

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

**Meeting Date: Tuesday, December 17, 2013 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – Matter of litigation and employment of a particular person.
2. Contract with Skycoasters for the 2014 July 4th Celebration (Parks) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters for the performance at the 2014 July 4<sup>th</sup> celebration in an amount not to exceed \$3,500. Funding will be available from donations or through the Recreation's 2014 celebrations budget (see letter from M. Beeman).
3. Award Bid for Medium Dump Truck (Highway) – Request from Tim Keef for Town Board action to award a bid to Vision Ford, the low, responsive and responsible bidder, in the amount of \$43,442 to purchase a medium-sized dump truck (see letter from T. Keef).
4. 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 court stenographer and interpreting services for 2014 with no change in fees (see letter from D. Burdett).
5. Professional Services Agreement for Bicentennial Public Relations (Supervisor) – Request from MaryAnn Hussar for Town Board action to authorize the Supervisor to execute an agreement with Michelle Shippers to provide promotional and communication services for the Town's 2014 Bicentennial celebration (see memo from M. Hussar).
6. Accept and Appropriate Donation (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a \$1,000 donation from Tops Markets as part of their Grand Re-Opening celebration and to authorize the appropriation of the funds into the Police Department's 2014 Program Supplies account (see letter from M. Henderson).
7. Contract for Telecommunication System Maintenance (Info Systems) – Request from Sue Wentworth for Town Board action to authorize the Supervisor to execute a Telecommunication System Maintenance Agreement with RelComm Inc. (through NYS contract pricing) for 2014 (see memo from S. Wentworth).

8. Create Senior Network Technician Position (Info Systems) – Request from Suzanne Zaso for Town Board action to create the position of Senior Network Technician in the Finance Department under Information Systems and eliminate the recently created position of Network Technician (see letter from S. Zaso).
9. Discussion – Review of proposals received for independent audit services.

The next regularly scheduled meeting of the FASC will be held **Monday, December 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

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

Le

December 9, 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 Skycoasters for the 2014 July 4<sup>th</sup> celebration. The cost for their performance will be \$3,500, and funding will be available from donations, or through our celebrations budget if needed. As part of their agreement, the Skycoasters are required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured. The certificate will be received prior to the event.

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

Sincerely,

Matt Beeman  
Superintendent of Parks  
Town of Brighton



3a.

# 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

December 13, 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 Medium Dump Truck (Highway Department)

Dear Chairman Werner and Committee Members:

The above bid was publicly advertized and publicly opened on December 10, 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 a bid be awarded for the above equipment to the low, responsive and responsible bidder, Vision Ford, in the bid amount of \$43,442.00;
- 2) The Supervisor be authorized to execute an agreement with the bidder for this contract.

Funds are available in the 2013 D.HWY.5130 2.22 account for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 17, 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

FASC.HWY.MED.DUMP.TRUCK.DEC.2013.01R



4.

# 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

December 9, 2013

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

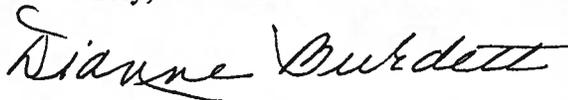
**Re: Renewal of Service Agreements**

Dear Finance Committee Members,

The court is requesting approval to renew our service agreements for the 2014 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 last year. 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 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

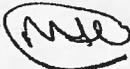
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~~Brighton~~  
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**MEMORANDUM**

**To:** Members of the Finance and Administrative Services Committee  
The Honorable Town Board

**From:** MaryAnn Hussar, Assistant to the Town Supervisor 

**Date:** December 5, 2013

**Subject:** Request to authorize Supervisor to execute Professional Services Agreement with Michelle Shippers

Requesting authorization for the Supervisor to execute a professional services agreement with Michelle Shippers to provide promotional and external communication services to the Town of Brighton for events and activity associated with the Bicentennial celebration, known as Brighton200.

I will be available at the Tuesday, December 17, 2013 FASC meeting to answer any questions. Proposed agreement is attached for your review and consideration.

M. Hussar



# Town of Brighton

POLICE DEPARTMENT  
2300 Elmwood Avenue  
Rochester, New York 14618-2196



Emergency 911  
Administrative (585) 784-5150  
Fax: (585) 784-5151

Mark T. Henderson  
Chief of Police

December 11, 2013

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

**Re: \$1,000 donation from Tops Market**

Dear Board Members:

The Police Department recently received a donation of \$1,000.00 from Tops Market as part of their *Grand Re-Opening* celebration.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2014 Police Department Operating Budget, I further request that the 2014 Police Department Operating Budget be amended to increase line **A.POLCE 3120 4.18 Program Supplies by \$1, 000.00**, to be fully supported by an increase in **A.POLCE 3120.2705 Gifts and Donations**.

I have attached a copy of my letter to Tops Market expressing the department's gratitude for this generous donation.

