LaBella Associates for engineering consulting for the project. Authorization is also sought to execute change orders up to 10% collectively. Funding for this project is 80% Federal, 15% State, and 5% Local (see letter from M. Guyon).
12. Contract for Neighborhood Entrance Wall Repair (Home Acres Neighborhood Improvement Dist.) – Request from Tim Keef for Town Board authorization of the Supervisor to execute an agreement with Heaster Building Restoration Inc. to repair the entrance wall to Home Acres damaged by a motorist at a cost of \$6,885. Funds will be recovered by the motorist's insurance company (see letter from T. Keef).

13. Budget Appropriation for Wall Maintenance (Home Acres Neighborhood Improvement Dist.) – Request from Tim Keef for Town Board action to authorize the appropriation of \$6,885 in the Home Acres Neighborhood Improvement District's 2013 maintenance budget to be fully supported by an increase in revenues from insurance recoveries to fix an entrance wall damaged by a motorist (see letter from T. Keef).
14. Banking Contracts for Collateral of Deposits (Finance) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute two agreements with JPMorgan Chase Bank, N.A. for securing Town deposits (see letter from S. Zaso).
15. Contract for Merchant Banking Services (Finance Dept.) – Request from Suzanne Zaso for Town Board authorization to enter into an agreement with JPMorgan Chase Bank, N.A. to provide merchant services for credit card payment processing (see letter from S. Zaso).
16. 2012 Budget Transfers and/or Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2012 budget as part of the year-end financial close process (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 19, 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.

1a.

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

January 11, 2013

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

Re: Renewal of Service Agreements

Dear Finance Committee Members,

The court is requesting approval to renew our service agreements for the 2013 calendar year. The agreements are with the court's stenographers, language interpreters and interpreters for the hearing impaired. Fees for these services remain unchanged from prior years. Copies of the service agreements are enclosed for your review.

I am happy to answer any questions you may have with respect to these service providers. They continue to provide the utmost in professional services to the court and I am recommending their contracts be renewed.

Sincerely,



Dianne Burdett
Administrative Court Clerk

Enclosures

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

February 1, 2013

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

Re: Conditional Offer of Employment: Richard T. Kosakowski, Jr.

Dear Board Members:

As a result of the resignation of Raymond Lockhart, there is currently a Police Officer vacancy within the Brighton Police Department. After a search for qualified candidates, I am recommending Mr. Richard T. Kosakowski, Jr. to fill the position, pending final approval by the Monroe County Civil Service Commission.

Mr. Kosakowski is presently employed as a police officer with the City of Utica Police Department. Mr. Kosakowski has served with the Utica Police Department since March of 2009. Richard has Bachelors of Science degree, cum laude, in Criminal Justice-Economic Crime Investigation from Utica College of Syracuse University.

I respectfully request that the Honorable Town Board authorize a Conditional Offer of Employment to Richard T. Kosakowski, at a starting salary of \$59,610.00 in accordance with Article 8 of the Collective Bargaining Agreement between the Town of Brighton and the Brighton Police Patrolman's Association. This appointment, pending successful completion of all testing, evaluation, and approval as required by the Town of Brighton and the Monroe County Civil Service Commission, will be effective March 9, 2013 for a probationary period of twenty-six (26) weeks.

Respectfully,

Mark T. Henderson
Chief of Police

xc: Finance and Administrative Services Committee
Gary Brandt, Director of Personnel
Daniel Aman, Town Clerk



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 28, 2013

Honorable Town Board
Finance/Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Vehicle Set Up Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Task Force Lighting and the Town of Brighton for the provision of police vehicle set up services. This contract is for the period beginning January 1, 2013 through December 31, 2013 with the option to renew for up to three years.

In accordance with the Town's procurement policy, three written requests for pricing were sought. Task Force Lighting submitted the lowest price per hour and per unit labor set up time with the cost of \$22 per hour and 30 hours of labor per police vehicle.

