

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

**Meeting Date: Tuesday, November 4, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – Employment of particular people.
2. Accept Bid for Truck (Highway)-Request from Tim Keef for Town Board action to accept a bid (inclusive of alternate#1) from Joe Basil Chevrolet, Inc. in the amount of \$36,045 for one pick-up truck (see letter from T. Keef).
3. Solicit Bids for Salt Shed Roof (Highway/Public Works) – Request from Mike Guyon for Town Board authorization to solicit bids to replace the roof on the salt barn located at the DPW Operations Center (see letter from M. Guyon).
4. Property Acquisition for Highland Crossing Trail (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to countersign a Request for Determination of Just Compensation prepared by R.K. Hite for permanent easements relating to land acquisitions for the Highland Crossing Trail (see letter from M. Guyon).
5. Renewal Rates for 2015 Excellus PPO Medical Plans (Personnel/Finance) – Request from Gary Brandt and Suzanne Zaso for Town Board action to approve the renewal rates with Excellus Blue Cross Blue Shield for 2015 for the Town's medical PPO plans covering active employees and under-65 retirees (see memo from G. Brandt and S. Zaso).
6. Renewal Rates for 2015 Excellus Self-Funded Dental (Personnel/Finance) – Request from Gary Brandt and Suzanne Zaso for Town Board action to approve a renewal contract with Excellus Blue Cross Blue Shield for the 2015 self-funded dental plans offered to active and retired Town employees (see memo from G. Brandt and S. Zaso).
7. Renewal Rates for 2015 Medicare Plans (Personnel/Finance) – Request from Gary Brandt and Suzanne Zaso for Town Board action to authorize the Supervisor to sign the renewal rates for the Medicare plans offered to over-65 retirees and spouses through Excellus and MVP (see memo from G. Brandt and S. Zaso).
8. Contract Renewal for 2015 Employee Assistance Program (Personnel) - Request from Gary Brandt for Town Board action to authorize the Supervisor to execute a renewal agreement in the amount of \$4,436 with the University of Rochester for the Strong Employee Assistance Program (Strong EAP) for 2015 for full-time and part-time permanent employees (see memo from G. Brandt).

9. Contract Renewal with Holfoth Risk Management for Independent Risk Management Services (Personnel Dept.) – Request from Gary Brandt for Town Board action to authorize the Supervisor to execute an agreement with Holfoth Risk Management Services to provide risk management services in 2015 at a rate of \$120 per hour (see memo from G. Brandt).
10. Contribution to Workers Comp Reserve (Finance) – Request from Suzanne Zaso for Town Board action to authorize a contribution of \$50,000 to the Workers' Comp Reserve from unspent 2013 appropriations from same reserve (see memo from S. Zaso).
11. Discussion – FASC meeting schedule for 2015.

The next regularly scheduled meeting of the FASC will be held **Tuesday, November 18, 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.



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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

November 3, 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 Pickup Truck (Highway Department)

Dear Chairman Werner and Committee Members:

The above bid was publicly advertized and publicly opened on October 14, 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, the following is recommended:

- 1) That a bid be awarded for the above equipment to the low, responsive and responsible bidder, Joe Basil Chevrolet, in the bid amount of \$36,045.00 (base bid plus alternate #1, undercoating);
- 2) The Supervisor be authorized to execute an agreement with the bidder for this contract.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 4, 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
A. Banker
K. Gordon

FASC.HWY.PICKUP.TRUCK.NOV.2014.01R



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

(30)

October 30, 2014

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

Re: Operation Center
Salt Barn Roof Rehabilitation
Construction Bid

Dear Councilperson Werner and Committee Members:

SWBR was awarded the professional design services for the renovation of the Operation Center Salt Barn Roof on June 25, 2014. These design services included an evaluation of the existing roof system which reviewed three possible roofing alternatives including the installation of a conventional shingle roof, a membrane roofing system and a metal roofing system. SWBR recently completed this evaluation. The evaluation recommended replacing the existing roofing with a good, laminated architectural shingle system with a warranty of 30 years or more as the best quality for value. The estimated installation cost of the roof system is \$89,700 to \$100,100. The recommendation considered cost, appropriateness, ease of maintenance, and life expectancy. A copy of the final report is attached for your reference.

