

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

**Meeting Date: Tuesday, August 5, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – Employment of a particular person.
2. Half-Pay Sick Leave Policy for Part-Time Permanent Employees (Personnel) – Request from Gary Brandt for Town Board action to adopt a half-pay sick leave policy for qualifying part-time permanent employees (see memo from G. Brandt).
3. Sick Leave Policy Revision for Full-Time Employees (Personnel) – Request from Gary Brandt for Town Board action to adopt a revision to the Town's sick leave policy for non-represented full-time employees to allow for the limited use of available sick time for parental leave upon the birth or placement of a child (see memo from G. Brandt).
4. Comp Time Policy Revision for Full-Time Employees (Personnel) – Request from Gary Brandt for Town Board action to adopt a revision to the Town's comp time policy for non-represented full-time employees to include new titles and limit the amount of comp time allowed to be banked (see memo from G. Brandt).
5. Bid Request and Contract for Crittenden Road Sidewalks (Public Works) – Request from Chad Roscoe for Town Board authorization to seek bids for sidewalk construction on Crittenden Road as part of the Monroe County CDBG funds and authorization of the Supervisor to execute documents relating to the grant award of \$32,625 (see letter from C. Roscoe).
6. Request to Reject Bid and Rebid Phase III of MCC Sanitary Sewer Project (Sewer) – Request from Evert Garcia for Town Board action to reject the sole bid received for construction services for the Monroe Community College sanitary sewer project Phase III and to authorize the department to revise the plans and re-bid the project (see letter from E. Garcia).
7. Lease Contract for Copiers (various depts.) – Request from Dan Aman for Town Board action to authorize the Supervisor to execute agreements with Toshiba to lease 6 copiers within various Town departments, inclusive of maintenance services, for a period of 36 months (see letter from D. Aman).

8. Joint Municipal Cooperative Bidding Program (Central Services) – Request from Dan Aman for Town Board adoption of a resolution for a Joint Municipal Cooperative Bidding Program with Easter Suffolk BOCES to enable the use of a contract already awarded by the Program for copiers and to authorize the payment of \$510 to join said Program (see memo from D. Aman).
9. Online Dog Licensing with BAS (Town Clerk) – Request from Dan Aman for Town Board authorization to set-up an online dog licensing system through the Town Clerk's BAS software (see memo from D. Aman).
10. Award Contract for Hardware Supplies (various departments) – Request from Tim Keef for Town Board action to award a contract to Mayer Hardware for the annual purchase of hardware supplies. Request is also sought to allow for the renewal of the contract administratively for up to an additional four one-year periods (see letter from T. Keef).
11. Capital Improvement Plan for 2015–2017 – Request from Andrew Robinson for Town Board action to adopt the proposed 2015-2017 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts (see memo from A. Robinson).

The next regularly scheduled meeting of the FASC will be held **Tuesday, August 19, 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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July 30, 2014

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

Re: 2013 CDBG Crittenden Road Sidewalk Project
Solicit a Request for Bidders.

Dear Councilperson Werner and Committee Members:

The Town of Brighton received a 2013 CDBG Grant in the amount of \$32,625 to install approximately 550LF of concrete sidewalk on the south side of Crittenden Road from the corner of W. Henrietta Road westward to the eastern entrance of Crittenden Way Apartments. The new sidewalk will be installed within the public ROW and the acquisition of additional property is not necessary. Town of Brighton staff has completed the final construction bid documents and are awaiting final approvals from the Monroe County and New York State Departments of Transportation. Once these approvals are obtained we would like to advertise the project for bid. I am requesting authorization to solicit a request for bidders to provide those construction services necessary to install the proposed sidewalk referenced above. Funds have been allocated for this project in the account A.DPW.5410 2.65. No action as to awarding a contract will be considered without returning to this committee.

In addition, I am requesting that FASC authorize the Supervisor to sign the Community Development Construction Agreement Competitive Bid, attached, which provides funding, \$32,625, for the 2013 Crittenden Road Sidewalk Project. Prior to obtaining the supervisor's signature the agreement will be reviewed and approved by the Town Attorney.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 5, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad Roscoe
Junior Engineer

cc: S. Zaso
T. Keef
Mary Ann Hussar



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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July 31, 2014

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

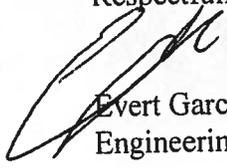
Re: Phase 3 MCC Sanitary Sewer Project
Bid Rejection

Dear Councilperson Werner and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on July 17, 2014 at 10:00 AM, all as required by law. A copy of the bid advertisement is attached for your reference. Four firms and one bid clearinghouse service requested plans but only one firm Randsco Pipeline, Inc. submitted a response to the bid advertisement. The total Bid Schedule, Base Bid plus Alternate A plus Alternate G, was \$479,910.00 and exceeded the project budget. We are requesting that FASC reject all of the bids for the above referenced project and authorize the Town staff to develop revised plans and re-bid the project.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 5, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,


Evert Garcia
Engineering Assistant

Attachments

cc: S. Zaso
T. Keef
M. Hussar



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Daniel Aman
Town Clerk/Receiver of Taxes

David Marcus
Deputy Clerk / Deputy Receiver

To: Christopher Werner, Chair, Finance & Admin Services Committee
From: Daniel Aman, Town Clerk
Date: August 4, 2014
Re: Town of Brighton Multi Function Printers

Several months ago we assembled a group of stakeholders from the various departments across the Town to investigate options for replacing our current fleet of Xerox multi function printers which were coming off lease in July. Staff went on several field trips to get a first hand look at machines from Konica, Toshiba and Xerox. We also met with representatives from Canon.