Please do not hesitate to contact me should you need any further clarification or have any questions.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

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6-25

TOWN OF BRIGHTON
REQUEST FOR QUOTATION - NOT AN ORDER

DEPARTMENT Police
APPROPRIATION CODE 3120 2.29

\$ 400 - \$1000 requires 2 Written quotes
\$1000 - \$7500 requires 3 Written quotes

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST
	VEHICLE SET UP FOR 2013 \$ 22 PM x \$ 30 HOURS = \$ 660 + \$ 50 WIRES = \$ 50 ----- \$ 710		\$ 710 PER VEHICLE

DELIVERY LOCATION _____ TERMS _____

VENDORS CONTACTED:

- NAME TASK FORCE LIGHTING DATE QUOTED 12-18-12
 ADDRESS 590 SALT ROAD PRICE OR BEST ESTIMATE \$ 710 (\$ 22 PM)
WEAVER NY 14580 DELIVERY DATE _____
 PHONE 315 521 9892 ACCEPTED () REJECTED ()
- NAME EMERGENCY VEHICLE WARNING SYSTEM DATE QUOTED 12-18-12
 ADDRESS 113 WOODBINE AVENUE PRICE OR BEST ESTIMATE \$ 1312⁵⁰ (\$ 37⁵⁰ PM)
EAST ROCHESTER NY 14445 DELIVERY DATE _____
 PHONE 585-269-8600 ACCEPTED () REJECTED ()
- NAME PUBLIC SAFETY PRODUCTS DATE QUOTED 12-04-12
 ADDRESS 146 C LUTHER AVE PRICE OR BEST ESTIMATE \$ 2400⁰⁰
LIVERPOOL NY 13088 DELIVERY DATE _____
 PHONE _____ ACCEPTED () REJECTED ()

ARE THERE ANY TRADE-IN ALLOWANCES OR DISCOUNTS APPLICABLE TO THIS PURCHASE? _____

REMARKS:

I CERTIFY THAT ALL REQUIRED PURCHASING PROCEDURES HAVE BEEN FOLLOWED.

P.O.B.
DEPARTMENT PURCHASING AGENT

12-31-12
DATE

4a.



TOWN OF BRIGHTON
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

January 25, 2013

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with the Young Explosives for the 2013 July 4th fireworks display. The cost will be \$11,400, and funding will be available through donations, or through our celebrations budget if needed. As part of their agreement, the contractor is required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Jerry LaVigne
Director of Parks and Recreation

YOUNG EXPLOSIVES CORPORATION
Fireworks Exhibition Agreement

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This agreement made this 21st day of January, 20 13 by and between Young Explosives Corporation of Rochester, N.Y., hereafter designated **Young**, and

Town of Brighton
220 Idlewood Road
Rochester, N.Y. 14618

hereafter designated the **customer**, providing for the sale of and an exhibition of fireworks to be located at

Meridian Center Park at Canal Path

on the date of Thursday, July 4, 20 13 in a location to be designated by the customer and approved by Young.

The parties hereto mutually agree, one with the other, as follows:

1. Guaranteed Exhibition of Fireworks

Young agrees to furnish an exhibition of fireworks substantially in accordance with the program submitted and that it shall be of first quality and properly made. Young shall supply a sufficient number of technicians to execute the display in a safe and artistic manner. Young guarantees that the display will be performed to any specifications outlined in this contract or in any approved addendums.

2. Spectator Control

The customer agrees to furnish and set up rope lines or similar dividers between the public and the display area and agrees to furnish ample police protection to Young's property and for the assembly, firing and dismantling of the exhibition without interference from the public.

3. Permits

The customer agrees to procure and pay for all necessary permits and licenses which may be required by the municipal authorities. Young will apply for and obtain necessary permits and licenses only at the request in writing of the customer. In that event, customer will pay in advance to Young the amount needed to pay for the permits and licenses. Permit and licensing fees are non-refundable unless refunded by the licensing authority. Customer assumes the responsibility for seeking a refund when applicable.

4. Insurance

a) Young agrees to procure liability insurance for \$ 2,000,000.00 coverage and zero deductibility on behalf of the customer. The insurance cost is included in the payable sum shown on this agreement.
b) Young will provide Workmen's Compensation for the fireworks technicians.

5. Postponement or Cancellation

a) Young agrees that in the event of rain or inclement weather, a reasonable postponement may be made with *no extra charge*.
b) If the customer cancels the exhibition, Young reserves the right to bill the customer for travel expenses incurred, labor performed, and for the cost of the insurance.
c) If the customer cancels the exhibition before Young's technicians have been dispatched to the site, there will be *no charge*. However, customer is responsible for the actual expenses incurred by Young for special work and for nonrefundable fees outlined in this contract. Young may retain from any deposit the amount necessary to reimburse it for expenses incurred on behalf of the customer when applicable.