We would like to advance the project to the construction phase therefore; I am requesting authorization to solicit a request for bidders to provide those construction services necessary to rehabilitate the Salt Barn Roof.

Funds are available for this project in account H.BLDGS.SALTR 2.63. 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 November 4, 2014 meeting in the event that you have any questions regarding this matter. 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 Anderson
Tim Keef

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SWBR ARCHITECTS

Town of Brighton

Town of Brighton, NY

Salt Barn Roof Conditions Assessment & Recommendations for Replacement

October 22, 2014

Prepared by:

SWBR Architects
387 East Main Street
Rochester, NY 14604

SWBR Project No. 14525.00

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Town of Brighton, NY: Salt Barn Roof Conditions Assessment & Recommendations for Replacement

Introduction

This report should be considered the culmination of the first Phase of the Salt Barn Roof Replacement project, and consisted of three primary tasks:

1. Field verification of the existing condition of the Barn's roof structure and roofing system;
2. Identification of at least three viable options for a replacement roofing system; and,
3. Comparison of these options and recommendations for the most appropriate system for implementation in the second Phase.

Field Verifications & Existing Conditions

Methodology:

SWBR Architects reviewed the existing condition of the Salt Barn's roofing system, decking, and roof structure by observation, both by ladder to the underside of the lowest areas, and from a short distance with binoculars. The areas of decking and structural members that could be physically reached were probed to check the wood condition for any detectable softness resulting from rot or other wood deterioration.

Summary of Findings:

Structural

The existing structural conditions supporting the roof were reviewed by SWBR Architects; the following observations were noted:

- The roof structure is placed over 36"x 14" concrete piers placed at 8'- 0" OC. 6"x 6" wood timbers infill the space between the concrete piers. Black stains were observed on the exterior side of the concrete piers due to water carrying dirt from the asphalt shingle roof. The tops of concrete piers appeared to be in good condition without visible cracks.
- The timber piers are generally in fair condition. Some were cracked under the heavy load of salt. On the interior side there is no separating layer between the wood timbers and salt pile, which has resulted in corrosion of metal fasteners and plates.
- The roof sheathing as observed from the underside appears to be in good condition and we recommend leaving it in place to support the new roofing. We were only able to closely

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evaluate the sheathing closest to the sidewalls on the inside of the barn. The sheathing should be observed on the upper surfaces once the existing roofing is removed as it appears some plywood panels may have been replaced in an earlier reroofing project.

- The structure within the barn enclosure is obviously exposed to a moist, salt environment and this can have detrimental effects on steel elements in particular. While we did not observe any conditions that require immediate attention, the following items are noted which should be addressed to prevent further deterioration:
 1. The base plate assemblies that support the trusses on top of the concrete pilasters are corroding and have lost their protective coating. We understand these assemblies were to receive a new coating as part of a former maintenance project. It appears that coating has now exceeded its useful life. We would recommend a high-performance coating with appropriate surface preparation on these assemblies to offer the proper protection and extend their life.
 2. A previous preventative maintenance project also installed plywood gussets at the trusses to supplement the standard truss plate connectors. The gussets were fastened with Phillip's head screws and the fasteners were coated over with what appears to be a zinc-rich coating. Some of these screws have backed out slightly from the plywood surface and the heads have begun to corrode. We recommend recoating these fasteners to prevent further corrosion.
 3. The vertical wall plate at the pilasters which holds the timber wall members up against the concrete pilasters have corroded. Additionally, these plates have pulled away or been broken off in some locations due to contact with machinery during the salt loading operations. While these plates are generally not needed when salt is against the wall holding the timbers in place, we would recommend replacement with galvanized steel plates.

