

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

**Meeting Date: Thursday, February 21, 2013 (3:00 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Police Vehicle Striping (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Ewing Letter and Graphics for Police vehicle Striping Services for 2013 with options to renew for up to three years (see letter from M. Henderson).
2. Declare Vehicles Surplus for Auction (Police) – Request from Chief Mark Henderson for Town Board action to declare two Ford Crown Victoria Police vehicles as surplus and to dispose of through auction (see letter from M. Henderson).
3. Contract for Court Ready Appraisal (Assessor's Dept.) – Request from Elaine Ainsworth for Town Board action to authorize the Supervisor to execute an agreement with Bruckner, Tillett, Rossi, Cahill & Associates for court ready appraisal at 2729 Monroe Ave for a total of \$7500 (see letter from E. Ainsworth).
4. Bid Award for New Backhoe Loader and Declare Existing Backhoe Loader Surplus (Highway) – Request from Tim Keef for Town Board action to award a bid to Milton Caterpillar Inc. for a backhoe loader in the amount of \$93,219 less trade-in of existing Town loader in the amount of \$85,319 for a net cost of \$7,900. Town Board action is also requested to declare a 2012 backhoe loader as surplus for trade-in. Authorization is also requested to extend this trade-in program for up to three additional one-year periods (see letter from T. Keef).
5. Bid Award for New Backhoe Loader and Declare Existing Backhoe Loader Surplus (Sewer Dist.) – Request from Tim Keef for Town Board action to award a bid to Milton Caterpillar Inc. for a backhoe loader in the amount of \$100,937 less trade-in of existing Town loader in the amount of \$93,737 for a net cost of \$7,200. Town Board action is also requested to declare a 2011 backhoe loader as surplus for trade-in. Authorization is also requested to extend this trade-in program for up to three additional one-year periods (see letter from T. Keef).
6. Contract for Street Light Maintenance (Public Works) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an agreement with M.L. Caccamise Electric to provide electrical maintenance services to Town street lights for 2013 at a cost not to exceed \$8,900. Authorization is also requested to extend this contract for up to three additional one-year periods (see letter from T. Keef).

7. Authorize Agreement for Refuse and Recycling Services (DPW/Parks) – Request from Tim Keef for Town Board authorization to execute an agreement with Waste Management of New York to provide refuse and recycling services to the Town Hall, DPW Operations Center and Meridian, Buckland, and Town Park for 2013. Authorization is also requested to extend this contract for up to three additional one-year periods (see letter from T. Keef).
8. Bid Award for Mowing and Landscaping Services (Parks and Highway Depts.) - Request from Jerry LaVigne for Board action to award a contract and authorize the Supervisor to execute same for mowing and landscaping services in Town parks and neighborhoods to the sole bidder, Woodgate Landscaping Inc., for the 2013 season with options to extend for two additional one-year periods (see letter from J. LaVigne.)
9. 2012 Budget Transfer (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve a 2012 budget transfer in the Parks capital project fund (see memo from S. Zaso).
10. Revision to Town Policy on Procurement Guidelines and Procedures (Finance Dept.) – Request from Suzanne Zaso for Town Board action to adopt a revised policy for Procurement Guidelines and Procedures to expand the cooperative purchasing (piggybacking) ability to include any county, political subdivisions, or districts within New York State pursuant to NYS General Municipal Law Section 103 (see letter from S. Zaso).
11. WBFD Service Awards Program (SAP) 2012 Points Earned (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve the 2012 Service Awards Program (SAP) points earned for the West Brighton Fire Department Volunteers and to authorize the Supervisor to execute all related documents for the same. The listing of points must be approved by Town Board acting in its capacity as the Board of Commissioners of the West Brighton Fire Protection District (see memo and attachments from S. Zaso).
12. Proposed Elector Initiated Dissolution Plan for West Brighton Fire Protection District

The next regularly scheduled meeting of the FASC will be held **Tuesday, March 5, 2013, at 3:30 pm**, in the **Downstairs Meeting 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

February 14, 2013

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

RE: Vehicle Striping Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Ewing Letter and Graphics and the Town of Brighton for the provision of vehicle striping 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. Ewing Lettering and Graphics submitted the lowest price per hour and price per unit at a cost of \$50 per hour at 3 hours of labor plus additional cost for material. Total cost to stripe a car under Ewing Lettering and Graphics is \$533.75.

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

Respectfully,

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

Mark T. Henderson
Chief of Police

MTH: jpo
Attachment



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 11, 2013

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

RE: Vehicle Surplus Auction

Dear Board Members:

In recent years, the Police Department has utilized the Annual Municipal Equipment Auction to dispose of our used vehicles. The advertising campaign and size of this auction has allowed us to sell our vehicles for considerably more than had we disposed of them ourselves.

The auction will be held in the spring and I request that the two vehicles listed below be declared surplus.

