

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

**Meeting Date: Wednesday, February 19, 2014 (9:00 am)  
Location: Stage Conference Room, Brighton Town Hall**

1. Declare Items as Surplus for Auction or Trade-In (Highway) – Request from Tim Anderson for Town Board action to declare a platform dump body & hoist and a vehicle mounted crane as surplus and authorize for auction and to declare a welder as surplus and to authorize for trade-in (see letter from T. Anderson).
2. Blanket Bid Authorization (Public Works) – Request from Mike Guyon for Town Board authorization to solicit bids, where necessary, for the purchase of materials for the upcoming Monroe Avenue GIGP Project in an effort to keep the project moving. No bids would be awarded without further Town Board authorization (see letter from M. Guyon).
3. Contract Term with Fibertech Networks for Fiber Interconnection and Dedicated Internet Services (Sewer/Public Works/Police) – Request from Mike Guyon for Town Board action to amend the authorization of the Supervisor to enter into an agreement with Fibertech Networks to provide dedicated internet services to include a term of 3 years with month-to-month renewal thereafter for up to 6 months until a new contract or cancellation is executed (see letter from M. Guyon).
4. Discussion: Discussion with Daniel Aman regarding the contract with Intellicorp Records Inc. for background checks.
5. Contract for Stop DWI and Amend Budget (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for the 2014 Stop DWI Enforcement program for a total of \$25,298.59. Authorization is also requested to amend the 2014 Police Dept. budget by increasing anticipated Stop DWI revenues by \$2,698.59 and increasing appropriations in Law Enforcement Supplies by \$2,698.59 (see letter from M. Henderson).
6. Amend Budget for Corwin Road Bridge Maintenance Capital Project (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve a budget amendment to the Corwin Road Bridge Maintenance Capital Project to reflect Board authorized spending and reimbursements (see memo from S. Zaso).

7. Contract for Workers Comp Tail Claims (Finance/Personnel) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Northeast Association Management, Inc. (NEAMI) to provide tail claims administration for pre-2010 workers comp claims at no cost and to authorize a claims deposit with NEAMI of \$14,400 (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, March 4, 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

*Operations Center*

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



February 13, 2014

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

Re: Authorize Disposal of Equipment

Honorable Members:

I recommend that the following equipment be declared surplus to our needs:

9' Reading platform dump body and hoist: S/N 587753  
Econo-Ton II vehicle mounted crane: S/N ETR-0504-037  
Miller welder: Asset #2207

I further recommend that I be authorized to dispose of the dump body with hoist and crane through an on line auction with Row Teitsworth and to trade the welder towards a purchase of a new welder.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

Cc: S. Zaso  
A. Banker  
M. Hussar  
T. 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

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February 14, 2014

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

Re: Monroe Avenue GIGP Project  
Purchase of Materials

Dear Councilperson Werner and Committee Members:

The Monroe Avenue Green Innovation Grant Project is proceeding through the public participation and project design phases and we anticipate that construction will begin in late spring of 2014. The project will be constructed by Town forces. Therefore, the Town will be responsible to purchase the materials associated with the green infrastructure improvements. Federal, New York State or County purchasing contracts will be used to purchase much of the material required to complete the project. In addition, material purchases should be less than \$20,000 annually and competitive quotes will be sought from three vendors without a formal competitive bid authorized by the Town Board. However, there may be materials required to complete the project that are not included in these purchasing contracts and their cumulative annual cost may exceed \$20,000. In an effort to expedite the construction of the project, I am requesting that FASC recommend that the Town Board allow Town staff to solicit competitive bids for materials such as these. No action as to awarding a contract for these materials will be considered without returning to this committee.

I will be in attendance at your regularly scheduled February 18, 2014 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  
Mary Ann Hussar



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

3a.