6. Terms of Payment

a) Check box that applies. Young requires no down payment. Young requires a down payment of \$ _____, due by _____, 20 _____. If the exhibition is canceled the deposit will be refunded, less the expenses for which Young is entitled to reimbursement under Paragraph 5. above.
b) The customer agrees to pay Young, or his agent, the total sum of 11,400.00 Dollars for an exhibition of fireworks, which will include fireworks, insurance and technicians and expenses incurred by Young, forthwith at the end of said exhibition.
c) In the event of customer's failure to pay when due all sums due Young under this contract, Young shall be entitled to collect from customer its reasonable costs of collection, including interest and reasonable attorney's fees.

Total sum 11,400.00 Dollars.

Young Explosives Corp.
Display Fireworks

(800) 747-1781
(585) 394-1783
(585) 396-2663 Fax

P.O. Box 18653
Rochester, N.Y. 14618

email: young@frontiernet.net

The parties sign below:



Young Explosives Corp

James R. Young

(Please Print Name)

Customer

(Please Print Name)

President

Title

Title

Customer Contact Information

4c.

Primary Contact Name and Address:

Jerry LaVigne

Secondary Contact Name and Address:

Telephone Work: (585) 784-5261
Fax: (585) 784-5365
Home: _____
Cell Phone: (585) 737-7619
Email: _____

Work: _____
Fax: _____
Home: _____
Cell Phone: _____
Email: _____

Insurance Information

Please list all parties to be listed as additional insured. **If special policy endorsements or language is needed for full coverage of customer and additional insureds, specify below. Customer is responsible for providing all information needed for full insurance coverage.**

Town of Brighton; New York Canal Corporation

Customer Requests

Time of show: 10:00 AM PM

List special requests, such as ground pieces, shells or finale. List quantity or time requirements. List any other special requests such as salutes at certain times (i.e., if the show is a surprise for someone), etc.

Customer agrees to provide 5 people to review and clean up display site and fall out area

On July 5th at 8:00 am with Young Explosives Corporation representatives.

20 minute display



5a

TOWN OF BRIGHTON
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

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Fax: (585) 784-5365
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February 1, 2013

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Award of Printing Contract for 2013

Dear Finance Committee Members:

In the Recreation and Shared Services Department's 2013 budgets, funding is available for the printing of the town newsletter. Bid notices were mailed to several firms, along with publishing a public notice in the Brighton-Pittsford Post.

Bids were opened on Thursday, January 31, 2013. Penny Lane Printing was the low bidder for this service. Their prices are based on 18,800 newsletters per publication and are as follows: \$5,280.81 for a 44-page publication, \$4,599.63 for a 36-page publication, \$592.18 for any additional 4-page insert, \$256.32 per additional 1,000 (44-page newsletters), and \$220.51 per additional 1,000 (36-page newsletters). The newsletters will be printed on recycled paper.

I respectfully request your permission to authorize the Supervisor to execute a contract for printing services with Penny Lane Printing for 2013, with the Town having the option to renew for an additional two one year extensions.

I have attached the bid results for your review, and I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Jerry LaVigne
Director of Parks and Recreation

Printing Award 2013

<u>Company</u>	44 page	36 page	4 page	add 1,000	add 1,000
	newsletter	newsletter	insert	36 page	44 page
Courier Printing	\$ 6,693.00	\$ 6,529.00	\$ 593.00	\$ 312.00	\$ 276.00
Graphicolor Printing	\$ 13,405.00	\$ 11,700.00	\$ 1,010.00	\$ 450.00	\$ 450.00
Penny Lane Printing	\$ 5,280.81	\$ 4,599.63	\$ 592.18	\$ 256.32	\$ 220.51
Conolly Printing	\$ 6,262.00	\$ 5,621.00	\$ 1,239.00	\$ 333.00	\$ 333.00

56.



TOWN OF BRIGHTON
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

Loa

January 31, 2013

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue

**Re: Award for Professional Services Contract
Town Newsletter Distribution**

Honorable Supervisor and Town Board Members:

I recommend that the contract for professional services for the distribution of the Town newsletter be awarded to Perinton Publishing. The contract is in the amount of \$25.00 per thousand, with a \$50.00 setup charge per mailing. Based on a distribution of approximately 17,500 newsletters for each season, this would amount to \$487.50 per mailing or \$1,462.50 annually.

The Town's standard procedure, in regards to securing professional services has been followed. Request for qualifications were issued to four firms, with two firms submitting proposals. Their price proposals are attached for your review.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Jerry LaVigne
Director of Parks and Recreation

Lab.

Newsletter Distribution Pricing Proposals

Company	Price Per M	Setup Charge
Mail Technologies	\$41.50	\$55.00
Perinton Publishing	\$25.00	\$50.00



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

7.