Architectural

Existing conditions of the sheathing (as accessible at the bottom side) and the asphalt shingle roofing were field verified by Elvedin Krupic, lead technical coordinator for the project. His observations are summarized as follows:

Roof Assembly

The existing roof assembly is composed of three-tab asphalt shingles, #15 roofing felt, 5/8" (4' x 8') exterior grade plywood, and 2 x 6 or 2 x 4 wood framing placed at 24" OC. Conditions noted were:

- The underside of the plywood sheathing appears to be in fair condition, with some sections appearing to have been previously replaced, as noted in the structural evaluation.
- Existing roofing felt should be removed as part of the replacement project. Some has been exposed to UV and sunlight where shingles are missing.

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- Some of three-tab asphalt shingles are missing and deteriorated in some roof areas. Installed in 2001, the existing asphalt shingles are at the end of their expected life span. Note: The three-tab asphalt shingles offered an economical and easy to install roof system. If asphalt shingles are selected for the new roofing system, SWBR would recommend a laminated architectural shingles. These have a heavy base mat affixed to multiple material layers of asphalt that are attractive, and more importantly, offer a longer warranty and greater wind resistance.

Recommendations

In the simplest terms, the roofing system is in need of replacement. Any plywood sheathing that is discovered to be rotted, soft, or otherwise suspect for condition should be replaced as it is encountered during removal of the roofing. It may be prudent to carry an allowance based on unit prices for sheathing replacement in the Bid Documents for the project. If any suspect 2 x wood framing supporting the plywood is encountered during replacement of damaged plywood, this also should be replaced.

Roofing Options:

SWBR Architects were asked to consider three options for replacement roofing systems, one of which would be new asphalt shingles. We evaluated the following three systems for the Salt Barn Storage roof replacement:

1. Asphalt Shingle Roofing - Asphalt shingles have been the most widely used roof covering material for the last 150 years, particularly for sloped roof installations. Lower initial installation cost and reasonable maintenance cost are the two major advantages of asphalt shingles that no other high-slope roof system can really compete with. This roof system is easier to install, repair and maintain than many other roofing materials including metal roofing. Additionally, asphalt shingles feature a broader selection of products and price ranges, and skilled installers are readily available. Although manufactured with petroleum products, asphalt shingles have some sustainable qualities. Many asphalt shingles contain recycled content and use less energy during its manufacturing process than competing systems like metal roofing. Asphalt shingles offer many choices for "cool" roof systems, using white or light-colored aggregate surfacing. Asphalt shingles are available in many different types: asphalt based strip shingles, laminated shingles, interlocking shingles and large individual shingles. We would recommend the laminated type for your application.
2. Standing Seam Metal Roof System - The life-cycle cost of metal roofing is one of the lowest of the numerous roofing systems available. Conversely, the higher initial cost is unattractive to many owners. On average, metal roofs cost three times more than asphalt shingles roofs, although metal roofing has a long history on barns and agricultural buildings. Because of its high rate of thermal expansion and contraction, proper detailing and installation techniques must be utilized for it to perform properly. Lacking roof insulation, the Brighton Salt Barn building would

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be noisy when it rained if it had metal roofing, although this might not be a significant consideration. Steel roofing would not be considered due to the moist, salt-rich environment, but coated aluminum roofing would be a viable option. Advantages of metal roofing include durability, attractive appearance, high puncture resistance, and long life span. While energy-intensive to manufacture, metal roofing can have reasonably good recycled content levels, as both steel and aluminum are highly recyclable. Having the highest initial cost would be the largest detriment to using metal roofing as a replacement system. Additionally, longer asphalt shingle warranties approaching 50 years are currently available, which begins to challenge the life-cycle cost advantages of metal roofing.