February 14, 2014

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

Re: Purchase Request  
Dedicated Fiber Interconnection to the Operation Center

Dear Councilperson Werner and Committee Members:

The Town Board at their December 11, 2013 meeting authorized the Supervisor to execute a contract with Fibertech Networks to install and support a fiber optic line between the Town Hall and the Operation Center and installation of dedicated internet service to the Brighton Police Department. The Town Board resolution referenced a letter prepared by Michael Guyon which indicated that the anticipated costs for the installation and support of the fiber optic line and internet service was prefaced upon a 3 year term.

The Term provisions included in the contract with Fibertech states, "After expiration of the initial Term, the Contract will renew on a month to month basis for a maximum of six (6) consecutive months, at which time the Customer must provide in writing its intent to renew or cancel the contract. The Customer will have the option to renew the contract for a minimum of (1) one year for continuation of service." The December 11, 2013 resolution does not include a provision to renew and/or extend the contract following the expiration of the term. I am requesting that FASC recommend that the Town Board authorize the Supervisor to enter into a contract with Fibertech Network Services to install a 20 Mb Fiber Optic Line from the Town Hall to the Operations Center and provide a dedicated internet service to the Brighton Police Department for a three year term with the ability to extend the contract pursuant to the Fibertech agreement. A copy of the agreement is attached for your reference.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 18, 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  
Mary Ann 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

February 18, 2014

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

**RE: STOP-DWI Enhanced Enforcement  
STOP-DWI Crackdown Weekends**

Dear Board Members:

I hereby request that the Supervisor be authorized to enter into an agreement with the County of Monroe to accept the following funding:

<b>STOP-DWI Enhanced Enforcement</b>	<b>\$21,948.59</b>
<b>STOP-DWI Crackdown Weekends</b>	<b><u>\$ 3,350.00</u></b>
	<b>\$25,298.59</b>

The funding will be used to augment police department STOP DWI enforcement efforts.

I request that appropriations in account **A.Polce.3120.1580 (STOP DWI Reimbursement Revenue Account)** in 2014 police department budget be increased by **\$2,698.59 (an increase over projected 2014 funding)**. I am also requesting that the 2014 police department budget be amended to reflect the additional Stop DWI funding over the \$22,600 which has already been projected in the 2014 budget by increasing appropriations in Law Enforcement Supplies (A.POLCE.3120 4.14) by \$2,698.59.

Respectfully,

**Mark T. Henderson**  
Chief of Police



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

6.

MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
From: Suzanne Zaso, Director of Finance *SZ*  
Date: February 18, 2014  
Subject: Amend Corwin Road Bridge Maintenance Capital Project Budget

I am requesting the Town Board authorize the following amendment to the capital project budget for the preventative maintenance of Corwin Road Bridge to reflect previous Town Board authorized contracts and funding of 80% Federal (GTC), 15% NYS Marchiselli Aid, and 5% from Town Highway Funds.

Amend Appropriations as Follows:

H.BRIDG.CORWN 2.67 – Construction Expenses – increase by \$66,793.21  
H.BRIDG.CORWN 4.52 – Engineering Expenses – increase by \$29,936.00  
H.BRIDG.CORWN 4.86 – Legal Notice – increase by \$125.42

Amend Revenues as Follows:

H.BRIDG.CORWN 3580 – NYS Aid – increase by \$60,105.03  
H.BRIDG.CORWN 4580 – Federal Bridge Aid – increase by \$77,383.17  
H.BRIDG.CORWN 5015 – Transfer from Highway Fund – **decrease** by \$40,633.57

There is a decrease in the Town's portion due to Marchiselli aid picking up a portion of design work that was not accounted for in the initial budget estimates.

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.

cc: Mike Guyon  
Amy Banker

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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 *yz*  
Date: February 18, 2014  
Subject: Contract for Workers' Comp Tail Claim Administration

I am recommending that the Town Board authorize the Supervisor to execute an agreement with Northeast Association Management, Inc. (NEAMI) to provide tail claims administration of the Town's pre-2010 workers' compensation claims at no cost to the Town. The term of the contract will be for one year from execution. I am also recommending that the Town Board authorize a cash claims deposit on account with NEAMI in the amount of \$14,400 (3 months of estimated claims).

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.

Cc: Gary Brandt