

MINUTES OF TOWN BOARD MEETING
OF THE TOWN OF BRIGHTON, COUNTY OF
MONROE, NEW YORK, HELD AT THE
BRIGHTON TOWN HALL, 2300 ELMWOOD
AVENUE, ROCHESTER, NEW YORK
May 28, 2014

PRESENT:

Supervisor William Moehle
Councilmember James Vogel
Councilmember Jason DiPonzio
Councilmember Christopher Werner

Daniel Aman, Town Clerk
Kenneth Gordon, Attorney for the Town
Mark Henderson, Chief of Police
Tim Keef, Commissioner of Public Works
Suzanne Zaso, Finance Director
Maryann Hussar, Assistant to the Supervisor

MEETING CALLED TO ORDER AT 7:00 PM:**RECOGNITIONS/PRESENTATIONS:****Brighton Police Department Awards:****Distinguished Service Awards to:**

Sergeant David Molisani
Police Officer James Tumbiolo
Police Officer Scott Corey
Police Officer Jose Caraballo

Citizen Citation Awards:

Ms. Lisa Lindsay
Ms. Christine Fantauzzo

Excellent Police Service Awards:

Lieutenant Michael Desain
Sergeant Christopher Wagner
Investigator Timothy Karch
Investigator Kevin Dennis

Life Saving Award:

Police Officer Renee Fischer
Police Officer Brad Steve
Police Officer Michael Romach

OPEN FORUM:

Sandra Frankel
Ray Tierney

APPROVAL OF AGENDA:

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio to approve the agenda

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

COMMUNICATIONS:

FROM Brighton residents Don Nichols and Marsha Condon to Supervisor, dated April 23, 2014 concerning the proposed purchase of one street sweeper for the Highway Department.

FROM Kathi Gingello, Community Development Mgr. Monroe County Dept. of Planning and Development regarding Town's continued membership in the Consolidated Plan Consortium for a three year period of October 1, 2014 through September 30, 2017.

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio to receive and file the aforementioned correspondence

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

COMMITTEE REPORTS:

Parks and Recreation & Community Services – Next meeting 6/23/14 at 4:30 PM at Brookside
 Finance and Administrative Services – Next meeting 6/3/14 at 3:30 PM in Stage Conference Room
 Public Safety Services – Next meeting 6/10/14 at 8:00 AM in Downstairs Meeting Room
 Public Works Services – Next meeting 6/2/14 at 9:00 AM in Downstairs Meeting Room

NEW BUSINESS:

MATTER RE: Reading and approval of claims

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio that the Supervisor read and approve for payment the claims as set forth in Exhibit No. 1 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve bid award to low and responsible bidder, Joe Johnson Equipment Co., with authorization for Supervisor to execute agreement with same, for purchase of one street sweeper at a cost not to exceed \$190,900 (see Resolution #1 and letter dated May 5, 2014 from Timothy Keef, P.E., Commissioner of Public Works.).

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 2 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve bid award to low and responsible bidder, Waste Management Inc., with authorization for Supervisor to execute agreement with same, to provide Refuse Districts services for 2015 at a cost not to exceed \$801,393.60 (see Resolution #2 and letter dated May 9, 2014 from Chad Roscoe, Town Jr. Engineer).

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 3 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approval to declare one desk and credenza from the Police Dept. as surplus, with authorization to be sold as scrap (see Resolution #3 and letter dated May 19, 2014 from Police Chief Mark Henderson).

Motion by Councilmember Jason DiPonzio seconded by Councilmember Christopher Werner that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 4 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approval to adopt revised Charge and Credit Card Use Policy (see Resolution #4 and letter dated May 21, 2014 from Suzanne Zaso, Director of Finance).

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 5 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approval to accept donation from Mr. and Mrs. George Mackey in the amount of \$284.00 to be used for the replanting of two (2) trees in the public right of way at #199 Palmerston Road (see Resolution #5 and letter dated May 21, 2014 from Timothy Keef, P.E. Commissioner of Public Works).

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 6 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve traffic control measures (stop signage) being installed by the Monroe County Department of Transportation, at the intersection of Reserve View Blvd. and South Clinton Avenue (see Resolution #6 and letter dated May 21, 2014 from Timothy Keef, P.E. Commissioner of Public Works).

