

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

**Meeting Date: Tuesday, April 16, 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 \$8,200.10 to expense account A.POLCE.3125 2.17 (law enforcement equipment) to be fully supported by a transfer from forfeited property funds (A 889.JSTCE). This appropriation will be used to purchase two Ballistic Tactical Response Shields and one Secure Pharmaceutical Drop Box. The US Attorney's Office has concurred with the use of these funds these purposes (see letter from M. Henderson).
2. Employee Resignation (Police Dept.) – Request from Chief Mark Henderson to accept the resignation of Linda DeJohn, Office Clerk IV in the Police Records Division, effective April 20, 2013 (see letter from M. Henderson).
3. Rejection of Bid for Pick-Up Truck (Highway Dept.) – Request from Tim Keef for Town Board authorization to reject the sole bid received from Van Bortel Chevrolet for a 4x4 Pick-up Truck with Plow in favor of a lower priced option available through a recently approved New York State bid contract (see letter from T. Keef).
4. Designation of Responsible Local Official for EBO Reporting (Public Works) – Request from Mike Guyon for the Town Board to pass a resolution designating him as the Responsible Local Official (RLO) for the Corwin Road Preventive Maintenance Project to enable him to utilize the new NYSDOT online civil rights reporting system EBO (Equitable Business Opportunities) for required civil rights reporting (see letter from M. Guyon).
5. Resolution for Federal Aid Local Project Agreement for Corwin Road Bridge (Public Works) – Request from Mike Guyon for Town Board adoption of a resolution endorsing Supplemental Agreement No. 1 to the Federal Aid Local Project Agreement for the Corwin Road Bridge Preventative Maintenance Project and identifying authorized staff to execute agreements, certifications, and reimbursement requests along with an understanding of said agreement and funding for the construction phases of the project (see letter from M. Guyon).

6. Agreement with Monroe County Soil and Water Conservation District and Budget Appropriation (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to enter into an agreement with the Monroe County Soil and Water Conservation District (MCSWCD) to reimburse the Town for costs associated with the proposed Monroe Avenue Green Infrastructure Pilot Project. Town Board authorization is also sought to increase appropriations in Highway Road Materials by \$41,700 to be fully supported by an increase in Grants from Monroe County (see letter from M. Guyon).

7. Contract for HVAC Unit Design Services (Public Works) – Request from Mike Guyon for Town Board authorization to award a contract with M/E Engineering, P.C., the low, responsible and responsive bidder, for design services relating to the replacement of the Library Rooftop HVAC unit at a cost of \$4,900 with additional authorization for the Supervisor to execute any change orders up to 10% collectively (see letter from M. Guyon).

The next regularly scheduled meeting of the FASC will be held **Tuesday, April 30, 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

April 11, 2013

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

RE: PURCHASES USING SEIZED ASSETS ACCOUNT

Dear Board Members:

I hereby request that an amendment be approved to the 2013 Police Department operating budget to provide for sufficient appropriations for the purchase of the following items:

Secure Pharmaceutical "Drop" Box	\$ 800.00
Ballistic Tactical Response Shields (2)	<u>\$7,400.10</u>
	\$8,200.10

I propose that the Proceeds of Forfeited Property be used to fund this purchase. I request that appropriations in account **A.POLCE.3125.2.17 (law enforcement equipment)** be increased by **\$8200.10**. The total expenditure will be supported with the use of Forfeited Property account **A.899.JSTCE**. I have consulted with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for the purpose of these purchases is appropriate.

Respectfully,

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

April 10, 2013

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

Dear Board Members:

I recently received notice from Linda DeJohn that she is resigning from the Brighton Police Department, effective April 20, 2013.

Ms. DeJohn has worked as a part-time Office Clerk IV in our Records division since June 27, 2011. She has been offered and has accepted a full-time position elsewhere.

It is with regret that I recommend the acceptance of Linda DeJohn's resignation from the Brighton Police Department. We wish Linda success and happiness in her new position.

Respectfully,

Mark T. Henderson
Chief of Police

MTH: dm

c: Gary Brandt, Director of Personnel



3ca.

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 11, 2013

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

re: Pick Up Truck Bids (Highway Department)
Rejection of Bids

Dear Chairman Werner and Committee Members:

The above bid was publicly advertized and publicly opened, all as required by law. A copy of the advertisement and the bid tabulation are attached. One bid was received from Van Bortel Chevrolet in the amount of \$33,851.00. Subsequent to the bid being advertised, New York State issued the results of a State bid for comparable products. Pricing out a similar vehicle on State contract provides for a Ford product in the amount of \$33,583.90, which is \$267.10 less than the Van Bortel bid. Based upon this information, it is recommend that the bid be rejected and authorization be granted for the vehicle to be purchased from State bid.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 16, 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

attachments

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

30.

