

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

**Meeting Date: Tuesday, April 2, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract for Appraisal Services – (Assessor) Request for Town Board action authorizing an Appraisal contract (Eastbrooke Condominiums property) with Pogel, Schubmehl & Ferrara, LLC for a not to exceed amount of \$2,000 (see memo from E. Ainsworth and appraisal pricing quotation received).
2. Contract Renewal for Live Internet Video Streaming and Video-on-Demand Services (Cable) – Request for Town Board authorization to renew an agreement with Leightronix, Inc. for live internet video streaming and video-on-demand hosting services from 4/25/13 to 4/24/14 in an amount not to exceed \$4,788. Funding is provided in the 2013 budget for this purpose. These services will enable internet viewing of live and previously televised Town Board meetings (see letter from M. Hussar).
3. Award Bid for Arborist Consulting Services (Public Works) – Request from Tim Keef for Town Board action to award a bid and enter into an agreement with Jerry Peterson for Arborist Consulting Services. Three firms were solicited, with two bidders responding to the request for proposals. Jerry Peterson was the low responsible bidder at a rate of \$78 per hour. Funds are available in the 2013 budget for this expense (see letter from T. Keef).
4. Contract Renewal for Landfill Contracting Services (Public Works) – Request from Tim Keef for Town Board action authorizing the Supervisor to execute a one (1) year renewal contract with Sensenigs Landscape Supply for Landfill Contracting Services subject to the unit prices indicated in the current contract (see letter from T. Keef).
5. Award Bid for Sidewalk Replacement Program (Public Works Dept.) – Request from Tim Keef for Town Board action to award a bid for the 2013 Sidewalk Replacement Program to the low, responsible bidder, Pro Construction of Bergen, NY in an amount not to exceed \$176,380, and to authorize the Supervisor to execute change orders not exceeding 10% of the base contract. Funds are available in the 2013 budget for this expense (see letter from T. Keef).
6. Memorandum of Agreement with CSEA/Teamsters for Ten Hour Work Day (Highway/Sewer) – Request from Tim Keef for Town Board authorization to enter into a memorandum of agreement with the Civil Service Employees Association (CSEA) and/or Teamsters Unions for a ten hour work day schedule for the 2013 summer season (see letter from T. Keef).

7. Solicit Proposals for Fiscal Advisor Services (Finance) – Request for Town Board authorization for the Finance Office to seek outside proposals for fiscal advisor services (see letter from S. Zaso)

The next regularly scheduled meeting of the FASC will be held **Tuesday, April 16, 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
ASSESSOR'S OFFICE
2300 Elmwood Avenue
Rochester, NY 14618
(585) 784-5216

March 26, 2013

To: Supervisor Moehle
Honorable Town Board Members
Finance Committee Members

Suzanne Zaso, Director of Finance

From: Elaine Ainsworth, Assessor

Re: Appraisal consultation
Eastbrooke

Elaine Ainsworth

Tom Fink, Town Certiorari Attorney, has asked for approval to engage Robert Pogel, Real Property Appraiser with Pogel, Schubmehl & Ferrara, LLC, to review the petitioner's appraisal and drawn comparisons between his Eastbrooke appraisal and that of the petitioner for the Eastbrooke certiorari litigation.

Valuing Condominium projects is complicated—condos are not generally built as rental units but must be appraised that way. The value range difference between the petitioner's appraisal and our appraisal—which supports our assessment—runs between 5 and 7 million dollars for each year in litigation—starting with the 2008 assessment rolls.

Robert Pogel has submitted his proposal for that work, attached. The funding for the assessor's budget line, A.Assor.1355.4.54 Appraisal Fees.



MARYANN HUSSAR Assistant to the Supervisor
2300 Elmwood Avenue
Rochester, NY 14618

MEMORANDUM

TO: Members of the Finance and Services Committee
The Honorable Town Board
FROM: MaryAnn Hussar, Assistant to the Supervisor *MH*
Date: March 26, 2013
Subject: Approval to renew agreement with Leightronix Services Inc. to provide Video on-demand and live streaming professional services for the period April 25, 2013 –April 24, 2014.

The Town's current agreement with Leightronix Services Inc. is due to expire on April 25, 2013. We have recently learned that the Leightronix hardware the Town currently owns that enables these services, are all proprietary/vendor specific to Leightronix.

However, we did solicit for proposals and pricing that was quoted to us either required replacement hardware to be purchased at a significant additional cost and/or they were unable to meet start-up time requirements.