Motion by Councilmember Jason DiPonzio seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 7 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve traffic control measures (lane re-striping) being installed by the Monroe County Department of Transportation, on South Clinton Avenue at Brighton-Henrietta Townline Road (see Resolution #7 and letter dated May 21, 2014 from Timothy Keef, P.E. Commissioner of Public Works).

Motion by Councilmember Jason DiPonzio seconded by Councilmember James Vogel that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 8 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Approve traffic control measures (lane re-striping) being installed by the Monroe County Department of Transportation, on South Clinton Avenue from Senator Keating Blvd. to Woods Meadow Drive (see Resolution #8 and letter dated May 21, 2014 from Timothy Keef, P.E. Commissioner of Public Works).

Motion by Councilmember Jason DiPonzio seconded by Councilmember Christopher Werner that the Town Board adopt the resolution as prepared by the Attorney for the Town as set forth in Exhibit No. 9 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MATTER RE: Reappoint Stephen Kittelberger as a member of the Sustainability Oversight Committee effective nunc pro tunc March 1, 2014 through February 28, 2015 (see Resolution #9).

Motion by Councilmember James Vogel seconded by Councilmember Christopher Werner that the Town Board adopt the resolution as prepared by the Attorney for The Town as set forth in Exhibit No. 10 attached

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MOTION TO GO INTO EXECUTIVE SESSION AT 8:23 PM

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio to go into executive session to discuss employment of a particular person in Facility Operations and matters of West Brighton Fire Department litigation and tax certiorari litigation

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

Motion by Councilmember James Vogel seconded by Councilmember Jason DiPonzio to come out of executive session at 9:04 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

MEETING ADJOURNED AT 9:05 PM:

Motion by Councilmember Christopher Werner seconded by Councilmember Jason DiPonzio to adjourn at 9:05 PM

UPON ROLL CALL VOTE

MOTION UNANIMOUSLY CARRIED

CERTIFICATION:

I, Daniel Aman, 131 Elmore Road, Rochester, NY do hereby certify that the foregoing is a true and accurate record of the proceeding of the Town of Brighton, County of Monroe, State of New York meeting held on the 28th day of May 2014 and that I recorded said minutes of the aforesaid meeting of the Town Board of the Town of Brighton, New York

CLAIMS FOR APPROVAL AT TOWN BOARD MEETING

May 28, 2014

THAT THE CLAIMS AS SUMMARIZED BELOW HAVING BEEN APPROVED BY THE RESPECTIVE DEPARTMENT HEADS AND AUDITED BY THE TOWN BOARD AUDIT COMMITTEE ARE HEREBY APPROVED FOR PAYMENT.

A - GENERAL	\$	<u>195,205.46</u>
D - HIGHWAY		<u>78,591.69</u>
H - CAPITAL		<u>280.00</u>
L - LIBRARY		<u>32,264.77</u>
SF - FIRE DIST		<u>193,299.04</u>
SS - SEWER DIST		<u>19,852.16</u>
TA - AGENCY TRUST		<u>22,171.05</u>
TE - EXPENDABLE TRUST		<u>2,733.43</u>
TOTAL	\$	<u>544,397.60</u>

UPON ROLL CALL

MOTION CARRIED _____

APPROVED BY:

SUPERVISOR_____
COUNCIL MEMBER_____
COUNCIL MEMBER

TO THE SUPERVISOR:

I CERTIFY THAT THE VOUCHERS LISTED ABOVE WERE AUDITED BY THE TOWN BOARD ON THE ABOVE DATE AND ALLOWED IN THE AMOUNTS SHOWN. YOU ARE HEREBY AUTHORIZED AND DIRECTED TO PAY TO EACH OF THE CLAIMANTS THE AMOUNT OPPOSITE HIS NAME.

DATE_____
TOWN CLERK

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO

Councilpersons

RESOLVED, that correspondence dated May 5, 2014 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to authorize the Supervisor to execute a contract with Joe Johnson Equipment Company as the lowest responsive and responsible bidder for the purchase of one street sweeper at a cost not to exceed \$190,900.00, be received and filed, and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute a contract with Joe Johnson Equipment Company as the lowest responsive and responsible bidder for the purchase of one street sweeper at a cost not to exceed \$190,900.00.