STATE OF NEW YORK
Monroe County

STATE OF NEW YORK
Monroe County

Leslie Smith being duly sworn, deposes 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

7TH DAY OF FEBRUARY 2013
Ending on
7TH DAY OF FEBRUARY 2013

Leslie Smith

Reman of the Publisher subscribed and Sworn to before me on this
8TH DAY OF FEBRUARY 2013

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:
Furnish and Deliver (1) 4x4 Pickup Truck with plow, new and unused, completely as specified
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:
March 1, 2013
Time:
9:30 A.M. Local Time
The work consists principally of the furnishing and delivery of one (1) new and unused 2013 or newer, 4 wheel drive pickup truck with plow. 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 and shall be accompanied by a bid guarantee (bond or certified check) for an amount not less than five percent (5%) of the amount bid in accordance with the INSTRUCTIONS TO BIDDERS.
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.
Dated: February 7, 2013
Town of Brighton

Timothy E. Keef, P.E.
Commissioner of Public Works
(585)784-5223
Fe 07
02536378

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

3d.



Town Of Brighton

Highway Department

1941 Elmwood Ave. / Rochester, New York 14620 / Phone (585) 784 - 5280 Fax (585) 784 - 5385

April 4, 2013

Tim Keef, P.E.
Commissioner of Public Works
2300 Elmwood Ave.
Rochester, NY 14618

Re: 2013 Pickup Truck w/Plow Bid

Tim,

I recommend that the single bid for the referenced pickup truck be rejected. Bids were opened on March 1, 2013. The price bid is for a 2013 Chevrolet Silverado 2500 HD model. Within the exceptions section of the bid, the bidder has listed that the cut off order date for a 2013 Silverado is March 15, 2013. The Town would not have made this date for placing the order.

Furthermore, between the advertisement for bid and the bid opening for the referenced pickup truck, NYSOGS released a contract for pickup trucks. Buying the pickup truck with a plow off NYSOGS contract is \$267 less (~~\$33,483.90~~ versus \$33,851.00) than the price bid.

33,583.90 (TD)

Sincerely,

A handwritten signature in cursive script, appearing to read "Tim Anderson".

Tim Anderson
Deputy Superintendent of Highways

Data Sheet – General Specifications:

- Brochures included Yes ___ No
- Delivery of completed unit: 95 calendar days after award
- Liquidated damages will be accepted Yes ___ No
- Bidder qualifications met Yes ___ No
- Guarantee/warranty as specified Yes ___ No
- Engine as specified Yes ___ No
- Drive Train as specified Yes ___ No
- Plow equipment as specified Yes ___ No
- Factory service and operation manuals Yes ___ No
- Parts list(s) and repair manual(s) ___ Yes No

Compliance with Specifications:

Exceptions: The bidder must itemize any and all variations from or exceptions to the conditions and specifications of this Bid Proposal. Such list must clearly identify the variance or exception by page number and section of these specifications. If no variation or exceptions are listed the bidder is to state such.

The Town of Brighton will verify compliance with specifications as submitted by the bidder prior to acceptance of the unit. Failure to provide this information will render bid proposal non-responsive. Minor deviations or differences due to manufacturing changes or processes may be acceptable at the Town of Brighton's sole discretion. Any such differences must be relatively minor in scope and may not be related to machine performance or capability.

Please list below ANY AND ALL exceptions to the General and/or Technical Specifications FOR ANY OR ALL ITEMS.

- Page 2 - Price Bid - 2013 Silverado order cut-off 3-15-2013
- Page 4 - Mechanical - Dual 600CCA Batteries not available. Substitute single 730CCA Battery
- Page 6 - Additional Features - Running Boards - wheel to wheel Aluminum with Stainless Steel Trim
- Page 7 - Parts List not available Service Manual not yet available. It can be supplied at a later date for \$250 additional

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Bid Sheet

1. The undersigned offers the following as the unit price of Vehicle which in part determines the bid award, of One (1) new and unused Pick up truck with plow (or Town approved equal), as per all the general and technical specifications, delivered complete and ready to operate, to the Town of Brighton Department of Public Works, F.O.B., 1941 Elmwood Avenue, Rochester, New York 14620:

\$ 33,851⁰⁰ total

Make Chevrolet Model Silverado 2500HD Year 2013

1. All deviations must be clearly and completely outlined on the Data Sheet.
2. A non-collusive bidding certificate must accompany all bids.
3. The Town reserves the right to reject any or all bids, to waive any minor informalities and/or minor deviations, as it sees fit.