Control 95	2009 Ford Crown Victoria	2FAHO71V19X140712
Control 72	2003 Ford Crown Victoria	2FAHO71W23X204644

With your declaration, the Police Department will make the arrangements necessary to prepare and transport the vehicles to the auction site. Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo

3a

**TOWN OF BRIGHTON
ASSESSOR'S OFFICE
2300 ELMWOOD AVENUE / ROCHESTER, NY 14618 (585-784-5215)**

February 15, 2013

To: Supervisor Moehle
Finance Director Suzanne Zaso
Finance Committee

From: Elaine Ainsworth, Assessor *Elaine*

Re: Authorization to contract for Court Ready Appraisal
2729 Monroe Avenue

The pending certiorari for the Town of Brighton parcel at 2729 Monroe Avenue, Tax Id No.: 262000 150.07-2-12, owned by Atlantic Hotel Group, Inc., has not reached settlement and the exchange of a court ready appraisal is now scheduled by the court for June of 2013.

I sent quote requests to 6 appraisal firms and received three quotes, two firms did reply that they would not be quoting the job and Rynne, Murphy & Associates, Inc. did not reply.

The lowest quote was provided by Bruckner, Tillett, Rossi, Cahill & Associates; this firm also has extensive experience in this type of appraisal work, and is a Rochester firm. The price for their appraisal is \$7,500; please see the quotes supplied herewith.

Tom Fink, Town of Brighton certiorari attorney, and I both reviewed the quotes and are in agreement that Bruckner, Tillett, Rossi, Cahill & Associates is the best firm for this assignment. The 2013 Assessment Office budget does have available funds allocated to appraisal work. Please authorize the supervisor to enter into a contract with Bruckner, Tillett, Rossi, Cahill & Associates for this appraisal assignment.

36.

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

February 14, 2013

Davidson Fink LLP
Attorneys & Counselors at Law
Attn: Tom Fink
28 Main Street East, Suite 1700
Rochester, NY 14614-6448

RE: Appraisal quote replies:
2729 Monroe Avenue

Dear Tom:

Herewith are the quote replies for the above referenced appraisal. I sent the request out to:

- Bruckner, Tillett, Rossi, Cahill & Associates
- GAR Associates, Inc.
- Midland Appraisal Associates, Inc.
- Pogel, Schubmehl & Ferrara
- Rynne, Murphy & Associates, Inc.
- Thurston, Casale & Ryan, LLC.

Rynne did not reply, at all. Thurston and Pogel responded that they would not be quoting the job. Of the three that did reply, Bruckner, Tillett, Rossi, Cahill & Associates was the lowest price. Based on that, I am suggesting we contract with Bruckner.

Please review these submissions and get back to me with any questions, comments, suggestions or requests. We should select our appraiser in time to get our job approved no later than the March 13th Town Board meeting. If we can make a selection by noonish tomorrow, I may be able to get this item on the February 27 Town Board agenda—it needs to go through a finance committee meeting first.

Sincerely,



Elaine K. Ainsworth, IAO
Assessor

Enclosures



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

4a.

February 17, 2013

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

re: Award of Contract
Furnish and Deliver One Four-wheel-drive Backhoe Loader "A" (Highway)

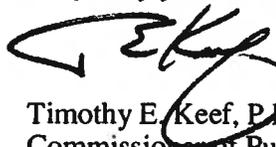
Dear Chairman Werner and Committee Members:

I recommend that a bid be awarded for the above equipment to the low, responsive and responsible bidder, Milton Cat, in the base bid amount of \$93,219.00 and in the alternate 2A amount of \$85,319.00 (deduct for the trade in of an existing backhoe loader), for a total net amount of \$7,900.00. Furthermore, I also request that the backhoe loader #89 (#N01255) be declared surplus at this time and traded in. It is further recommended that it also be authorized to have the option to renew this contract for an additional three one year periods based upon the manufacturer's future equipment price in each of the annual year periods being considered.

The bids were publicly advertized and publicly opened, all as required by law. A copy of the advertisement and of the bid tabulation are all attached. Funds and are available in the D.HWY.5130 2.23 account for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 21, 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. Zaso
A. Banker
M. Hussar
K. Gordon



5a.

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

February 17, 2013

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

re: Award of Contract
Furnish and Deliver One Four-wheel-drive Backhoe Loader "B" (Sewer)

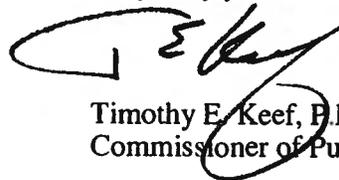
Dear Chairman Werner and Committee Members:

I recommend that a bid be awarded for the above equipment to the low, responsive and responsible bidder, Milton Cat, in the base bid amount of \$100,937.00 and in the alternate 2B amount of \$93,737.00 (deduct for the trade in of an existing backhoe loader), for a total net amount of \$7,200.00. Furthermore, I also request that the backhoe loader #92 (#B00411) be declared surplus at this time and traded in. . It is further recommended that it also be authorized to have the option to renew this contract for an additional three one year periods based upon the manufacturer's future equipment price in each of the annual year periods being considered

The bids were publicly advertized and publicly opened, all as required by law. A copy of the advertisement and of the bid tabulation are all attached. Funds and are available in the SS.SEWER 8120 2.23 account for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 21, 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
M. Hussar
K. Gordon



Loa.