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



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

May 5, 2014

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 Street Sweeper (Highway Department)

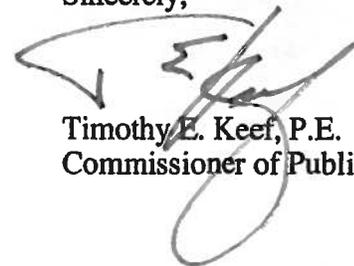
Dear Chairman Werner and Committee Members:

The above bid was publicly advertized and publicly opened on April 2, 2014, 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, as well as the accompanying communication from Tim Anderson, Deputy Highway Superintendent, the following is recommended:

- 1) That a bid be awarded for the above equipment to the low, responsive and responsible bidder, Joe Johnson Equipment, in the bid amount of \$190,900.00;
- 2) The Supervisor be authorized to execute an agreement with the bidder for this contract.
- 3) Pursuant to anticipated bond sales, funds will be available in the 2014 D.HWY.5130 2.23 account for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 6, 2014 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
M. Hussar
A. Banker
K. Gordon



Town Of Brighton

Highway Department

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

April 9, 2014

Timothy Keef, P.E.
Commissioner of Public Works

Re: Mechanical street sweeper bid

Tim,

I recommend that we accept the bid from Joe Johnson Equipment for a 2014 Elgin Pelican street sweeper for a delivered price of \$190,900. Joe Johnson Equipment is the only bid out of the three bids submitted that meets the bidder qualifications and did not take any exceptions to the specifications. The other two bids submitted do not meet bidder qualifications and have exceptions to the minimum technical specifications. Cyncon Equipment took numerous exceptions to the specifications. Vantage Equipment, LLC submitted a bid for a cab and chassis mounted sweeper design. The bid specifications are for a three wheel street sweeper front hopper dump configuration. The above recommended street sweeper best fits the Highway Department needs and will be replacing a similar model.

Cyncon Equipment took thirty one exceptions to the minimum requirements. Some of the major exceptions included front steer three wheel configuration instead of rear steer, engine is a Tier 3 instead of a Tier 4i, which is cleaner burning, forward reverse is shifter control instead of foot pedal operated, and brakes require electrical and engine power to dis-engage. Cyncon Equipment submitted a bid for a Global M-3 street sweeper with a delivered price of \$172,760.

Vantage Equipment, LLC submitted a bid for a cab and chassis mounted street sweeper which is a completely different design than the street sweeper specified and therefore does not match up with the Town's specifications. They also did not fully meet bidder qualifications. Vantage Equipment, LLC submitted a bid for a Stewart Amos street sweeper with a delivered price of \$190,792.

The street sweeper is a budgeted item in the D. HWY. 5130 2.23 machinery account.

Sincerely,

Timothy Anderson
Deputy Highway Superintendent

STATE OF NEW YORK
Ontario County

STATE OF NEW YORK
Monroe County

**LEGAL NOTICE
ADVERTISEMENT FOR BIDS**

The Town of Brighton, Monroe County, New York will receive sealed bids for:
Furnish and Deliver
One (1) Street Sweeper, 2014 or newer model, new and unused,
completely as specified

Sealed Bids will be received and bids publicly opened and read at the following
place and time:

Place: Town of Brighton
Dept. of Public Works
2399 Elmwood Avenue
Rehoboth, New York 14618

Date: April 2, 2014
Time: 10:00 A.M. Local Time

The work consists principally of the furnishing and delivery of one (1) new and
unused, three wheel mechanical street sweeper 2014 or newer model. 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 the contract. Specifications are
available for inspection at the above location and may be obtained there.

Bids must be made in writing on the forms furnished and shall be accompanied
by a bid guarantee (bond or certified check) for an amount not less than five
percent (5%) of the amount bid in accordance with the INSTRUCTIONS TO
BIDDERS.

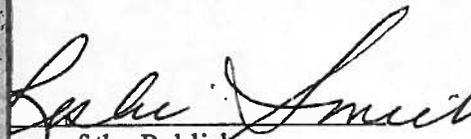
The Town of Brighton is exempt under New York State Tax law, and therefore,
no sales tax on the cost of materials incorporated into the project shall be in-
cluded in the bid.