TO: Christopher Werner, Chair, Finance & Admin. Service Committee
FROM: Gary Brandt, Director of Personnel & HR
DATE: January 30, 2013
RE: Training Agreement with Wayne Vander Byl, Esq.

I am seeking your approval to enter into a sole source training agreement with Wayne Vander Byl to provide a special employee harassment training session for the employees of the Highway & Sewer Dept.

This training is to be conducted in coordination with the recent investigation that Counselor Vander Byl concluded involving employees of the Highway Dept.

Counselor Vander Byl will cover the applicable federal and NYS statutes, Town Policy and DPW Work Rules, as well as the collateral issue of Workplace Violence.

I provided the last Highway & Sewer Dept. harassment training at the DPW Operations Center in June, 2011.

The Vander Byl training seminar will be for an all inclusive fee of \$1000. and will take place on:

DATE: Thursday, February 14, 2013
TIME: 3:00 pm
PLACE: DPW Operations Center

Funds for this seminar are available in the budget of the Dept. of Public Works.





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 *kg*
Date: February 1, 2013
Subject: Budget Appropriation for Safety Training Grant

In 2012 the Town of Brighton was awarded and had accepted a grant in the amount of \$8,521 from the New York State Hazardous Abatement Board to provide safety training for Town employees. A 2012 budget amendment followed the acceptance, but training will not take place until 2013. Therefore, I am requesting authorization from the Town Board to create the following 2013 budget amendment:

Increase appropriations in contracted services in the highway department (D.HWY.5140 4.49) by \$8,521 to be fully supported by an increase in NYS Aide (D.HWY.5140 3089) in the same amount.

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.

Cc: Tim Keef
Tim Anderson
Gary Brandt
Amy Banker



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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 25, 2013

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

re: Bobcat Equipment Buy Back Program
Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

As in the past, the above equipment manufacturer currently has an equipment buy back program that would allow us to trade in two of our current Bobcat skid steer loaders for two new, unused replacements. The cost of the new equipment is \$61,779.20 (\$30,889.60 each) with a trade in allowance of \$56,476.60 (\$25,587.00 and \$30,889.60), realizing a net expenditure to the Town of \$5,302.60. Based upon our use of this equipment, its versatile performance and relatively inexpensive cost to participate in this program, I request that the current Bobcat loaders (S650/#A3NV16138 and S205/#A3LJ39891) be declared surplus and traded in as part of the factory Bobcat Equipment Buy Back Program. Funds were allocated in this year's budget for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 29, 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



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

10.

February 4, 2014

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

re: Use of County Bid (Oneida County reference #'s 1604/1606)
Furnish and Deliver One Mack Truck (Highway Department)

Dear Chairperson Werner and Committee Members:

Last year the Office of the State Comptroller advised that Section 103 of the General Municipal Law was amended to allow political subdivisions to access contracts let by "..... any state or other political subdivision or district therein". It is the intent of the Highway Department to "piggyback" onto Oneida County bids for Mack Truck cab and chassis (Oneida County reference # 1604) and truck body/plow equipment (Oneida County reference #1606) in accordance with this law. It has, however, been brought to our attention that the Town's procurement policy only allows for "piggybacking" on to contracts let by the State, County of Monroe and the City of Rochester. Having spoken with Suzanne Zaso regarding amending our procurement policy to reflect this change in the law, I would respectfully request that a waiver be granted to the policy during the interim, so that we may take advantage of this opportunity. Funds are currently available for this item.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 5, 2013 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
M. Hussar
S. Zaso
A. Banker



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

11a.

February 1, 2013

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

Re: Award of Bid
Corwin Road Bridge
Preventative Maintenance Project

Dear Councilperson Werner and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on November 27, 2012 at 10:00 AM, all as required by law. A copy of the bid advertisement and bid tabulation are attached for your reference. Three bids were received and are shown in Table - 1.

Table - 1 Bid Results Summary

Contractor	Bid Price
C.P.Ward Inc.	\$279,516.00
BVR Construction Company, Inc.	\$417,402.50
Crane Hogan Structural Systems, Inc.	\$382,728.40

LaBella Associates and Town Staff reviewed the bids for completeness and accuracy and concluded that the low bid submitted by C.P. Ward Inc. is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract.