Looking at the evolving needs of the staff across the Town (and with discussions with department heads), the group is recommending all color machines. There will also be one new machine in the Engineering office that was not on the Xerox contract. This will replace a color printer that failed several years ago.

The equipment costs plus the cost per copy rates based on estimated volumes – even with the addition of the Engineering machine and adding color to the machines that are currently black & white only - are expected to save the Town \$70 a month.

After seeing the machines first hand and after analyzing the pricing information in the attached spreadsheets, the group is recommending that the Town Board authorize the Supervisor to sign an agreement with Toshiba. See attached proposal.

Da.



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Daniel Aman
Town Clerk/Receiver of Taxes

David Marcus
Deputy Clerk / Deputy Receiver

To: Christopher Werner, Chair, Finance & Admin Services Committee
From: Daniel Aman, Town Clerk
Date: August 4, 2014
Re: Town of Brighton Multi Function Printers

I am asking for the Town Board to pass the attached resolution from the East Suffolk BOCES to join their cooperative bidding group specifically for multi function printers. Additionally, I ask that the Board authorizes payment of a one time fee of \$510 to join the group. Participation in their program requires the adoption of the resolution as well as the fee.

The quote that we received from Toshiba for multi function printers was taken from this East Suffolk BOCES program. They also provided a quote without utilizing this program but the *monthly* expense was \$500 higher.

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School Year 2014-2015

RESOLUTION (A)

JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the _____, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.



BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Name of Educational or Municipal Corporation

Name of Official

Title

Date

Contact Person - Name

Title

E-Mail Address

9a



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Daniel Aman
Town Clerk/Receiver of Taxes

David Marcus
Deputy Clerk / Deputy Receiver

To: Christopher Werner, Chair, Finance & Admin Services Committee
From: Daniel Aman, Town Clerk
Date: August 4, 2014
Re: Online Dog Licensing

I am looking to offer an online dog license renewal option to our residents. This would allow any residents with current rabies vaccinations to renew their dog's license online with a credit card. If a vaccination is not current, they will still need to renew in person or via mail.

The fees for this system will be \$1740 for the first year. There are one-time setup and training costs totaling \$240 and annual maintenance fees of \$600.

TOWN OF BRIGHTON
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9b.

7/11/2014

TOWN OF BRIGHTON

CLERK LICENSING SYSTEM QUOTATION

<u>SOFTWARE/SERVICES:</u>	<u>Cost</u>
Clerk Licensing System (+30,000 population)	
Online Dog Licensing	\$1,000
System Configuration, Installation & Training (Remote Training)	\$240
Annual Software Hosting & Maintenance Fee	\$600
Subtotal:	\$1,840
Less 10% Customer Loyalty Allowance: (software only)	-\$100
Total 1st Year Investment:	\$1,740

Please Note: This Quote is Valid for 90 Days



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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

July 29, 2014

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

re: Award of Annual Hardware Contract

Dear Chairman Werner and Committee Members:

I recommend that an award for the above services be approved to the low, responsive and responsible bidder, Mayer Hardware, Inc. in an amount not to exceed \$7,500.00. It is further recommended that it also be authorized to have the option to renew this contract for an additional four one year periods as stipulated in the contract proposal. Funds are available in the 2014 budget, A.DPW 1620 4.11 account, for this purpose. Requests for quotations were also solicited from Monroe Hardware, Wilson Hardware, Home Depot (2) and Lowe's for this service, however, they were non responsive.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 5, 2014 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

attachment

cc: K. Hall
T. Anderson
S. Zimmer
A. Banker
S. Zaso
M. Hussar
K. Gordon

* Wederis? Yes



2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

11.

MEMORANDUM

To: The Honorable Town Board
Attn: Finance and Administrative Services Committee
From: *AR* Andrew Robinson, Budget Officer
Date: August 5, 2014
Subject: Proposed 2015-17 Capital Improvement Plan

I recommend that Your Honorable Body adopt the enclosed proposed 2015-17 Capital Improvement Plan (CIP). This annually updated planning tool has been subject to the review of the Finance and Administrative Services Committee, the Supervisor's Budget Review Task Force, and by the Sustainability Oversight Committee.

We believe the proposed 2015-17 CIP meets all critical Town and Special District capital needs for infrastructure management, park planning and development, major equipment purchases and replacements, and Town facility improvements and repairs. However, it is important to note that the CIP serves primarily as a financial planning tool and that the Capital Budget for each of these years ultimately determines the level of cash capital funding to be provided in each year.

Suzanne Zaso and I would be happy to respond to any questions that the Town Board may have regarding this matter.