

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

**Meeting Date: Tuesday, December 16, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Bid Award for Boat Dock and Boat Put (Public Works) – Request from Mike Guyon for Town Board action to award a bid to Pooler Enterprises Inc. in the amount of \$559,580 for design and construction of a boat dock and boat put along the Erie Canal. Funding will be provided by a \$224,000 grant from the NYS Canal Corp and the difference from Anthony Costello, developer of The Reserve Subdivision (see letter from M. Guyon).
2. Intermunicipal Agreement with Monroe County for Highland Crossing Trail (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to enter into an intermunicipal agreement with Monroe County regarding the construction and maintenance of a portion of the Highland Crossing Trail within Highland Park (see letter from M. Guyon).
3. Contract Renewal for Interpreting Services (Court) – Request from Dianne Burdett for Town Board action to authorize the Supervisor to execute renewal agreements with M.E. Services Communication Inc. and F.M.I. Interpreting Services Inc. for interpreting services for 2015 with no change in fees. All costs will be fully reimbursed by Monroe County (see letter from D. Burdett).
4. Discussion (Court) – Contacts for court stenographers for 2015.
5. Participation Agreement for Teamster Health and Hospital Fund – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute an agreement with Teamsters Local Union No. 118 to provide health insurance to Town employees covered under said Union per the terms and conditions of the contract between the Town and the Union (see memo from S. Zaso).
6. Contract for Payment of Online Dog Licensing (Town Clerk) – Request from Daniel Aman for Town Board action to authorize the Supervisor to execute an agreement with Value Payment Systems to provide payment services for online dog licensing module provided by BAS (see memo from D. Aman).
7. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation of \$800 from Lifespan of Greater Rochester for elder abuse training attended by police officers and to appropriate said funds (see letter from M. Henderson).

8. Accept Donations and Appropriate Funds (Parks) – Request from Suzanne Zaso for Town Board action to accept a donation in the amount of \$20,000 from the Brighton Rotary Service Foundation (inclusive of \$10,000 from Dr. Mahendra Nanavati) for the construction of a pavilion at Buckland Park. Authorization is also requested to amend the 2014 Buckland Park budget to increase appropriations in facility improvements by \$20,000 to be fully supported by the increase in revenues (see memo from S. Zaso).
9. Contract Renewal with Brighton Volunteer Ambulance (Ambulance Special District) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2015 in an amount not to exceed \$306,000 (see memo from S. Zaso).
10. Professional Services Agreements for Fiscal Advising and Disclosure Services (Finance Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute two professional services agreements with Municipal Solutions, Inc. for borrowing and fiscal advising services and for disclosure reporting (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, January 6, 2015 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

1a

December 12, 2014

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

Re: The Reserve Subdivision
Town of Brighton Greenway Water Trail/Canalway Trail Improvement
Proposed Boat Dock and Boat Put In
Bid Award

Dear Councilperson Werner and Committee Members:

As part of The Reserve Subdivision the applicant, Anthony J. Costello & Son Development, LLC. entered into an agreement with Town of Brighton to design and construct a boat dock and boat put in along the Erie Canal. The applicant agreed to pay the local share of the proposed improvements in the amount of \$224,000. In addition, the Town of Brighton entered into an agreement with the New York State Canal Corporation who will make available \$224,000 for these canal improvements. The total project budget is \$448,000.

The bids for the above referenced project were publicly advertised and publicly opened on December 10, 2014 at 10:00 AM, all as required by law. A copy of the bid advertisement is attached for your reference. Four bids were received and are shown in Table - 1.

Table - 1

Bidder	General Construction	Boat Dock	Boat Put-In Area	TOTAL BASE BID
Pooler Enterprises Inc.	\$ 32,400.00	\$ 319,727.00	\$ 207,453.00	\$ 559,580.00
Crane Hogan Structural System	\$ 99,600.00	\$ 587,328.00	\$ 312,685.00	\$ 999,613.00
Villager Construction	\$ 80,500.00	\$ 382,795.60	\$ 236,222.20	\$ 699,517.80
Ramsey Constructors	\$ 58,000.00	\$ 315,102.50	\$ 243,972.45	\$ 617,074.95

Town Staff has reviewed the bids for completeness and accuracy and concluded that the low bid submitted by Pooler Enterprises Inc. is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract. The Total Base Bid submitted by Pooler Enterprise exceeds the project budget by \$111,580.00. Additionally, the Town must provide special inspections for the project at a cost estimated to be \$12,000. In a letter, attached, Anthony J. Costello of the Costello Group/The Reserve has agreed to pay the difference between the project budget and the bid price and the special inspection fees.

Therefore, I am requesting that FASC recommend that the Town Board award the Total Base BID, for the Town of Brighton Greenway Water Trail/Canal Way Trail Improvement to the low, responsible and responsive bidder, Pooler Enterprises Inc. for a cost not to exceed \$559,580.00.



The Reserve
December 12, 2014
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As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 16, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
Mary Ann Hussar
Bill Daly



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

2.