3. Fleeceback Single-Ply Roof System - Because of its monolithic appearance, this single-ply roof system could be considered as a roof system option. This version of a fully-adhered EPDM roof system uses a fleece-backed synthetic rubber membrane for superior adhesion. However, the sporadic, uneven joint pattern of the 4'x 8' plywood substrate would "telegraph" through the membrane unless an interlayer (such as thin insulation board) was installed. If left unaddressed, they could become wear points on the roofing that could become damaged from repeated ice and snow movement. Some of this could be reduced by careful alignment of the plywood sheathing to reduce these conditions, but that would add labor and material cost beyond the roofing replacement, and some of the existing plywood conditions would need to be corrected from the interior side of the roof with shimming. This additional cost for preparation of the existing roof substrate, and having the least attractive installed appearance, make the fleeceback single-ply system the least desirable of the three systems considered.

Opinion of Probable Construction Costs:

Opinions of estimated construction cost were developed using measured quantities, understanding of the reconstruction methodology that would be required to perform the recommended demolition and replacement system work (including boom lift rental), plus consideration of other factors such as a competitive public bidding process and NYS Prevailing Wage Rate requirements.

Summary of Estimated Installed Costs for the Options Considered:

<u>System</u>	<u>Square Foot Cost</u>	<u>Total Cost</u>
1. Asphalt Shingle Roofing	\$8.15 to \$9.10	\$89,700 to \$100,100
2. Standing Seam Metal Roofing	\$31 to \$34/SF	\$341,000 to \$374,000
3. Fleeceback Single-Ply Roofing	\$23.50 to \$26/SF	\$258,500 to \$286,000

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Ranking Based on Evaluation Category:

Category	Asphalt Shingle Roofing	Standing Seam Metal Roofing	Fleeceback Single-Ply Roofing
Aesthetics	2	1	3
Warranty/Life Expectancy	2	1	3
Installed Cost	1	3	2
Ease of Installation	1	2	3
Puncture Resistance	3	1	2
Recyclability	3	1	2
Ease of Maintenance	2	1	3

While Standing Seam Metal Roofing has the most number 1 rankings for the criteria listed above, the shear difference in price (over triple) between metal roofing and asphalt shingles will likely make use of metal cost-prohibitive. It should be noted that the increases in aesthetics, life expectancy, and ease of maintenance between the two systems are not significant, nor is better puncture resistance likely a key factor in the decision for this application and building use.

Conclusion & Recommendations:

As the Salt Barn is not visible from the road, aesthetics of the replacement roofing system is likely not a major deciding factor in selection of a system. Cost, appropriateness, ease of maintenance, and life expectancy are the major drivers in selecting the most appropriate system. As stated above, we would consider the Fleeceback Single-Ply Roof System to be the last choice, due to the related substrate prep work that would be needed, and because single-ply systems are most appropriately used on "flat" and low-slope applications. Metal (aluminum) and shingle systems will last the longest, look the best, and perform the best over time. Given that the wood truss roof structure is itself over 30 years in age; the investment in the cost of metal roofing does not seem worthwhile where the roofing may outlast the roof structure. We recommend replacement of the existing roofing with a good, laminated architectural shingle system with a warranty of 30 years or more as the best quality for value. Cost can be controlled in this application through the selection of the shingles to be specified. Layered, "slate-look" shingles that carry a higher price are not necessary for this application; a good quality laminated shingle with the desired warranty length is what is required.

Additionally, we recommend prepping and recoating the fastener heads on the wood trusses, and the truss base plate assemblies at the piers, as noted in the structural evaluation. These could be part of the base bid work for the roofing project, or possibly Bid Alternates to provide cost control.



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

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October 27, 2014

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

Re: Highland Crossing Trail
Property Acquisition
Determination of Just Compensation

Dear Councilperson Werner and Committee Members:

The proposed Highland Crossing Trail traverses fourteen parcels. A permanent easement is necessary to accommodate the trail on each of these parcels. Easements have been obtained for two parcels owned by St. Johns, an intermunicipal agreement was developed for two parcels owned by the Monroe County Department of Parks and the City of Rochester has authorized the easement on their parcel. Easements must be acquired for the nine remaining parcels. Three of the remaining parcels are owned by New York State and the Town is currently negotiating the type of ownership for these parcels. Subsequent to the property acquisition phase of the Highland Crossing Trail R.K. Hite has provided appraisal reports and reviews for the remaining 6 parcels excluding the New York State owned property. The property acquisition process requires that the Town of Brighton review the appraisals and confirm that the property owners are receiving just compensation. I am requesting that FASC authorize the supervisor to countersign the Request for Determination of Just Compensation prepared by R.K. Hite. A copy is attached for your reference.