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 re-
serves the right to reject any and all bids, and to accept any Proposal or individ-
ual item or items, which it may deem to be the most favorable to its best inter-
ests.

A noncollusive bidding certificate shall be included with each bid.
Dated: March 13, 2014
Town of Brighton

Timothy E. Keel, PE
Commissioner of Public Works
(585)784-5223
Ma 13
02542390

y sworn, deposeth and saith that she
is the bookkeeper for
N-PITTSFORD POST
Newspaper
Monroe County of Monroe and State of New York
and that a notice of which the
said copy, was published in the said
Newspaper once in each week
commencing on the
FIFTH DAY OF MARCH 2014
and ending on
FIFTH DAY OF MARCH 2014


Susan Smith
Manager of the Publisher

Subscribed and sworn on before me, this 14TH day
of
MARCH 2014



Notary Public, State of NY

Legal # 02542390

BARBARA S. CONNELLY
Notary Public In The State Of New York
Monroe County
Commission Expires Jan 21, 2018

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO

Councilpersons

RESOLVED, that correspondence dated May 9, 2014 from Town Junior Engineer Chad Roscoe regarding a request to authorize the Supervisor to execute a contract with Waste Management as the lowest responsive and responsible bidder to provide Refuse District services for 2015 at a cost not to exceed \$801,393.60, be received and filed, and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute a contract with Waste Management as the lowest responsive and responsible bidder to provide Refuse District services for 2015 at a cost not to exceed \$801,393.60.

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



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

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. Bohner
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

OPENING DATE: 5/7/2014 **TIME:** 10:00 AM **PERSON:** Tim Keef
PROJECT NAME: 2015 Refuse Districts Services
TOB PROJECT NO.: 2014-0057 **CONTRACT FOR:** Town of Brighton, Refuse Districts

APPARENT LOW BIDDER

BID PACKAGE #	CONTRACTOR (COMPANIES NAME)	10% Bid Security pg. 6	Addenda Received April 23, 2014	Addenda Received April 24, 2014	Base Bid (Sec. 300-2.2.1)	Comments:
1	Waste Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	\$204.96/\$801,393.60	<input checked="" type="checkbox"/> Signatures pg. 7 <input checked="" type="checkbox"/> Non-Collusive pg. 21 <input checked="" type="checkbox"/> Corporate Resolution pg. 22 <input checked="" type="checkbox"/> Corporate Attest pg. 23 <input checked="" type="checkbox"/> Personal Attest pg. 24
2		<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"/>
4		<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"/>
6		<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"/>

**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.

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 called 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 Keet, P.E.
Commissioner of Public Works
(585)784-5223

Ap 17
02543020

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO
Councilpersons

RESOLVED, that correspondence dated May 19, 2014 from Chief of Police Mark Henderson regarding a request to have the Town Board declare one desk and credenza from the Police Department as surplus and to further authorize the same to be sold as scrap, be received and filed, and it is further

RESOLVED, that the Town Board hereby declares one desk and credenza from the Police Department as surplus and further directs the same to be sold as scrap.

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



Town of Brighton

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



Mark T. Henderson
Chief of Police

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

May 19, 2014

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Board Members:

In reviewing the police department inventory, the following item has been identified as being expendable. This item has been used beyond its serviceable life and has been replaced by other equipment; therefore I request that it is declared surplus and disposed of properly.

Asset ID	Description	Original Cost
1692	Desk with credenza	\$1,008.00

Sincerely,

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

Mark T. Henderson
Chief of Police

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO

Councilpersons

RESOLVED, that a memorandum dated May 21, 2014 from Finance Director Suzanne Zaso regarding a request to have the Town Board adopt a revised Charge and Credit Card Use Policy, be received and filed, and it is further

RESOLVED, that the Town Board hereby adopts the revised Charge and Credit Card Use Policy attached to the above referenced memorandum.

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



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
From: Suzanne Zaso, Director of Finance
Date: May 21, 2014
Subject: Charge and Credit Card Use Policy

On October 27, 2004, the Town Board adopted a charge card policy to address the use of store issued charge cards for securing goods for Town services. This policy did not include authorization for major credit cards. The attached proposed policy amends the originally adopted policy by including provisions for major credit cards and expanding on the safeguards to be taken when given the responsibility of using either a charge or credit card issued to the Town. The revised policy was initially reviewed by the Finance and Administrative Services Committee at their March 18, 2014, meeting and then subsequently reviewed and commented on by the Town's independent auditors.

