

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

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

1. Budget Transfer for Vehicle Lift Repairs (Highway) – Request from Tim Anderson for Town Board authorization to transfer \$10,000 from Road Repairs to Machinery in the Highway Fund for unanticipated repairs to hydraulic vehicle lift in the mechanics shop (see letter from T. Anderson).
2. Solicit Requests for Bids for MCC Sanitary Sewer Project Phase III (Sewer) – Request from Mike Guyon for Town Board authorization to seek bids for construction services for the Monroe Community College sanitary sewer project Phase III (see letter from M. Guyon).
3. Discussion Regarding Ambulance Fleet – Discussion with Brighton Volunteer Ambulance regarding their experience with the newly purchased 2013 Sprinter style ambulance and future fleet requests.
4. Discussion Regarding Best Value Contracts – Discussion with Town Attorney, Kenneth Gordon, regarding changes in state law that will allow awarding a bid based on best value.
5. Clean Sweep 2014 Program Sponsorships – Request from Suzanne Zaso for Town Board action to accept sponsorships of cash totaling \$6,100 and in-kind services totaling \$1,119.94 for the 2014 Clean Sweep Program (see memo from S. Zaso).
6. Budget Transfer for Fireproof Filing Cabinet (Personnel) – Request from Suzanne Zaso for Town Board action to transfer \$1,100 from the Town contingent account to the Personnel Dept. budget to purchase a fireproof filing cabinet to house personnel records (see memo from S. Zaso).
7. Lease Renewal for AT&T Cell Tower Rent (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an amended lease agreement with NCWPCS MPL 28-Year Sites Tower Holdings LLC (former agreement with AT&T Wireless PCS, LLC) to lease space at 1941 Elmwood Ave. where AT&T has an existing cell tower and lease agreement (see memo from S. Zaso and lease agreement).
8. Electronic Banking Policy (Finance Dept.) – Request from Suzanne Zaso for Town Board action to adopt an Electronic Banking Policy to document the authorization and procedures for electronic banking for Town business (see memo and draft policy from S. Zaso).

9. Accept Donation and Amend Budget for AED Units (Town Facilities) – Request from Suzanne Zaso for Town Board action to accept a cash donation in the amount of \$2,990 from Brighton Rotary to purchase two AED units and the amend the budget to reflect same (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, June 17, 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

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May 29, 2014

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Transfer of funds - Machinery

Honorable Members:

I recommend that a transfer be approved from:

Highway – Road Repair – Equipment (D.HWY.5110 2.30) in the amount of \$3,000
and
Highway – Road Repair – Sewer Construction/Repair (D.HWY.5110 2.80) in the amount of \$4,000
and
Highway – Road Repair – Sewer Repair Materials (D.HWY.5110 4.07) in the amount of \$3,000

to:

Highway – Machinery – Maintenance/Repair Service (D.HWY.5130 4.41) in the amount of \$10,000.

The funds are proposed to be used to for unanticipated repairs to a vehicle lift in a mechanics bay.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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



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

2

May 30, 2014

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

Re: Monroe Community College Sanitary Sewer Project-Phase 3
Solicit a Request for Bidders for Installation of Underground Sewer Crossings

Dear Councilperson Werner and Committee Members:

I am requesting authorization to solicit a request for bidders to provide construction services related to the underground sewer crossings that are part of the Monroe Community College Sanitary Sewer- Phase 3 Project.

Lu Engineers was previously awarded a contract for Professional Design Services related to this project. Lu Engineers has prepared design drawings and construction specifications that will be used for the underground sewer crossing bidding process.

Funds are available in account SS.Sewer.8120 2.80 to perform the underground sewer crossings. 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 June 3, 2014 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

5b.

BRIGHTON CLEAN SWEEP – 2014

Cash Sponsorships

Sponsor	Amount
Brighton Chamber of Commerce	\$ 200.00
Brighton Fire Department	200.00
Brighton Rotary	200.00
Brighton Volunteer Ambulance	200.00
Canandaigua National Bank	200.00
Dollinger Associates, PC	200.00
Donna Matthews	100.00
Microworx	200.00
Ontario Hearing	200.00
Roselawn	200.00
Rustic Village Apts.	200.00
Waste Management	4,000.00
	\$6,100.00

**Clean Sweep 2014
In-Kind Sponsors**

Sponsor	Donation	Contact Person/Letter Sent	Approx. Value
Bagel Land	16 dozen bagels @\$9.00/doz	Bob Juliano 1896 Monroe Ave 442-3080	\$ 144.00
Great Harvest Bread Co.	4 desert platters @\$39.95 ea	Wendy Russell, Mgr. 1890 Monroe Avenue 242-7544	159.80
Starbucks	3 cambros @ \$97.20 ea	Scott Sargeant 1916 Monro Avenue 442-6410	291.60
Tops	10 doz donuts @ \$4.99/doz 4 gal. o.j @ \$4.69/gal	Bridget Eberhard Tops Friendly Markets 1900 So. Clinton Ave.	68.66
Wegmans	48 subs cut into sixths	Linda Piccirilli 586-6680 ext. 329 Linda.piccirilli@wegmans.com	455.88
Total			\$1119.94



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
Date: June 3, 2014
Subject: Budget Transfer for File Cabinet

I am recommending that the Town Board approve a budget transfer in the amount of \$1,100 from the Town's contingent account (A.UNDST.1990 4.90) to office furniture in the Personnel Department (A.PRSNL.1430 2.12) to enable the purchase of a fireproof file cabinet to house important personnel records.

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: G. Brandt



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

7.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: June 3, 2014
Subject: Renewal of AT&T Lease Agreement for Cell Tower Space

I am recommending that the Town Board authorize the Supervisor to enter into an amended lease agreement with NCWPCS MPL 28-Year Sites Tower Holdings LLC (former agreement with AT&T Wireless PCS, LLC) to lease space at 1941 Elmwood Avenue where AT&T has an existing cell tower and has paid rent since August 2000. The term of the lease is from adoption until July 31, 2019 with automatic renewals for up to three (3) additional sixty (60) month terms. The initial base rent is for \$15,870 annually (no change from current annual base rent) and will increase 15% on August 1, 2020 and for each five-year term thereafter.

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



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

8.

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *yz*
Date: June 3, 2014
Subject: Electronic Banking Policy

I am recommending that Your Honorable Body adopted the attached Electronic Banking Policy to document the authorization and procedures for electronic banking inclusive of recording and security measures to be followed by users.

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

9.



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 *sz*
Date: June 3, 2014
Subject: Accept Donation and Appropriate Funds

I am recommending that Your Honorable Town Board accept a cash donation in the amount of \$2,990 from Brighton Rotary to purchase two (2) automated external defibrillator units (AED) for use at Town Hall. I am also recommending that the 2014 budget be amended to increase appropriations by \$2,990 in Facility Operations – safety equipment (A.DPW.1620 2.18) to be fully supported by an increase in donations (A.DPW.1620 2705).

These two new units replace the existing units at Town Hall and in the Public Safety wing allowing the previous units to be move to the Parks Department.

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: K. Hall