Eighty percent of the construction and inspection costs for above referenced project will be funded by the Federal Transportation Improvement Plan, TIP, which is administered by the NYSDOT. An additional 15% of these costs will be funded by New York State Marcheselli Funds. The TIP construction and construction inspection budget for the project is \$218,000 and \$60,000 respectively. The apparent low bid by C.P. Ward Inc., \$279,516, exceeds the construction budget by \$61,516. We met with Genesee Transportation Council's Development Committee (TDC) on January 31, 2013 to discuss an amendment to the 2011 - 2014 TIP that would provide \$67,500 of additional funding for the Corwin Road Bridge project. The TDC was agreeable to providing the additional funding but we have not received an official notification in this regard.

Therefore, I am requesting that FASC recommend that the Town Board award the Corwin Road Bridge Preventative Maintenance bid to the low, responsible and responsive bidder, C.P.Ward Inc. for an amount of \$279,516. Furthermore, LaBella Associates has verified that the construction inspection budget, \$60,000, referenced in the latest TIP is sufficient to perform their construction services. The total cost of the project is $\$279,516 + \$60,000 = \$339,516$ of which $\$271,612.80$ will be federally funded, $\$50,927.40$ will be state funded and $\$16,975.80$ will be funded by the Town of Brighton.



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

116.

In addition, in June of 2011 a Request for Proposal was forwarded to the engineering consultants listed by New York State Department of Transportation and ten responses to this request were submitted to the Town of Brighton. Town staff with the assistance of the NYSDOT selected LaBella Associates as the project consultant. Therefore, I am requesting that the FASC authorize the Town Board to award the construction inspection services for the Corwin Bridge project to LaBella Associates for a cost not to exceed \$60,000.

In the event that the additional funding is not forthcoming, we have consulted with NYSDOT, LaBella Associates and C.P Ward and agreed that removing the spray applied water proofing membrane item from the contract is feasible. The removal of this item will reduce the contract amount by \$69,105 and result in an adjusted construction cost of \$210,411 which is within the original TIP budget. The total cost of the adjusted project is \$270,411 of which \$216,328.80 will be federally funded, \$40,561.65 will be state funded and \$13,520.55 will be funded by the Town of Brighton. This scenario will require that a negative change order be executed to remove the spray applied water proofing membrane item from the contract for an amount of \$69,105. The total construction cost of the Corwin Road Bridge Preventative Maintenance project will then be $\$279,516 - \$69,105 = \$210,411$. If necessary, I am requesting that FASC recommend that the Town Board approve a negative change order to remove the spray applied water proofing membrane item from the contract for an amount of \$69,105.

I further request that FASC authorize the Town Board to authorize the Supervisor to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 5, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

Mike Guyon, P.E.
Town Engineer

Attachments

cc: S. Zaso
T. Keef
M. Hussar
Tim Anderson

11c.

STATE OF NEW YORK
Monroe County

STATE OF NEW YORK

LEGAL NOTICE
ADVERTISEMENT FOR BIDS

The Town of Brighton, New York will receive sealed Bids for the Preventive Maintenance of the Corwin Road Bridge (BIN 2211050) over Irondequoit Creek Tributary, in the Town of Brighton, Monroe County, New York. Bids will be received until and publicly opened and read at the following place and time:

PLACE: Town of Brighton
Town Hall Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

DATE: November 27, 2012 TIME: 10:00 AM

The work to be performed consists principally of the furnishing of all labor and materials for: Milling and paving of the asphalt wearing surface and the application of a waterproofing membrane; localized concrete repairs to the arches, spandrel walls, pier and wing walls; removal and replacement of the existing sidewalk and curb along with new catch basins and drainage pipe; stabilization of embankments and removal of select trees. Construction will be accommodated with an off-site detour to maintain traffic during construction.

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.

On or after November 5, 2012, The Contract Documents, consisting of the Advertisement for Bids, Instructions to Bidders, Bid Agreement, Standard Specifications, Supplementary Conditions, Bonds, Drawings, Specifications and Addenda may be examined at the following locations:

LaBella Associates, P.C.
300 State Street, Suite 201
Rochester, New York 14614

Town of Brighton
Town Hall Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

Copies of the Contract Documents (the Contract Proposal Book and a CD containing the drawings electronically) may be obtained in person at the following location upon payment of \$25.00 (by non-refundable check, made payable to Town of Brighton) for each set of documents requested:

Town of Brighton
Town Hall Department of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

Contract Documents may be mailed (book rate) to prospective bidders upon request. A separate check of \$10.00 (made payable to Town of Brighton) is required to cover postage. Contract Documents will not be mailed until payment is received by the Town. Only those who have purchased Contract Documents will be provided addenda.