I am recommending that Your Honorable Body adopt the attached revised Charge and Credit Card Use Policy. I would be happy to respond to any questions that members of the Town Board may have regarding this matter.

Town of Brighton

Charge and Credit Card Use Policy

Policy Statement

The Town of Brighton will provide for the restricted use of charge cards issued by vendors selected pursuant to the Town's Procurement Policy as a means to expedite the purchase of supplies, materials, and minor equipment, and to reduce the administrative effort and paperwork typically involved with such purchases. Town charge cards may not be used for personal expenses or other prohibited items, and must be properly safeguarded at all times from loss or misappropriation.

The Town of Brighton may authorize a major credit card (such as VISA or Mastercard) to be assigned to the Town Finance Department to be used for authorized purchases for which procurement by means of a purchase order or check are not possible or for payment of vendor claims after appropriate Town Board audit. Town credit cards may not be used for personal expenses or other prohibited items, and must be properly safeguarded at all times from loss or misappropriation.

Definition of Terms

Charge Card – a card issued by a store that enables purchases to be made only through that store utilizing the card and to be billed via a statement at a later date with full payment due.

Credit Card – a major credit card such as VISA or Mastercard that is typically issued by a financial institution enabling purchases at vendors accepting such card. Credit cards have a revolving payment plan.

Prohibited Items – items that are not eligible for purchase using either a Town issued charge or credit card. These items include, but are not limited to, alcohol, tobacco, personal expenses, and cash advances.

Procedures

The assignment and administration of all authorized charge cards will be determined by the Director of Finance. For departments wishing to utilize charge cards, the Department Head

may request the assignment of a charge card(s) to their department or make use of a General Administration card(s) maintained by the Finance Department. In all cases, Department Heads must identify those department employees to be authorized to possess and use charge cards, and provide the Finance Department with a listing of all such authorized employees inclusive of the employee's signature. When not in used, the Department Head is responsible for ensuring that all authorized charge cards are safeguarded in a secure location.

Charge card transactions initiated for which no purchase order had been issued, or for which sufficient funding is not provided in the department's budget, will be considered unauthorized and subject to review and discussion between the responsible Department Head and the Director of Finance. Any unauthorized expenditure may result in a personal expense to the employee.

Major credit cards are only assigned to the Finance Department and may only be utilized with the authorization and assistance of the Director of Finance or the Budget Officer.

All charge card slips and any other supporting documentation must be retained and subsequently submitted to the Finance Department at when the vendor's billing statement is received. At that time, the purchasing department will reconcile all charge slips with the billing statement, prepare an accounting distribution for all expenditures incurred, and authorize payment to the vendor for purchases made by their authorized department employees. In the case of a missing receipt, every attempt must be made by the purchasing department to obtain a duplicate receipt from the vendor. If unable to secure a receipt, a statement from the department head authorizing the purchase should be submitted to the Finance Department detailing the purchase inclusive of date, items purchased, pricing, and purpose. Any billing discrepancies or concern of unauthorized use should be brought to the immediate attention of the department head and/or the Director of Finance.

Prohibited Uses

The purchase of alcohol, tobacco, personal expenses, or cash advances through use of a Town authorized charge or credit card is prohibited. Any such purchase will be considered a personal expense to be recovered by the Town through whatever means the Director of Finance deems necessary in the circumstances. Any personal use may result in the revocation of authorized use, and the employee involved in such a purchase may be subject to progressive discipline up to and including termination.

Card Safekeeping

All cards issued are to be kept in a secure place within the custodial department and not taken home by any employee, except as authorized in writing by the Department Head and the Finance Director. Cards should only leave this secure location to make the necessary purchase and be promptly returned thereafter. The department is responsible for keeping a log of when the card is released to an employee. Such log should include at a minimum:

- Name of employee the card is released to
- Date and time the card is released and returned
- Purpose of the transaction
- Total cost of the transaction

A detailed receipt including vendor name, date, itemized items purchased and prices should be obtained from the vendor and submitted to the staff member responsible for processing the claim for payment.