Sincerely,

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

Mark T. Henderson  
Chief of Police

attachment



TOWN OF BRIGHTON  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(585) 784-5390 Fax (585) 784-5396

7a

MEMORANDUM

To: The Honorable Finance Committee  
From: Susan Wentworth, Coordinator of Data Processing  
Date: December 17, 2013  
Subject: Request Town Board action to Authorize the Town Supervisor to execute the Telecommunication System Maintenance Agreement with RelComm, Inc. for 2014

The Town of Brighton's Mitel phone system is covered under an annual support agreement with RelComm, Inc.

The Telecommunication System Maintenance Agreement describes the warranty period and the existing equipment to be covered for support. All pricing is on NY State contract through 1/6/2018.

Rel Comm no longer includes the UPS Battery Backups in their maintenance agreements. These are standard APC units where the batteries can be purchased from any supplier so necessary replacements can be made in house as needed without affecting the function of the phone switches. The net effect of this new agreement will be a decrease of \$22.00 from \$817 to \$795 per month from January 1, 2014 through December 31, 2014.

The maintenance has been an ongoing shared expense for the following budgets: Highway (A.HWY.5132), Court (A.JSTCE.1110), Police (A.POLCE.3120), Recreation (A.REC.7020), Shared Services (A.SSVCS.1620) and Library (L.LIBRY.7410).

This request is for authorization for the Town Supervisor to approve the attached maintenance agreement with Rel Comm, Inc.

Thank you for your consideration.

*Susan A. Wentworth*

76.



**Town of Brighton  
RCC SUPPORT AGREEMENT**

Rel Comm, Inc. hereby agrees to provide Support Services for the Communications Equipment as listed in the attached Rate and Inventory sheet. Any additional equipment leased or sold to *Town of Brighton* shall become part of this agreement at the next billing cycle. Rel Comm, Inc. shall keep the entire system in good working condition and furnish all parts and labor necessary to accomplish this. Any malfunction that cannot be immediately isolated to a specific piece of equipment or service will require the participation of Rel Comm, Inc. and all other service suppliers until responsibility for the problem has been determined. Rel Comm, Inc. has the responsibility to assure, with best efforts, participation of all applicable service suppliers. Expenses incurred for service supplier's services shall be borne by the responsible party. In no instance shall the failure to resolve the issue of responsibility relieve Rel Comm, Inc. of the obligation to restore system operation with the least impact on the functional operation of the telephone system.

Rel Comm., Inc. shall effectively provide Support on equipment listed in the Rate and Inventory Section.

Rel Comm., Inc. shall maintain a spare parts inventory at the servicing support facility.

*Town of Brighton* shall have no responsibility for any costs other than the cost of this Support agreement without its prior written agreement.

**PAYMENT**

Rel Comm, Inc. will invoice *Town of Brighton* monthly in advance for the Support charge. Payment will be made within 30 days of receipt of invoice.

**RATE**

Rel Comm, Inc. will not adjust the Support charge per item for the duration of this contract. Any items purchased / leased within the contract term shall become part of this agreement at the next billing cycle, and charged at the same rate from the first 12 months. If Rel Comm, Inc. requires an adjustment in any of the rates, Rel Comm, Inc. will give a 30 day written notice before the adjustment becomes valid.

**Rochester, New York**  
250 Cumberland St.  
Suite 214  
Rochester, NY 14605  
Voice: 585.546.8888  
Fax: 585.546.8925

**Buffalo, New York**  
4230-B Ridge Lea Rd.  
Suite 112  
Amherst, NY 14226  
Voice: 716.204.4444  
Fax 716.204.0010

**Syracuse, New York**  
6838 Ellicott Dr.  
East Syracuse, NY 13204  
Voice: 315.422.9700  
Fax: 315.438.3142

**Raleigh, North Carolina**  
1191 West Chatham St.  
Cary, NC 27513  
Voice: 919.210.3500  
Fax: 919.433.3119

7c.

**TERM**

This agreement is a 12-month contract. The contract will then auto-renew on the anniversary for a duration of 12 months thereafter unless Rel Comm Inc. has received a written cancellation notice from Town of Brighton with a 30-day notice. Rel Comm, Inc. reserves the right to cancel this agreement with 30-days written notice to the customer, or should the customer become delinquent in payment.

**LIMITS OF LIABILITY**

Rel Comm, Inc. shall not be liable to the user for any consequential damages for interruption of service, which the user may incur as a result of equipment failure.

**NOTICES**

Any communication to Rel Comm, Inc. shall be deemed given when sent prepaid certified mail and addressed to Rel Comm, Inc. at its address, as appearing on this or at such address as the party may have requested in writing.

**SUCCESSORS OR PARTIES BOUND**

This agreement and all its Terms and Conditions shall inure to and become binding upon the Heirs, Executors, Administrators, Successors and Assigns of Parties hereto.