Therefore;

- Since this hardware has been found not to be compatible with any other service provider
- Our financial investment made on this hardware is fairly recent
- In order to contract with another service provider, it would require an additional financial investment in new hardware,

I request approval to renew our current agreement with Leightronix Services Inc. Pricing for these services to be \$4,788.00, which reflects a decrease of \$12.00 from the previous agreement term. The Cable budget for 2013 has funds budgeted for this service in A.CABLE.8060 4.41.

Provided Services from Leightronix Services Inc. will be as required by the Town and will include, but will not be limited to the following:

- Web Media Hosting Services
- Video-on-demand Services
- Live video streaming services
- Archived Video web storage

Thank you.

c.c. Susan Wentworth, IT Coordinator

mah



Town of Brighton

MONROE COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

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

March 28, 2013

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

re: Landfill Contracting Services 2013
Recommendation of Agreement Renewal

Dear Chairperson Werner and Committee Members:

As you will recall the Town previously entered into an agreement with Sensenigs Landscape Supply of Geneva, New York, for the above services. Based upon the past year's performance, anticipated 2013 revenues from this contract are anticipated to be approximately \$15,000.00. It is recommended that said agreement be renewed for an additional year, as permissible per the current agreement, subject to the unit prices indicated therein.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 2, 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

March 28, 2013

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

re: Arborist Consulting Services 2013
Recommendation of Award

Dear Chairman Werner and Committee Members:

Pursuant to previous authorization, requests for proposals were solicited from three firms for the above services, Ted Collins Tree and Landscape, Urban Forestry, LLC and Jerry Peterson. Ted Collins Tree and Landscape and Jerry Peterson responded as attached. Based upon the hourly rates provided from the proposers (\$82.00/hour and \$78.00/hour, respectively), it is recommended that an agreement be entered into with Jerry Peterson with provisions for additional services as contained therein as necessary to perform the evaluations, not exceeding \$5,000.00. Funds to provide this service have been included in the 2013 budget.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 2, 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

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DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

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

April 1, 2013

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

re: Award of Bid 2013 Sidewalk Replacement Program

Dear Chairperson Werner and Committee Members:

The above bid was publicly advertized and publicly opened on March 27, 2013, all as required by law. A copy of the advertisement and of the bid tabulation are attached for your reference. Based upon the bid submittals, the following is recommended:

- 1) that the above bid be awarded for the referenced work to the low, responsible and responsive bidder, Pro Construction of Bergen, New York for the unit prices bid and for a total not to exceed \$176,380.00;
- 2) that the Supervisor be authorized to execute an agreement with the bidder for this contract; and
- 3) that the Supervisor be authorized to execute change orders not exceeding 10% in total of the base contract amount in the event it becomes necessary to do so.

Funds are available from the 2013 budget in the Sidewalk District account (SK.SWLKD.5411.265) and in the Townwide sidewalk account (A.DPW.5410.449). Furthermore, as the unit prices bid are below those used in preparing the 2013 budget, it is proposed to repair an additional amount of sidewalk than previously anticipated for the same total cost (20,500 SF rather than 15,000 SF as budgeted).

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 2, 2013 in the event that you have any questions regarding this matter.

Sincerely,

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

rsc:wpd

attachments

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



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

April 1, 2013

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

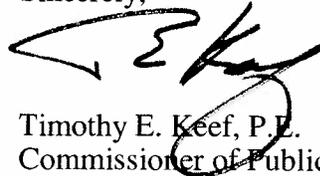
re: Proposed Ten Hour Days Memorandum of Agreement (MOA)
CSEA and Teamsters Union
2013 Season

Dear Chairperson Werner and Committee Members:

As discussed at today's April Public Works Committee meeting, it is recommended that the ten hour day be considered again for the upcoming 2013 seasonal summer period. Last year's ten hour day efforts assisted greatly with the Highway Department's road maintenance program, as it did with the Sewer Department's MCC South Campus Sanitary Sewer Project. As stated previously, an evaluation should be done after we have gone through a three to five year period to gauge any measurable attainments in this regard. Therefore, I request your endorsement for the upcoming year and, if you look upon this favorably, to recommend that the MOA between the Town, CSEA and/or the Teamsters be executed by the Supervisor.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 2, 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
S. Zimmer
S. Zaso
M. Hussar
G. Brandt



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: March 29, 2013
Subject: Request for Proposals for Fiscal Advisor Services

I am requesting Town Board authorization of the Finance Office to seek outside proposals for professional fiscal advisor services as the current contract that Town is engaged in will expire in June 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.