Any purchase made via phone, fax, or internet using a credit card should be scrutinized for security. It is advised that these types of transactions be performed only when necessary to a known, reliable vendor. Internet transactions should only be processed through a secure website.

Any employee or department that is issued a Town charge or credit card for use is responsible for its safekeeping and must report a lost or stolen card to the Finance Department immediately.

I, _____, have received and read the Town's policy on charge and credit card use which was adopted by the Town Board on _____ and I agree to abide by all provisions of said policy.

Employee Signature & Date

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO
Councilpersons

RESOLVED, that correspondence dated May 21, 2014 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to have the Town Board accept a \$284.00 donation from Patricia and George Mackey to be used for the replanting of two trees in the public right of way at 199 Palmerston Road, be received and filed, and it is further

RESOLVED, that the Town Board hereby accepts a \$284.00 donation from Patricia and George Mackey to be used for the replanting of two trees in the public right of way at 199 Palmerston Road .

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



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

May 21, 2014

Supervisor William W. Moehle and
the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

Re: Donation Towards Town Tree Replantings

Dear Supervisor Moehle and Town Council Members:

Mr. And Mrs. George Mackey of #199 Palmerston Road have graciously provided a donation of \$284.00 towards replanting two trees in the public right of way at that location. This will allow the Highway Department to upgrade the size of the trees to a larger diameter caliper above what would normally be replanted. I recommend that your Honorable Body receive and file the attached communication and check from the Mackey's and accept the donation, with great appreciation and thanks, as an unanticipated revenue for the A.DPW 8560 4.11 account.

As always, thank you for your consideration of matters such as this.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wp

attachment

cc: T. Anderson
S. Zaso
M. Hussar
K. Gordon

Tim Keeper

Donation toward

2 3" dia. tree for
tree replacement
front lawn (curb)

199 Palmettond

George G. Mackey

Patricia M. Mackey

TOWN OF BRIGHTON
DEPT. OF PUBLIC WORKS

RECEIVED
MAY 09 2014

Thank You!

J. Mackey

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO

Councilpersons

RESOLVED, that correspondence dated May 21, 2014 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to have the Town Board consent to the installation by the County of Monroe of a stop sign at the intersection of Reserve View Blvd and South Clinton Avenue, be received and filed, and it is further

RESOLVED, that pursuant to New York State Vehicle and Traffic Law Section 1652-a, the Town Board hereby consents to the installation by the County of Monroe of a stop sign at the intersection of Reserve View Blvd and South Clinton Avenue provided that the installation, removal and maintenance of the stop sign be paid for by the County of Monroe.

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



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

May 21, 2014

Supervisor William M. Moehle
and the Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Monroe County Department of Transportation (MCDOT)
Traffic Control Device Ordinance
Reserve View Boulevard at South Clinton Avenue

Dear Supervisor Moehle and Town Council Members:

Pursuant to the attached correspondence received from the MCDOT, dated May 7, 2014, the Town Board has been requested to pass a resolution supporting the listed traffic control measures (stop signage) at the above intersection. This entails installation of a stop sign for traffic traveling westbound exiting the Reserve. It is recommend that the Board pass a resolution to this effect and as outlined in said attached communication from MCDOT.

As always, thank you for consideration of requests such as this.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wp

attachment

cc: M. Hussar
D. Aman
K. Gordon



Department of Transportation

Monroe County, New York

Maggie Brooks
County Executive

Terrence J. Rice, P.E.
Director

May 6, 2014

Mr. Daniel Aman
Town Clerk
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618



TOWN OF BRIGHTON
DEPT. OF PUBLIC WORKS

RE: TRAFFIC CONTROL DEVICE ORDINANCE

Dear Mr. Aman:

The County of Monroe Department of Transportation, pursuant to authority granted by Sections 1651 and 1652-a of the New York State Vehicle and Traffic Law, does hereby request the establishment of the following traffic controls.

Table with 2 columns: SIGN TYPE/DIRECTION and LOCATION. Row 1: Left only/Southbound Stop/Westbound, S. Clinton Avenue @ Reserve View Blvd. Reserve View Blvd. @ S. Clinton Ave.

