

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

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

1. Maintenance Resolution for Monroe Ave Green Street Pilot Project (Public Works) – Request from Mike Guyon for Town Board action to adopt a maintenance resolution relating to the Monroe Ave Green Street Pilot Project in the area of Citizens Bank (see letter from M. Guyon).
2. Request to Solicit Proposals for Trail Design (Public Works) – Request from Mike Guyon for Town Board authorization to prepare and solicit proposals for professional design services for a multi-use trail from Elmwood Ave near Town Hall to Westfall Rd near Buckland Park (see letter from M. Guyon).
3. Bid for Bucket Truck Rental with Operator (Public Works) – Request from Tim Keef for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2014 to the lowest responsible bidder, Arbor Tree Inc. The base bid is for \$89.48 per hour with a total contract amount not to exceed 254 hours or \$22,728. Bids were advertised and funds have been budgeted for this purpose in 2014 (see letter from T. Keef).
4. Contract for After-Hours Answering Service (Sewer Dept.) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an agreement with Action Telephone for telephone answering services after normal working hours and on weekends in 2014 for a cost not to exceed \$750 and with options to renew for three additional years (see letter from T. Keef).
5. Budget Appropriation for Medium Dump Truck (Highway) – Request from Suzanne Zaso for Town Board action to re-appropriate \$43,442 into the highway machinery truck account to purchase a medium-sized dump truck (see memo from S. Zaso).
6. Discussion – Refunds on credit cards for Recreation and Parks programs and rentals.

The next regularly scheduled meeting of the FASC will be held **Tuesday, January 14, 2014, 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

MONROE COUNTY, NEW YORK

## DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

December 18, 2013

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

Re: Monroe Avenue Green Street Pilot Project  
New York State Department of Transportation  
Maintenance Agreement

Dear Councilperson Werner and Committee Members:

The NYSDOT has requested that the Town approve a maintenance resolution for the Monroe Ave. Green Streets pilot project infrastructure improvements including the discharge pipe to the existing New York State Department of Transportation manhole at the Citizen's Bank driveway. The Town will be responsible to perform the following maintenance tasks:

1. Six, (6) Month Intervals – The Town of Brighton will review the Pilot Project area to ensure that the inlets and overflow opening are not obstructed. Any material blocking these openings must be removed immediately. An observation well is provided to investigate and confirm that the underdrain piping is functioning. Review the green infrastructure media and confirm that stormwater is infiltrating through the media.
2. As Necessary – Reinforce green infrastructure plantings and add new plants as needed to maintain plant density. Weed the green infrastructure landscape area as needed.
3. Annually – Add organic compost and mulch to maintain a 4" – 6" thick landscaping bed. No chemical fertilizers are to be used.

I am requesting that the FASC recommend that the Town Board authorize the Town Supervisor to consider the resolution described above at the next Town Board meeting.

I will be in attendance at your regularly scheduled January 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,

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

Cc: Suzanne Zaso  
Tim Keef



# 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

2a.

December 19, 2013

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

Re: Farash Property  
Proposed Trail  
Prepare and solicit an RFP for Professional Design Services

Dear Councilperson Werner and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional services to design a multi-use trail through the Farash property. The trail will extend from Elmwood Avenue to Westfall Road and connect the Town Hall with Buckland Park. A schematic layout of the trail is illustrated in the Town of Brighton's Bicycle and Pedestrian Master Plan. A copy is attached. This layout indicates that the proposed trail will traverse a large extent of federal and NYSDEC wetlands. Therefore, the RFP will require that the successful bidder obtain the necessary permits and develop a design that minimizes disruption to the wetlands in accordance with the wetland permit requirements.

Funds are available in account *A. 878.Parks* to perform the professional design services for the proposed Farash property trail. Therefore, we are requesting authorization to prepare and solicit a request for proposals for professional design services for the Farash Property Trail. No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 30, 2013 meeting in the event that you have any questions regarding this matter.