The Town of Brighton received \$200,000 in TIP funding for land acquisition. The total land acquisition compensation is estimated to be \$118,700 well below the available funding. Approximately, \$88,909.78 is required to obtain easements in the Town of Brighton and \$29,790.22 is required to obtain easements in the City. The TIP funding requires that the Town and City provide matching funds equal to 20% of the acquisitions costs. Therefore the Town must provide \$17,781.96 in matching funds whereas the City of Rochester must provide \$5,958.04.

I will be in attendance at your regularly scheduled November 4, 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.

Respectfully,

Michael E. Guyon
Department of Public Works

Cc Tim Keef
Mary Ann Hussar
Suzanne Zaso

2300 Elmwood Avenue • Rochester, New York 14618 • 585-784-5250 • Fax: 585-784-5373
<http://www.townofbrighton.org>



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October 9, 2014

Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Attn: Mr. William Moehle, Supervisor, Town of Brighton

**Re: PIN 4754.08 – Highland Park Canalway Trail Project
Town of Brighton, City of Rochester, Monroe County, New York**Request for Determination of Just Compensation

Dear Mr. Moehle:

Enclosed are one copy of the individual property appraisal and the property appraisal review documents for each of the following real property acquisitions:

Map No.	Tax Parcel ID	Property Owner	Approved Appraisal Amount	Recommended Just Compensation
HCT-1	149.06-1-2.411	Westfall Office Group LLC	\$21,800.00	\$21,800.00
HCT-2	149.06-1-2.522	Westfall Office Group LLC	\$54,500.00	\$54,500.00
HCT-3	136.18-1-4	VA Venture Rochester LLC	\$10,000.00	\$10,000.00
HCT-7, 12 & 14	136.56-1-1 & 136.14-1-1.2	293 A Alden Rd LLC	\$29,100.00	\$29,100.00
HCT-11	136.47-1-20	Al Sigl Center for Rehabilitation Agencies, Inc.	\$3,300.00	\$3,300.00

Based on the data provided in the appraisal reviews and the appraisal reports, R. K. Hite & Co., Inc. requests that you establish the amount of just compensation for the acquisitions of the above-referenced maps. It is noted that the Eminent Domain Procedure Law states "In no event shall such amount be less than the condemnor's highest approved appraisal." The highest approved appraisal is the amount shown on the Appraisal Reviews.

Please indicate the Town of Brighton's just compensation determination by countersigning this letter below and returning the same to me at the address in the letterhead. If you have any questions or comments, please do not hesitate to call.

Very truly yours,

R.K. Hite & Co., Inc.



Mark Porter, Project Manager

The Town of Brighton hereby approves the just compensation amounts for the acquisition of the real property interests as stated above.

TOWN OF BRIGHTON

Date: _____

William Moehle, Supervisor, Town of Brighton



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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TO: Christopher Werner, Chair, Finance & Administrative Services Committee

FROM: Suzanne Zaso, Director of Finance *[Signature]*
Gary Brandt, Director of Personnel & HR *[Signature]*

DATE: November 3, 2014

RE: Approval of Health Plan Rates for 2015 and
Authorizing Town Supervisor to Execute a Contract with Excellus to
Provide Health Insurance for Town of Brighton Employees for 2015

Attached as provided by Brown & Brown of NY is the annual analysis of the Town Employee Health Plan, and the Excellus rates for 2015 as determined by the annual review of the monthly experience for the plan participants.

As recommended by Brown & Brown, the Town Employee Health Plan would increase the subscriber rates for 2015 by 13.91 %. We recommend that you approve this recommendation.

