

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

**Meeting Date: Tuesday, May 20, 2014 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – Employment of a particular person.
2. Award Contract for Refuse Collection Services (Refuse Districts) – Request from Chad Roscoe for Town Board action to award a contract to Waste Management of NY-Rochester, the sole bidder, for weekly collection and disposal of solid waste and recyclables from the Town refuse districts in 2015. Town Board authorization is also requested to allow renewals for up to four additional one-year periods (see letter from C. Roscoe).
3. Declare Furniture as Surplus and Dispose as Scrap (Police) – Request from Chief Mark Henderson for Town Board action to declare one desk and credenza as surplus and authorize to sell as scrap (see letter from M. Henderson).
4. Electronic Banking Policy (Finance Dept.) – Request from Suzanne Zaso for Town Board action to adopt an Electronic Banking Policy to document allowable online banking policies and procedures (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, June 3, 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

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5/9/2014

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

Re: Contractor Recommendation for  
2015 Refuse Districts Services

Dear Councilperson Werner and Committee Members:

The Department of Public Works put together Contract Documents for the annual Refuse Districts Services within the Town of Brighton for the 2015 year with four one year renewals. The contract documents were publicly advertised and due on May 7, 2014. Town staff also notified eight contractors regarding this project. Attached is a copy of the public notice along with the Bid Result. Below is Table-1 which lists the bids that were received from contractors.

Table - 1 Contractor List

	<u>Company</u>	<u>Address</u>	<u>Total Cost</u>
1	Waste Management	1661 Mt. Read Blvd.	\$801,393.60

I have reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by *Waste Management, 1661 Mt. Read Blvd., Rochester, NY 14606* is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, *Waste Management*, for a lump sum price not to exceed \$801,393.60. 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. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe  
Junior Engineer

cc: S. Zaso  
T. Keef  
M. Hussar  
M. Guyon  
R. Boehner  
K. Gordon

*Refuse*

**Bidders List - Sidewalks**  
**4/21/2014**

Waste Management  
1661 Mt. Road Blvd.  
Rochester, New York 14606  
Mail to: Michael DeClerk  
Buffalo, New York (see Chad for address) ✓

Youngblood Disposal/Clean Way of Rochester  
P.O. Box 64463  
Rochester, New York 14624  
Attn: Gary Grice

Feher Rubbish Removal, Inc. ✓  
P. O. Box 11009  
Syracuse, New York 13218

EnviroWaste Services  
550 Latona Road, Bldg. D  
Rochester, New York 14626

Suburban Disposal Corp.  
22 Turner Drive ✓  
Spencerport, New York 14559  
Attn: Erik Grimm, President

Lilac Disposal  
P.O. Box 1127 (1590 Hermance Road) ✓  
Webster, New York 14580

Heberle Disposal Service  
269 Alvanar Road  
Rochester, New York 14606

Patriot Disposal  
350 W. Commercial Street  
E. Rochester, New York 14445

*Mailed*  
*4/21/14*

BID TABULATION SHEET											
2013		OPENING DATE: 5/7/2014		TIME: 10:00 AM		PERSON: Tim Keef					
BID PACKAGE #		PROJECT NAME: 2015 Refuse Districts Services		CONTRACT FOR: Town of Brighton, Refuse Districts							
		TOB PROJECT NO.: 2014-0057									
1	CONTRACTOR (COMPANIES NAME)	CONTRACTOR (COMPANIES NAME)	10% Bid Security pg. 6	1	2	Base Bid (Sec. 300-2.2.1)	Signatures pg. 7	Corporate Resolution pg. 22	Corporate Attest pg. 23	Personal Attest pg. 24	APPARENT LOW BIDDER
1	Waste Management		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$204.96/\$801,393.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**LEGAL NOTICE  
BID PROPOSAL FOR 2015-REFUSE DISTRICT SERVICES  
TOWN OF BRIGHTON  
ADVERTISEMENT FOR BIDS**

The Town of Brighton, Monroe County, New York will receive sealed bids for the weekly collection and disposal of solid waste and recyclables from refuse districts for the year 2015.

Sealed Bids will be received and 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: Wednesday, May 7, 2014

Time: 10:00 A.M. Local Time

The work consists of collection of refuse and garbage in various districts located within the Town of Brighton.

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 each contract. A hard copy of the Specifications is available for inspection at the above location along with a CD containing a digital copy for free. If you would like a CD mailed to you there is a five (\$5.00) dollar charge to cover postage. A free digital copy may be obtained by contacting Chad Roscoe at 784-5224 or [chad.roscoe@townof-brighton.org](mailto:chad.roscoe@townof-brighton.org).