Respectfully,

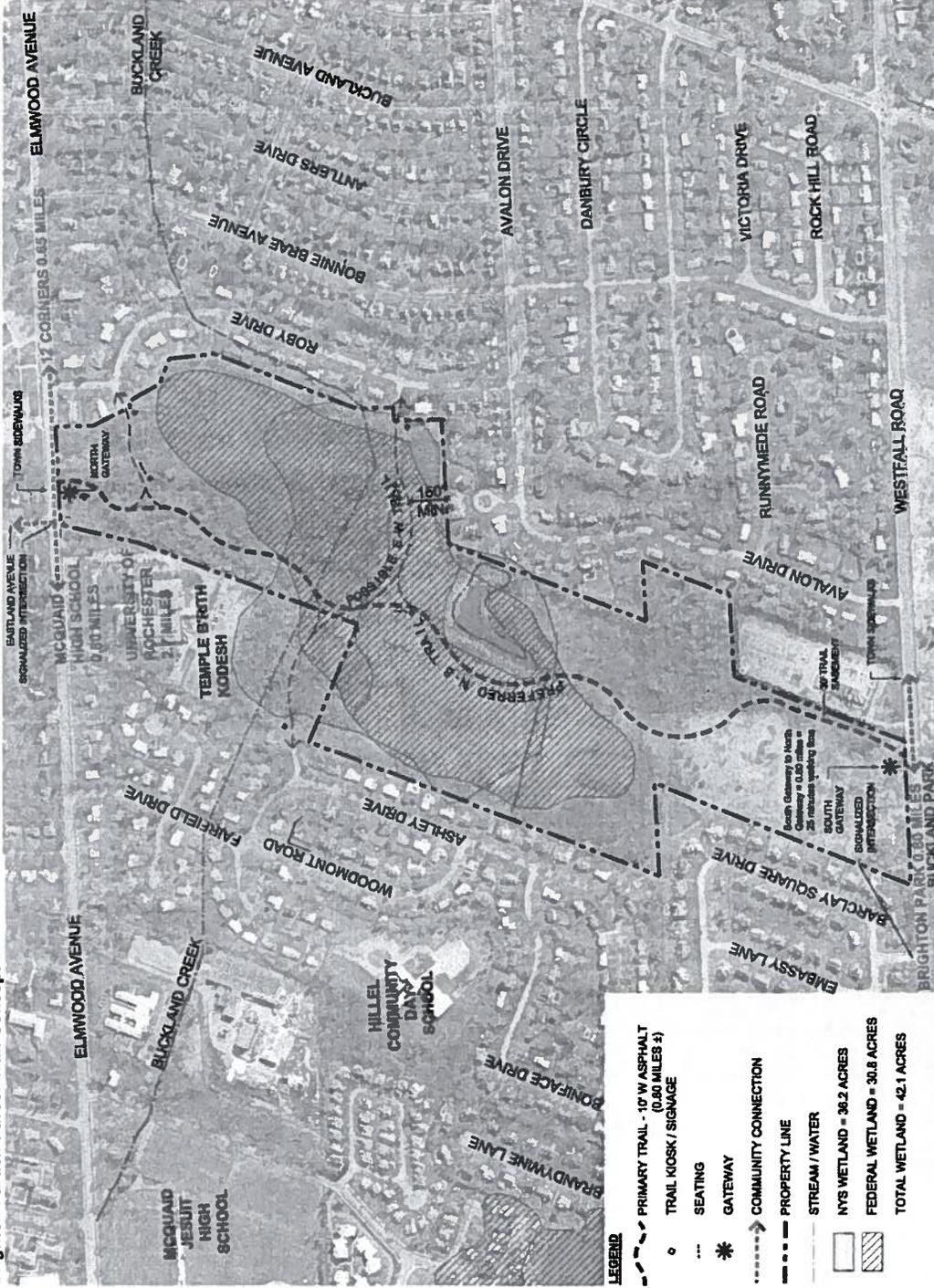
Michael E. Guyon, P.E.  
Town Engineer

cc: S. Zaso  
T. Keef  
S. Zimmer  
Mary Ann Hussar

**RECOMMENDATIONS**

Figure 26

**Brighton Farash Parcel Trail Concept**



**Benefits**

**CONNECTIVITY** to community resources, adjacent neighborhoods, existing parks and trail systems, public transportation, and local campuses.