Also, we recommend that you authorize the Supervisor to execute the necessary health plan contract agreement with Excellus for the Town Employee Health Plan for 2015.





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

6.

TO: Christopher Werner, Chair, Finance & Administrative Services Committee

FROM: Suzanne Zaso, Director of Finance 
Gary Brandt, Director of Personnel & HR 

DATE: October 29, 2014

RE: Approval of Dental Rates for 2015

Authorizing Town Supervisor to Execute Contract with Excellus to
Administer the Town Employee Self Insured Dental Plan for 2015

Attached as provided by Brown & Brown of NY is the annual analysis of the Town Employee Self Insured Dental Plan, and the Brown & Brown recommendation for the monthly subscriber rates for 2015.

As recommended by Brown & Brown, no increase in the subscriber rates is requested for 2015. We recommend that you approve this recommendation.

Brown & Brown also identifies a 7% increase in the Excellus monthly charge for managing this benefit plan for the Town (from \$3.43 to \$3.66 per enrollee) which will result in a \$504 increase in administrative costs for 2015. The administrative fee for 2014 had a 5% increase from 2013.

We recommend approval of the Dental Plan administrative agreement with Excellus, and that the Town Supervisor be authorized to sign said agreement for 2015.





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Gary Brandt, Director of Personnel and HR 
Suzanne Zaso, Director of Finance 
Date: November 3, 2014
Subject: Medicare Medical Plan Renewals for 2015

Attached are the 2015 medical renewal rates for the Medicare plans offered through the Town to eligible Town retirees. Our formal request of the Town Board is to authorize these plan options for 2015 and to authorize the Supervisor to sign any related documents with the insurance carriers, Excellus BCBS and MVP Health Plan Inc.

We 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.





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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TO: Christopher Werner, Chair, Finance & Administrative Services Committee
FROM: Gary Brandt, Director of Personnel & HR 
DATE: October 31, 2014
RE: Strong EAP Contract for 2015

Attached is the proposed Strong Employee Assistance Program (EAP) contract for 2015.

The contract amount for 2015 is proposed at \$4,436 for 12 months. This represents a small \$87 increase from the current 2014 EAP contract amount of \$4,349.

The Strong EAP services provided by the URMCC Dept. of Psychiatry are an essential tool for the effective managing of the diverse workforce of the Town.

I recommend that this agreement be approved, and that the Supervisor be authorized to sign said agreement.

c: Suzanne Zaso ✓

Mary Ann Hussar





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

9

TO: Christopher Werner, Chair, Finance & Administrative Services Committee
FROM: Gary Brandt, Director of Personnel & HR 
DATE: November 3, 2014
RE: Risk Management Agreement with Holfoth Risk Management for 2015

Attached is the proposed annual risk management consulting agreement with Holfoth Risk Management, a division of Aldrich & Cox, Inc. of Orchard Park, NY.

Jim Hood and Charlie Cox from Holfoth have been providing valuable and expert risk management services to the Town for nearly 20 years. Annual expenses in 2014 will be less than \$10,000.

Holfoth is requesting an hourly rate increase from \$115 in 2014 to \$120 per hour for 2015.

I recommend that you approve this agreement and authorize the Supervisor to execute the necessary contract document.

c: Dan Aman



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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: November 3, 2014
Subject: Contribution to Workers' Comp Reserve Fund

For year-end 2013, your Honorable Town Board authorize the appropriation of \$112,525 from the Workers' Compensation Reserve Fund to the 2013 Police Department budget to allow for the recording of a liability relating to an outstanding workers' compensation claim incurred during a period when the Town was self-funded for these benefits. Further information received in 2014 has reduced the Town's liability for the claim by \$50,000. Therefore, I am requesting that the Town Board authorize a transfer of \$50,000 back to the workers' compensation reserve (A 814) based on the \$50,000 reduction in outstanding workers' compensation liabilities.

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: Gary Brandt