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

February 17, 2013

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

re: Award of Annual Contract
Street Light Maintenance

Dear Chairman Werner and Committee Members:

I recommend that a bid be awarded for the above services to the low, responsive And responsible bidder, Caccamise Electric Corporation, in an amount not to exceed \$8,900.00. It is further recommended that it also be authorized to have the option to renew this contract for an additional three one year periods as stipulated in the contract proposal.

The bid was publicly advertised and publicly opened, all as required by law. Funds are available in the 2013 budget, A.DPW 5182 4.41 and 4.49 accounts for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 21, 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
K. Hall
A. Banker
S. Zaso
M. Hussar
K. Gordon



7a.

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

February 17, 2013

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

re: Authorize Contract Award to Waste Management
Refuse/Recycling Services for the
Town Hall/OPS Center/Buckland Park/Westfall Parks/Meridian Centre Park

Dear Chairman Werner and Committee Members:

It is recommend that the above contract, including alternates for recycling, be awarded to Waste Management for provision of refuse/recycling/dumpster services at these Town facilities. It is further recommended that it also be authorized to have the option to renew this contract for an additional three one year periods as stipulated in the contract proposal.

The bids were publicly advertized and publicly opened, all as required by law. A copy of the bid tabulation is attached for your reference. Funds were allocated and are available in the 2013 budget for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 21, 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

attachments

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



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

Ja.

February 15, 2013

Brighton Town Board
Attn: Finance Committee
2300 Elmwood Avenue
Rochester, New York 14618

Dear Finance Committee Members:

In the Recreation and Highway Department's 2013 budgets, funding is available for mowing and landscape services. These services are utilized for the mowing and maintenance of park properties, as well as neighborhood parks and cul-de-sacs throughout the Town. The Town's procurement policy in regards to the bidding process was followed. Bid notices were mailed to several firms, along with publishing of a public notice in the Brighton-Pittsford Post.

Bids were opened on Thursday, February 14, with Woodgate Landscaping submitting the only proposal. Attached is an itemized price list. This company has worked for us the last two seasons, and their prices are equal to or lower than their 2011 rates. (see attached)

I respectfully recommend that you award the 2013 mowing and landscape contract to Woodscape Landscaping. I would also note that the Town has the option to extend this agreement for two additional one-year terms.

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

Sincerely,

Jerry LaVigne
Director of Parks and Recreation

Cc: T. Keef



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

9.

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *mf*
Date: February 21, 2013
Subject: 2012 Budget Transfer for Parks Capital Project

I am recommending that the Town Board authorize a budget transfer in the amount of \$41,886.70 in the Parkland Purchase and Development Capital Project to reflect actual verses estimated expenditures in the project. The formal transfer request of the Town Board is as follows:

Debit: H.PARKS.PRK03 4.52 (Engineering Fees) for \$41,886.70

Credit: H.PARKS.PRK03 2.61 (Land Acquisition) for \$41,886.70

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.

(10a.)



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

February 20, 2013

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

Re: Town Procurement Guidelines and Procedures
Revision for Cooperative Purchasing (Piggybacking) Provision

Dear Honorable Members:

A recent revision of General Municipal Law (GML) Section 103 has added the ability of any governmental entity authorized to make purchases or contract for services to use a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities. The Town's current Procurement Guidelines and Procedures, which are required pursuant to GML Section 104-b, allow for cooperative purchasing (piggybacking) on Federal, New York State, Monroe County, and the City of Rochester let contracts. My recommendation to the Board is to amend this policy to include any county, political subdivisions, or districts within New York State pursuant to NYS GML Section 103.

I have attached a copy of the proposed revised Procurement Guidelines and Procedures and I am recommending that the Honorable Town Board adopt this revised policy.

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

Sincerely,

A handwritten signature in blue ink that reads "Suzanne E. Zaso". The signature is written in a cursive style.

Suzanne E. Zaso
Director of Finance

11a.



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
Date: February 15, 2013
Subject: West Brighton Fire Protection District Service Award Program –
Approval of Service Points for 2012

I request that Your Honorable Body review and approve the attached listing of Service Award Program (SAP) points earned during calendar year 2012 by participating Firefighters of the West Brighton Fire Department, Inc. Pursuant to Article 11-A of the State's General Municipal Law (that authorizes the SAP), the listing of service points earned by each of the participating volunteer Firefighters must be reviewed and approved by the Town Board, acting in its capacity as the Board of Commissioners of the West Brighton Fire Protection District.

Once approved, the 2012 SAP points listing must be posted for 30 days at the offices of the West Brighton Fire Department, Inc. for review and any objection by the participating members of the SAP. Subsequent to the posting period the listing, with any appropriate changes noted, must be returned to the Town for certification and submission to the SAP Third-Party Administrator (Penflex, Inc.) who will update the "master record" and calculate the trust fund contribution due for 2012 (to be paid in 2013).

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

Copy to: C. Roth, K. Gordon