**Town of Brighton SUPPORT RATE AND INVENTORY**

Quantity	Description	Unit Price	Extended Cost
224	Active Telephone Ports	\$2.00	\$448.00
27	Active Trunk / T1 Ports	\$1.00	\$27.00
8	Voice Mail Ports	\$15.00	\$120.00
10	Network Equipment	\$20.00	\$200.00
<b>TOTAL MONTHLY CHARGE:</b>			<b>\$795.00</b>

\*Quantities may vary based on final configuration.

Original Installation: 10/31/2011

System Type: Mitel 5000 HX controllers, networked over IP

System Notes: SWA is covered until 11/04/2016

Inclusions/Exclusions: This contract covers all sites and network equipment.

(Please include additional covered locations)

UPS is not covered under the scope of this agreement.

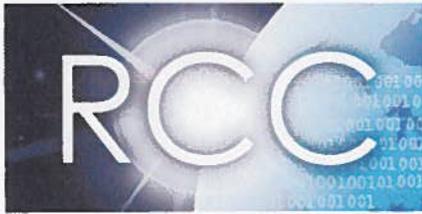
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7d.



## RCC PREMIUM LEVEL SUPPORT AGREEMENT INCLUSIONS / EXCLUSIONS

### Support Services shall include:

- Regular service during business hours, within (1) business day from request.
- Emergency service during business hours (in the event of total or substantial system failure) within two (2) hours.
- Emergency service after business hours, (in the event of total or substantial system failure) within three (3) hours.
- **\*\*Business hours are Monday thru Friday 8:00am – 5:00pm.\*\***
- Discounted labor rate for Adds, Moves & Changes:
  - Rate for NON-Supported customers \$95.00 per hour
  - Rate for Supported customer \$85.00 per hour
  - After Hours / 1.5 Multiplier
  - Holidays / 2.0 Multiplier
- Standard Mitel Software Assurance coverage
- Labor for Mitel Software Upgrades included
- Remote Programming, up to 15 minutes
- Additional on-site End User training, up to 2 hours (upon request / scheduling availability)
- Annual on-site Preventative Maintenance visit by certified technician

### Support Service shall not include:

- The repair or replacement of equipment that has become defective as a result of an accident, physical abuse or misuse, acts of God or any other reason other than normal wear and/or manufacturer's defects.
- Any repairs caused externally to the equipment as a result of loss of air conditioning or electric power.
- Any software defects or damage to system software program caused by environmental or equipment malfunctions.
- Any non-supported/discontinued equipment by manufacturer - Rel-Comm, Inc. will make best effort to repair equipment dependent upon parts availability. Upgrade/replacement options will be provided when repair efforts cannot be completed.
- Any Pre-existing problems.
- Servicing equipment not detailed in the rate and equipment section.
- UPS is not covered under the scope of this agreement.

**Rochester, New York**  
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7e.

### Contract Execution –

End User Company: Town of Brighton

Bill-To Address: \_\_\_\_\_ Ship-To Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End User Name/Title: \_\_\_\_\_  
(Please Print)

End User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: Rel Comm, Inc.  
Vendor Address: 250 Cumberland Street Suite 214  
Rochester, NY 14605  
Phone | 585-546-8888  
Fax | 585-546-8925

Rel Comm Representative: Kelly Kaye / CFO  
(Please Print)

Rel Comm Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUPPORT START DATE: 

01/01/2014- 12/31/2014
---------------------------

 SALESMAN: Jaclyn Scalera

The above costs are good for 30 days. Please ask for new quote if not signed within 30 days of receipt.

**Rochester, New York**  
250 Cumberland St.  
Suite 214  
Rochester, NY 14605  
Voice: 585.546.8888  
Fax: 585.546.8925

**Buffalo, New York**  
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1191 West Chatham St.  
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SUZANNE ZASO, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
Phone (585) 784-5211 Fax (585) 784-5396

8.

December 16, 2013

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

Re: Eliminate Full-Time Network Technician Position and Create Full-Time Senior Network Technician Position and Authorize Recruitment

Dear Honorable Members:

In November the Town Board authorized the creation of a Network Technician position under Information Systems in the Finance Department and authorized recruitment of same. After interviewing candidates from the Civil Service list for this position it was determined that a higher title and salary was necessary to secure a qualified applicant for the duties being requested. Therefore, I am requesting that the Town Board consider changing this newly created position to the title of Senior Network Technician.

The formal action requested of the Town Board is to eliminate the full-time Network Technician and create a full-time Senior Network Technician position (at 35 hours per week) under Information Systems and to authorize recruitment of same. It is also requested that this position be added to Group 4 of the Town's Non-Represented Employee Salary and Wage Schedule.

I will be happy to answer any questions regarding this matter

Sincerely,

A handwritten signature in cursive script that reads "Suzanne E. Zaso".

Suzanne E. Zaso  
Director of Finance

Cc: Gary Brandt, Director of Personnel  
Sue Wentworth, Coordinator of Data Processing