Please have your Town Board pass an appropriate ordinance for this regulation at your earliest convenience. The Monroe County Department of Transportation is installing the above traffic control devices in accordance with the National Manual of Uniform Traffic Control Devices, and New York State Supplement to establish the above regulation(s).

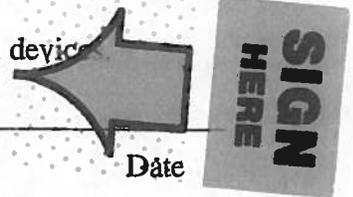
The above regulations are to be effective upon installation of said traffic control devices.

Handwritten signature of Terrence J. Rice

Terrence J. Rice, P.E.
Director of Transportation

Town Clerk
Town of Brighton

Date



Please sign, date and return this form and a copy of the ordinance, to the Monroe County Department of Transportation as soon as possible.

TJR/bm

cc: D. Wiegand

6100 CityPlace • 50 West Main Street • Rochester, New York 14614-1231
(585) 753-7720 • fax: (585) 753-7730 • www.monroecounty.gov

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO

Councilpersons

RESOLVED, that correspondence dated May 21, 2014 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to have the Town Board consent to lane restriping on South Clinton Avenue at Brighton-Henrietta Townline Road as detailed in the correspondence and attachments thereto, be received and filed, and it is further

RESOLVED, that pursuant to New York State Vehicle and Traffic Law Section 1652-a, the Town Board hereby consents to lane restriping on South Clinton Avenue at Brighton-Henrietta Townline Road as detailed in said correspondence and the attachments thereto provided that the installation, removal and maintenance of the lane striping be paid for by the County of Monroe.

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



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

May 21, 2014

Supervisor William M. Moehle
and the Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Monroe County Department of Transportation (MCDOT)
Traffic Control Device Ordinance
Restriping South Clinton Avenue at Brighton-Henrietta Townline Road

Dear Supervisor Moehle and Town Council Members:

Pursuant to the attached correspondence received from the MCDOT, dated May 7, 2014, the Town Board has been requested to pass a resolution supporting the listed traffic control measures (lane striping) at the above intersection. This entails making the existing southbound lanes on South Clinton Avenue at Brighton-Henrietta Townline Road two left turn lanes and a single right turn lane by providing pavement markings and signage to this effect. It is recommended that the Board pass a resolution to this effect and as outlined in said attached communication from MCDOT.

As always, thank you for consideration of requests such as this.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wp

attachment

cc: M. Hussar
D. Aman
K. Gordon



Department of Transportation

Monroe County, New York

Maggie Brooks
County Executive

Terrence J. Rice, P.E.
Director

May 6, 2014

Mr. Daniel Aman
Town Clerk
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618



TOWN OF BRIGHTON
DEPT. OF PUBLIC WORKS

RE: TRAFFIC CONTROL DEVICE ORDINANCE

Dear Mr. Aman:

The County of Monroe Department of Transportation, pursuant to authority granted by Sections 1651 and 1652-a of the New York State Vehicle and Traffic Law, does hereby request the establishment of the following traffic controls.

Table with 2 columns: SIGN TYPE/DIRECTION and LOCATION. Row 1: Dual Left only/Southbound, Right Turn only/Southbound; S. Clinton Avenue & Brighton Henrietta Town Line Rd.

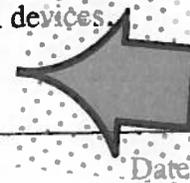
Please have your Town Board pass an appropriate ordinance for this regulation at your earliest convenience. The Monroe County Department of Transportation is installing the above traffic control devices in accordance with the National Manual of Uniform Traffic Control Devices, and New York State Supplement to establish the above regulation(s).

The above regulations are to be effective upon installation of said traffic control devices.

Signature of Terrence J. Rice

Terrence J. Rice, P.E.
Director of Transportation

Town Clerk
Town of Brighton



Please sign, date and return this form and a copy of the ordinance, to the Monroe County Department of Transportation as soon as possible.