Bids must be made in writing on the forms furnished and shall be accompanied by a bid guarantee for an amount not less than ten percent (10%) 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 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 non-collusive bidding certificate shall be included with each bid.

The attention of the Bidder is call to the requirements as to the conditions of employment and the minimum wage rates to be paid under this contract.

Dated: April 17, 2014

Town of Brighton

\_\_\_\_\_  
Tim Keef, P.E.  
Commissioner of Public Works  
(585)784-5223

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TOWN OF BRIGHTON  
Suzanne Zaso, Director of Finance  
2300 ELMWOOD AVENUE  
ROCHESTER, NEW YORK 14618  
(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: May 19, 2014  
Subject: Electronic Banking Policy

I recommend that Your Honorable Body adopted the attached Electronic Banking Policy to document the authorized use of online banking and electronic transfers inclusive of security measures.

I would be happy to respond to any questions that members of the Town Board may have regarding this matter.

# **Town of Brighton**

## **Electronic Banking Policy**

### **Policy Statement**

The Town of Brighton recognizes electronic banking as a way to conveniently manage Town funds in an efficient and cost effective manner. Such account management includes reviewing account balances and activity, transferring funds between Town authorized accounts, transferring funds to outside vendors and organizations for pre-approved payments, processing stop payment on checks, and depositing checks into Town authorized accounts. The intent of this policy is to outline procedures that should be followed to allow electronic banking as a means of managing Town funds with the least amount of risk to security and in accordance with all applicable laws and regulations inclusive of General Municipal Law Section 5-a authorizing the use of electronic or wire transfers.

### **Allowable Activities**

Activities that are allowed by electronic banking include, but are not limited to, the following:

- Reviewing account balances and activity
- Accessing bank statements
- Placing stop payments
- Transferring funds between Town authorized accounts
- Retrieval of cancelled checks
- ACH or wire payments to vendors, as authorized
- Remote deposit of checks payable to the Town
- Uploading check activity for fraud prevention services or reconciliations
- Other services offered through online banking

### **Request for Access**

All requests for access to electronic banking at Town approved depositories should be made in writing by the department head and addressed to the Director of Finance and include, at a minimum, the following:

- Name of requesting department
- Name and title of employee access is being requested for
- Bank name and account number
- Type of access requested (i.e. view only, print bank statements, stop payments, submit deposits, transfer funds internally, transfer funds to outside vendors/organizations)
- If access to funds transfers or payments is requested, a maximum dollar limit should be provided
- If transfer to outside vendors/organizations is requested, a list of such vendors or organizations should be provided

### Authorizations and Approvals

Authorization to transfer funds between Town accounts or for electronic wire or ACH payment to vendors, creditors, or outside agencies will only be permitted by the following Town employees:

- Director of Finance
- Budget Officer
- Supervisor
- Town Clerk

Any transfer or payment of funds must be approved by two authorized Town employees, with the exception of the transfer of funds between Town authorized accounts within the same bank or financial institution which may be initiated by one authorized Town employee.

All electronic payments are subject to the same policies and procedures for auditing and approving claims as with a traditional check payment.

The Town Board may by resolution enter into an agreement with a third party payroll vendor to provide for electronic ACH payments of payroll wages and various statutory and authorized withholdings and deductions.

### Documentation and Recording

All requests for electronic payments, signed authorizations, and printed confirmations should be kept together and submitted to the clerk in charge of accounts payable in the Finance Office for recording in the Town's financial system software. Transfers of funds between Town

authorized accounts will be recorded by manual journal entry prepared and posted by separate Finance Office staff to allow for the segregation of duties.

Prohibited Uses

At no time may a Town employee utilize any Town designated online banking computer for one's own personal banking. Any personal use may result in the revocation of authorized use, and the employee involved in such actions may be subject to progressive discipline up to and including termination.

Security

The Town will take all available security precautions available to prevent risks associated with electronic and online banking including:

- The use of a dedicated computer for the sole use of online banking
- Dedicated banking computer only turned on and off to perform needed online/electronic banking
- User IDs, passwords, and tokens (if issued by the bank) should be keep in a safe, well secured area
- User IDs and passwords should not be kept in the same secure location as a bank issued token
- Passwords are changed on a regular basis
- The use of dual authorizations and other fraud prevention tools such as ACH debit blocks that are available from the banking systems

If it is believed that any sensitive banking information may have been compromised, this must be brought to the attention of the Director of Finance (as administrator) immediately so a new ID, password, and/or token can be issued in a timely manner.

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I, \_\_\_\_\_ have received and read the Town's policy for electronic banking as adopted by the Town Board on \_\_\_\_\_ and I agree to abide by all provisions of said policy.

\_\_\_\_\_

Employee Signature & Date

DRAFT