**CONSERVATION** and enhancement of existing habitats and ecosystem services.

**RECREATION** health and fitness opportunities for residents and visitors

**SAFETY** for all user groups.

**ACTIVE TRANSPORTATION** benefits that enhance economic, social, and environmental sustainability in 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 27, 2013

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

re: Award of Contract  
Rental of Bucket Truck with Operator

Dear Chairman Werner and Committee Members:

I recommend that a bid be awarded for the above equipment rental to the low, responsive bidder, Arbor Tree, Inc., in the base bid amount of \$89.48/hour, not to exceed 254 hours and \$22,728.00.

The bid was publicly advertized and publicly opened, all as required by law. A copy of the bid tabulation is attached for your reference. Funds are available in the 2014 budget, A.DPW 8560 4.43 account, for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 30, 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  
K. Gordon

3b.

RENTAL OF BUCKET TRUCK, WITH QUALIFIED OPERATOR (2014), Monday, December 16, 2013 @ 9:30 AM

NAME	PER HOUR				
Davey Tree	\$91.				
Arbor Tree Experts	\$99.48				



4

# 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 27, 2013

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

re: Award of Contract  
Provisions of 24/7 Answering Services for Sewer Department

Dear Chairman Werner and Committee Members:

Per price quotations received, it is recommended that an agreement be executed with Action Telephone for the provisions of after hours answering services for one year in an amount not to exceed \$750.00, expiring on December 31, 2014, with an annual option to renew for years 2015 -2017. Funds have been included in this year's budget for this service. Please note that the not to exceed contract amount is in excess of the quoted price, which provides for some flexibility in the event that the after hours phone calls received are greater than that estimated in the RFQ. This particular vendor has provided quality service in prior years for incoming calls after normal working hours and on weekends, and has consistently performed in the capacity intended.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 30, 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  
C. Infantino  
S. Zaso  
A. Banker

4b.

5857845385

09:52:01 12-13-2013

1/2

### REQUEST FOR QUOTE

TOWN OF BRIGHTON HIGHWAY/SEWER DEPARTMENT  
1941 ELMWOOD AVENUE \* ROCHESTER, NY 14620  
(585) 784-5280 \* FAX (585) 784-5385

DATE OF REQUEST 12/12/13

REQUESTED BY CATHI INFANTINO

TERMS:

- 1) PLEASE COMPLETE THIS "REQUEST FOR QUOTE", SIGN & DATE AND RETURN TO THIS AGENCY BY DATE INDICATED.
- 2) QUOTATIONS MUST BE RECEIVED BY 12/19/13
- 3) THIS REQUEST IMPLIES NO OBLIGATION TO PURCHASE ON THE PART OF THE TOWN OF BRIGHTON.
- 4) ALL QUOTATIONS ARE F.O.B. DESTINATION, UNLESS OTHERWISE SPECIFIED.
- 5) ALL QUOTES SHALL BE VALID FOR 12 MONTHS, UNLESS OTHERWISE INDICATED HERE RENEWABLE ADDITIONAL 3 yrs
- 6) VENDOR WILL DELIVER ON SCHEDULED BUSINESS DAYS AFTER RECEIPT OF ORDER, UNLESS OTHERWISE INDICATED HERE SEE SPECS.
- 7) QUOTES THAT ARE NOT SIGNED MAY NOT BE ACCEPTED.
- 8) IF YOUR PRODUCT/SERVICE DEVIATES FROM THE SPECIFICATIONS BELOW, PLEASE NOTE THE EXCEPTION ON THIS FORM. INCLUDE BRAND NAME AND LITERATURE IF OFFERING OTHER THAN STATED MANUFACTURER. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN THE REJECTION OF THE BID. ALL QUANTITIES BELOW ARE ESTIMATES USED FOR QUOTE COMPARISON AND MAY DIFFER FROM ACTUAL QUANTITIES PURCHASED.
- 9) MUST BE MANUFACTURER LISTED OR APPROVED EQUAL.