Signed: TM/2

Title: Sales Representative

Representing: Van Bortel Chevrolet

Address: 1338 W. Main St. Macedon, NY 14502

Telephone: 315-986-4401

Date: 2-28-13

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71 Marsh Rd East Rochester, NY 14445 (585) 586-7705 Fax (585) 586-7706

Tuesday March 26th, 2013 11:30 AM

Vehicle Purchase Proposal

Attention: Tim Anderson

Purchase Order#:

Town of Brighton
1941 Elmwood Ave
Rochester, NY 14620
Phone: 585-784-5280 Fax: 585-784-5385
Email: tim.anderson@townofbrighton.org

Quote# 13012
22539/PC65855 Lot 1 Item 12
Retail Inv: \$33159.04 Dealer Disc: \$2238.24
Mfg Bid Assist: \$8300.00 Options Disc: 6%

Table with columns: Item Description, Code, Qty, Your Price, MSRP. Includes items like 2013 Ford F-250 XL Super Cab 4WD 6.75' Box, Blue Jeans Metallic, 6.2L 3-Valve SOHC EFI Triton V-8, etc.

TOTAL W/DELIVER \$33,583.96

To place an order please sign and date this proposal and return it to Van Bortel Ford along with a valid Purchase Order, Voucher, or Letter of Intent. Thank You!

Accepted By: _____ Title _____ Date _____

Van Bortel Ford Inc (WBE) Salesperson: Josh Relyea Quote: 13012 Federal ID: 18-1808363



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK
DEPARTMENT OF PUBLIC WORKS

4

April 11, 2013

The Town of Brighton Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Corwin Road Bridge Preventive Maintenance Project
Responsible Local Official, (RLO) Designation

Dear Supervisor Moehle and Town Board Members:

The New York State Department of Transportation (NYSDOT) has implemented a free web-based civil rights reporting system called EBO (Equitable Business Opportunities) to streamline and reduce the efforts required by the construction and engineering industries to satisfy the civil rights reporting requirements. The use of the EBO reporting system is mandatory for all federal aid projects. The Town of Brighton must obtain a valid ID and Password to use the software. The request for an EBO system log-in/password requires that the Town of Brighton pass a resolution designating the Responsible Local Official, (RLO), for the project.

Therefore, I am requesting that the Town Board pass a resolution designating Michael Guyon as the Responsible Local Official, (RLO), for the Corwin Road Preventive Maintenance project.

As always, thank you for your consideration. Commissioner Keef will be in attendance at your regularly scheduled April 24, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Department of Public Works





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.

April 11, 2013

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

Re: Corwin Road Bridge Preventive Maintenance Project
New York State Department of Transportation, NYSDOT Supplemental
Agreement No.1

Dear Councilperson Werner and Committee Members:

Eighty percent of the cost for above referenced project will be funded by Federal Aid which is administered by the NYSDOT. The NYSDOT recently provide Supplemental No. 1 to the Federal-Aid Local Project Agreement for this project and requested that the Town endorse this agreement. This agreement will allow the NYSDOT to reimburse the Town of Brighton for the Construction, Construction Support and Construction Inspection phases of the project.

The Town of Brighton solicited bids and selected a consultant, LaBella Associates, and a contractor, CP Ward, to provide the construction inspection services and complete the preventive maintenance of the Corwin Road Bridge respectively. The maximum amount payable as stated in the supplemental agreement for these services is \$345,500. Eighty percent or \$276,400 of this cost will be funded by the Federal Transportation Improvement Plan, TIP, which is administered by the NYSDOT. It is anticipated that an additional 15% or \$51,825.00 of these costs will be funded by New York State Marcheselli Funds. However, at this time only \$45,000 of Marcheselli funding is available. Additional funding will be requested in 2014. The remaining 5% or \$17,275.00 will be funded by the Town of Brighton.