Bids must be made in writing on the forms furnished and shall be accompanied by a bid guaranty for an amount not less than five percent (5%) of the amount bid in accordance with the Instructions to Bidders. The successful Bidder will be required to furnish and pay for satisfactory Performance and Payment Bonds and provide insurance in accordance with the Instructions to Bidders.

All bids must be accompanied by a Non-Collusion Statement in order to be considered. The DBE goal for this project is zero percent (0%).

The Town of Brighton is an Equal Opportunity / Affirmative Action employer.

The Town of Brighton is exempt under Section 1116 of the New York State Tax Law, and therefore, no sales tax shall be included in the bid.

The Town of Brighton reserves the right to reject any and all bids and to accept any Bid or individual item or items which may be deemed most favorable to its best interests.

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Barbara S. Connelly

Legal 02534926

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

12/13 a.

February 4, 2013

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

re: Award of Contract
Rebuild Homeacres Entrance Gateway Damaged by Car Accident

Dear Chairman Werner and Committee Members:

As you may recall, one of the stone entrance piers at Westland Avenue was damaged last year when a vehicle failed to negotiate turning from Elmwood Avenue into the Homeacres neighborhood. The DPW has obtained three price quotes for the restoration and recommends awarding the contract to Heaster Building Restorations based upon the attached communication from Chad Roscoe, Junior Engineer. As this incident was unexpected and has not been budgeted for in the current fiscal year, unanticipated revenues from the insurance settlement will be used to offset this expense. Therefore, it is further recommended that the amount of Heaster's quotation, \$6,885.00, be authorized as revenues for the maintenance repair account SN.NID.NIDHA 4.41 via an increase in insurance recoveries from SN.NID.NIDHA 2680 in the same amount.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 5, 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
M. Hussar
S. Zaso
A. Banker
D. Aman



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

12/13/13

1/30/2013

Tim Keef
Commissioner of Public Works
Town of Brighton

Re: Homeacres Entrance Pier
150 Westland Drive & Elmwood Avenue

Dear Mr. Commissioner;

Based upon the RFP's received for the rebuild/restoration of the pier at 150 Westland Drive, three contractors sent quotes in ranging from \$4,840 to \$8,760 dollars. The lowest RFP did not include prevailing wages and therefore does not fulfill the Towns requirements.

I recommend that Heaster Building Restoration Inc., be awarded the job based upon their RFP at a cost of \$6,885 dollars. Heaster Building Restoration Inc., has a history with the Town already as they did the initial restoration on the walls located in the Homeacres Subdivision.

The Town does anticipate recovering the cost for the restoration and rebuild from the car owners insurance company.

If you have any questions regarding the RFP's or need further documentation, feel free to contact me at 784-5224 or by chad.roscoe@townofbrighton.org

Sincerely,

Chad Roscoe
Junior Engineer, DPW
Town of Brighton

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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 *SZ*
Date: February 1, 2013
Subject: Pledge and Assignment and Collateral Undertaking Agreements
with JPMorgan Chase Bank, N.A.

I request that Your Honorable Body authorize the Supervisor to execute two agreements with JPMorgan Chase Bank, N.A. relating to collateral of deposits over FDIC amounts; a Pledge and Assignment Agreement in Connection with Public Funds and a Custodial Undertaking in Connection with Pledge and Assignment Agreement. These are updated agreements with no changes in the pledging of collateral.

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



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

15.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: February 1, 2013
Subject: Credit Card Merchant Services Agreement

I request that Your Honorable Body authorize the Supervisor to execute an agreement and all related documents in conjunction with securing the services of Paymentech LLC (Chase Paymentech) and JPMorgan Chase Bank N.A. to provide credit card merchant services for online Recreation program registrations, room rentals, and various Town department credit card acceptances.

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

Copy to: J. LaVigne
S. Wentworth
D. Aman
A. Banker
J. Ries-Taggart



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

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MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: February 1, 2013
Subject: Year-End Transfers and Amendments to 2012 Town, Special District, and Capital Budgets

Each year, based on a review of year-to-date expenditures, we request Town Board authorization to record needed budget amendments and transfers to resolve any object-level negative balances in the Town and Special District Operating Budgets, and in the Capital Budget, to address:

- the proper classification of expenditures either actual or estimated
- any appropriation shortfalls resulting from actual operations (vs. budgeted)
- any unanticipated expenditures not provided for in the budget

Attached to this memo is a listing of the budget transfers and amendments we are recommending at this time, each marked accordingly.

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

Attachment - to follow

Copy to: Department Heads