QTY	SIZE	ITEM DESCRIPTION	MFG NAME	MFG #	UNIT COST	EXTENTION
12	MOS.	TELEPHONE ANSWERING SERVICES			41.00	492.00
240	MIN	CALLS PLACED/RECEIVED			.43	103.20
					FREIGHT	
					GRAND TOTAL	595.20

COMPANY NAME Action TELEPHONE

ADDRESS: 28 Richmond St.

CITY: Roch, NY 14607

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: 232-3920

FAX: 232-3174

I, (PRINT NAME) \_\_\_\_\_ ACTING AS AN AUTHORIZED AGENT FOR \_\_\_\_\_  
PROPOSE TO FURNISH THE ITEM(S) AND/OR SERVICE(S) AS DESCRIBED ABOVE PER THE TERMS OF THE BID, TO DELIVER BY THE DATE STATED AND ACKNOWLEDGE THAT THIS CONSTITUTES A BID, AND DOES NOT REPRESENT AN ORDER FROM THE TOWN OF BRIGHTON.

AUTHORIZED SIGNATURE Barbara Russo

DATE 12-13-13

AUTHORIZED TITLE General Manager

4c

# Transmission Report

Date/Time  
Local ID 1

12-13-2013  
5857845385

09:54:45

Transmit Header Text  
Local Name 1

*NO RESPONSE*

This document : Confirmed  
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Document size : 8.5"x11"

## REQUEST FOR QUOTE

TOWN OF BRIGHTON HIGHWAY/SEWER DEPARTMENT  
1941 ELMWOOD AVENUE \* ROCHESTER, NY 14620  
(585) 784-5280 \* FAX (585) 784-5385

DATE OF REQUEST 12/12/13

REQUESTED BY CATHY ANFANTINO

**TERMS:**

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QTY	SIZE	ITEM DESCRIPTION	MFG NAME	MFG #	UNIT COST	EXTENSION
10	MOS.	TELEPHONE ANSWERING SERVICES				
240	MIN	CALLS PLACED/RECEIVED				
					FREIGHT	
					GRAND TOTAL	

COMPANY NAME: ATS PARK RIDGE EXCHANGE  
 ADDRESS: 5992 W RIDGE RD  
 CITY: ROCKY HILL NY 14626 STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: 783-6300 FAX: 585-3732

I, (PRINT NAME) \_\_\_\_\_, ACTING AS AN AUTHORIZED AGENT FOR \_\_\_\_\_  
 PROPOSE TO FURNISH THE ITEM(S) AND/OR SERVICE(S) AS DESCRIBED ABOVE PER THE TERMS OF THE BID, TO DELIVER BY THE DATE STATED AND ACKNOWLEDGE THAT THIS CONSTITUTES A BID, AND DOES NOT REPRESENT AN ORDER FROM THE TOWN OF BRIGHTON.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED TITLE \_\_\_\_\_

Total Pages Scanned : 2

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- Abbreviations:**
- |                  |                   |                   |                        |                          |
|------------------|-------------------|-------------------|------------------------|--------------------------|
| HS: Host send    | PL: Polled local  | MP: Mailbox print | CP: Completed          | TS: Terminated by system |
| HR: Host receive | PR: Polled remote | RP: Report        | FA: Fail               | G3: Group 3              |
| WS: Waiting send | MS: Mailbox save  | FF: Fax Forward   | TU: Terminated by user | EC: Error Correct        |



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

5.

MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance *SZ*  
Date: December 18, 2013  
Subject: Budget Re-Appropriation for Highway Truck

At the November 13, 2013, Town Board meeting a resolution was passed to transfer \$50,000 from road salt to trucks in the highway fund to purchase a replacement medium duty truck. Bids were solicited and we expect an award by the Town Board to Vision Ford in the amount of \$43,442 at their January 8, 2014 meeting. Since the truck order cannot be placed until Town Board approval, the funds budgeted in 2013 will fall to fund balance in the highway fund at year-end 2013. I am recommending that the Town Board authorize the re-appropriation of these funds in the 2014 budget so this purchase can be made as intended.

The formal action that I am requesting of the Town Board is to re-appropriate \$43,442 in 2014 from highway fund balance to the highway machinery truck account (D.HWY.5130 2.22).

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.

Copy to: T. Keef  
T. Anderson  
A. Banker