In addition, the NYSDOT requested that the Town approve a resolution which:

1. Identifies who is authorized to execute Agreements, certifications, and reimbursement requests on behalf of the Municipality/Sponsor
2. Confirm that the Municipality/Sponsor understands and accepts the stipulations on the agreement including it's associated schedule, appendices, exhibits and attachments
3. Confirm that the Municipality/Sponsor has appropriated the funding necessary to deliver the project as described in Schedule A of the Agreement.



56.

I am requesting that the FASC authorize the Town Supervisor to endorse Supplemental Agreement No. 1 to the Federal-Aid Local Project Agreement for the above referenced project and authorize the Town Board to consider the resolution described above at the next Town Board meeting.

I will be in attendance at your regularly scheduled April 16, 2013 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guyon".

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Tim Keef
Tim Anderson



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

Loa.

April 9, 2013

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

Re: Monroe Avenue Pilot Project

Dear Councilperson Werner and Committee Members:

I am requesting that the Finance and Administrative Services Committee recommend that the Town Board authorize the Supervisor to execute an agreement with the Monroe County Soil and Water Conservation District. This agreement will allow the MCSWCD to provide funds to the Town of Brighton to assist with costs for the proposed Monroe Avenue Green Infrastructure Pilot project.

The proposed Monroe Avenue Pilot project is a joint project with the Monroe County Soil and Water Conservation District and the Monroe County Storm Water Coalition. The project is proposed to be constructed in front of Citizens Bank at 1992 Monroe Avenue within the NYS Right of Way. This project maintains the functionality of the storm system while improving the quality of water discharging into Buckland Creek.

The project includes the construction of a bioretention area containing natural plants to aid with water retention and water quality treatment. This improvement will be located within the tree lawn adjacent to Monroe Avenue. The project will also reduce the width of the curb cut front of Citizens Bank to 23 feet to provide for a larger treatment area.

The proposed project will serve as a pilot for the larger Monroe Avenue GIGP project and identify design constraints associated with construction along Monroe Avenue.

The Monroe County Storm Water Coalition applied for and received an EPF Round 10 Grant to complete the Monroe Avenue Pilot project described above. The grant provides funding for 75% of the project or \$ 41,700 of the total project costs including personnel time of salaries and wages and fringe benefits, non-personnel time of equipment, supplies, materials, and travel, consulting and other contractual services directly related to the project. The remaining 25% of the project cost, \$13,900 will be funded through in-kind services from the participating parties. The project will be constructed by Town forces which will constitute the majority of the in-kind services.

66.



Monroe Avenue Pilot Project:
April 9, 2013
Page 2

I am requesting that the FASC recommend that the Town Board authorize the Supervisor to execute an agreement with the Monroe County Soil and Water Conservation District which will enable the MCSWCD to reimburse the Town of Brighton for the costs associated with the proposed Monroe Avenue Pilot project. Town Board authorization is also requested to amend the 2013 budget to increase appropriations in the highway road materials account (D.HWY.5110 4.16) by \$41,700 to be fully supported by an increase in budgeted revenues in the same amount for grants received from Monroe County (D.HWY.5140 2715).

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 16, 2013 meeting in the event that you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guyon", written over a horizontal line.

Michael E. Guyon

cc: Tim Keef
Tim Anderson
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

7.

April 12, 2013

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

Re: Replace Town Hall Library Rooftop HVAC Unit
Request for Proposals for Design Services

Dear Councilperson Werner and Committee Members:

The Town Board authorized the solicitation of a request for design services to prepare a technical specification for the Town Library HVAC replacement unit at their March 27, 2013 meeting. Requests for Proposals were forwarded to four local design firms, Labella Associates P.C., M/E Engineering P.C., IBC Engineering, P.C. and Pathfinder Engineers & Architects LLP. Two responses were received by the Town on April 11, 2013. The fee schedule for each firm is shown in Table-1

Table - 1 Fee Summary.

Design Firm	Lump Sum Price
M/E Engineering, P.C.	\$4,900.00
LaBella Associates, P.C.	\$14,079.00

Town Staff reviewed the proposals for completeness and accuracy and concluded that the low bid submitted by M/E Engineering P.C. is a true representation of the costs to complete the project and the consultant is qualified to complete the works of the contract. Therefore, I am requesting that FASC recommend that the Town Board award the design services for the replacement of the Town Hall Library Rooftop HVAC Unit to the low, responsible and responsive bidder, M/E Engineering P.C. for a cost not to exceed \$4,900. 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.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 16, 2013 meeting in the event that you have any questions regarding this matter. Funds have been borrowed for this project.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
Mary Ann Hussar
Kevin Hall