TJR/bm

cc: D. Wiegand

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO

Councilpersons

RESOLVED, that correspondence dated May 21, 2014 from Commissioner of Public Works Timothy E. Keef, P.E. regarding a request to have the Town Board consent to lane restriping on South Clinton Avenue from Senator Keating to Woods Meadow Drive as detailed in the correspondence and attachments thereto, be received and filed, and it is further

RESOLVED, that pursuant to New York State Vehicle and Traffic Law Section 1652-a, the Town Board hereby consents to lane restriping on South Clinton Avenue from Senator Keating to Woods Meadow Drive as detailed in said correspondence and the attachments thereto provided that the installation, removal and maintenance of the lane striping be paid for by the County of Monroe.

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilperson	Voting	_____
Louise Novros, Councilperson	Voting	_____
Christopher K. Werner, Councilperson	Voting	_____
Jason S. DiPonzio, Councilperson	Voting	_____



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

May 21, 2014

Supervisor William M. Moehle
and the Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Monroe County Department of Transportation (MCDOT)
Traffic Control Device Ordinance
Restriping of South Clinton Avenue (Senator Keating Boulevard to Woods Meadow Drive)

Dear Supervisor Moehle and Town Council Members:

Pursuant to the attached correspondence received from the MCDOT, dated May 7, 2014, the Town Board has been requested to pass a resolution supporting the listed traffic control measures (lane striping) along the above sections of South Clinton Avenue. This entails reducing the overall number of lanes from four lanes to three lanes, comprised of one travel lane each northbound and southbound, and one center turn lane. It is recommend that the Board pass a resolution to this effect and as outlined in said attached communication from MCDOT.

As always, thank you for consideration of requests such as this.

Very truly yours,

Timothy E. Keef, P.E.
Commissioner of Public Works

TEK/wp

attachment

cc: M. Hussar
D. Aman
K. Gordon



Department of Transportation

Monroe County, New York

Maggie Brooks
County Executive

Terrence J. Rice, P.E.
Director

May 6, 2014

Mr. Daniel Aman
Town Clerk
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618



TOWN OF BRIGHTON
DEPT. OF PUBLIC WORKS

RE: TRAFFIC CONTROL DEVICE ORDINANCE

Dear Mr. Aman:

The County of Monroe Department of Transportation, pursuant to authority granted by Sections 1651 and 1652-a of the New York State Vehicle and Traffic Law, does hereby request the establishment of the following traffic controls.

Table with 2 columns: SIGN TYPE/DIRECTION and LOCATION. Row 1: Center Lane Two-Way Left Turn/NB & SB, S. Clinton Avenue - 160' South of Senator Keating Blvd. to 1035' South of Senator Keating Blvd. Row 2: S. Clinton Ave. - 380' S. of Reserve View Blvd. to 2300' S. of Reserve View Blvd.

Please have your Town Board pass an appropriate ordinance for this regulation at your earliest convenience. The Monroe County Department of Transportation is installing the above traffic control devices in accordance with the National Manual of Uniform Traffic Control Devices, and New York State Supplement to establish the above regulation(s).

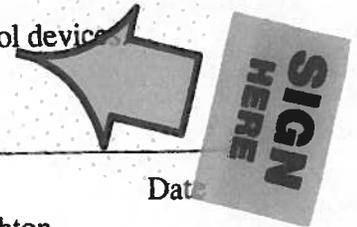
The above regulations are to be effective upon installation of said traffic control devices.

Handwritten signature of Terrence J. Rice

Terrence J. Rice, P.E.
Director of Transportation

Town Clerk
Town of Brighton

Date



Please sign, date and return this form and a copy of the ordinance, to the Monroe County Department of Transportation as soon as possible.

TJR/bm

cc: D. Wiegand

At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held at the Brighton Town Hall, 2300 Elmwood Avenue, in said Town of Brighton on the 28th day of May, 2014.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

JAMES R. VOGEL
LOUISE NOVROS
CHRISTOPHER K. WERNER
JASON S. DIPONZIO

Councilpersons

RESOLVED, that the Town Board hereby reappoints Stephen Kittelberger of 160 Penarrow Road, Rochester, NY 14618 as a member of the Sustainability Oversight Committee effective nunc pro tunc March 1, 2014 through February 28, 2015

Dated: May 28, 2014

William W. Moehle, Supervisor	Voting	_____
James R. Vogel, Councilman	Voting	_____
Louise Novros, Councilwoman	Voting	_____
Christopher K. Werner, Councilman	Voting	_____
Jason S. DiPonzio, Councilman	Voting	_____