December 11, 2014

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

Re: Highland Park/Canalway Trail
Monroe County
Intermunicipal Agreement

Dear Councilperson Werner and Committee Members:

The Town of Brighton is proposing to construct a portion of the Highland Crossing Trail within Highland Park which is owned and operated by Monroe County. This portion of the trail includes the construction of approximately 1,570 linear feet of a 10 foot wide paved asphalt trail; 240 linear feet of pavement restoration and striping; and 885 linear feet of widening the existing concrete sidewalk to 10 feet. In lieu of an easement the County has provided an Intermunicipal Agreement, IMA, to clarify the covenants, agreements and conditions by which the Municipality shall construct the Project and by which the County and the Municipality shall each maintain its respective portions of the Project. The IMA allows the Town to access the Park property to construct the trail. The trail will then be gifted to the County who will own and maintain the portion of the trail on County Property within Highland Park. A copy of the Intermunicipal Agreement is attached for your reference. The Town attorney has reviewed and approved the attached IMA.

I am requesting that the FASC authorize the Supervisor to endorse the intermunicipal agreement between Monroe County and the Town of Brighton regarding the Highland Crossing Trail.

I will be in attendance at your next regularly scheduled 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>



3a.

JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

<http://www.townofbrighton.org>

JUSTICES
KAREN MORRIS
JOHN A. FALK

COURT ADMINISTRATOR
DIANNE BURDETT
ASSISTANT COURT CLERK
MARY JO SCHILLER

December 12, 2014

Town of Brighton
Finance and Administrative Services Committee
2300 Elmwood Avenue
Rochester, N.Y. 14618

Re: Renewal of Service Agreements

Dear Finance Committee Members,

The court is requesting approval to renew our service agreements for the 2015 calendar year. The agreements are with the court's language interpreters and interpreters for the hearing impaired. Fees for these services remain unchanged from last year. Copies of the service agreements are enclosed for your review.

I am happy to answer any questions you may have with respect to these service providers. They continue to provide professional services to the court and I am recommending their contracts be renewed.

Sincerely,



Dianne Burdett
Administrative Court Clerk

Enclosures

cc: Suzanne Zaso, Finance Director
file



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

Sa.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *JS*
Date: December 16, 2014
Subject: Participation Agreement with NYS Teamsters Council Health and Hospital Fund

I am requesting that Your Honorable Body authorize the Supervisor to execute an agreement between the Town and the New York State Teamsters Council Health and Hospital Fund to provide health insurance coverage for Town employees covered under the Teamsters Local 118 Union per the terms and conditions of the bargaining agreement between the Town and the Union for the period of January 1, 2015 through December 31, 2019.

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.

Attachment



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Daniel Aman
Town Clerk/Receiver of Taxes

David Marcus
Deputy Clerk / Deputy Receiver

6

To: Christopher Werner, Chair, Finance & Admin Services Committee
From: Daniel Aman, Town Clerk
Date: December 9, 2014
Re: Online Dog Licensing

On August 13 the Town Board approved the Supervisor to sign an agreement with BAS to add the online dog licensing module to our existing software program. BAS forwarded on the agreement to the Clerk's Office and I found out that they actually use a third party – Value Payment Systems - for the payment processing. This requires a separate approval from FASC and the Town Board for the Supervisor to execute an agreement with VPS.



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

December 5, 2014

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

Re: Donation and Appropriation

Dear Board Members:

Recently, the Police Department received funding from Lifespan of Greater Rochester for the Elder Abuse Training that a number of our officers attended. There were no additional costs to this department for the training. Therefore, we would like to use these funds for additional vehicle set up in the year 2014.

I request that the Town Board authorize the acceptance of this funding. I further request that the 2014 Police Department Operating Budget be amended to increase expenditures in **A.POLCE 3120 2.29 Vehicle Set Up** by \$800 to be fully supported by an increase in revenues **A.POLCE.3120 1589 Public Safety** of the same amount.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:jpo



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 *mg*
Date: December 15, 2014
Subject: Accept Donation and Appropriate Funds

I request that Your Honorable Body accept a donation of \$20,000 from the Brighton Rotary Service Foundation, which is inclusive of a \$10,000 donation made to the Brighton Rotary Service foundation by Dr. Mahendra Nanavati, for the construction of a pavilion next to the playground at Buckland Park. I am also requesting that these funds be appropriated into the 2014 Buckland Park budget by increasing anticipated revenues by \$20,000 in gifts and donations (A.DPW.7115 2705) and increasing expenditures for facility improvements (A.DPW.7115 2.60) by \$20,000.

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



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

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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance *SZ*
Date: December 15, 2014
Subject: Brighton Volunteer Ambulance
2015 Contract Renewal

I recommend that Your Honorable Body authorize the Supervisor to execute a renewal agreement for 2015 with Brighton Volunteer Ambulance, Inc. in the amount of \$306,000 as approved and adopted in the 2015 Town Budget. This represents an increase of \$28,000 from the 2014 contract to support an increase in the amount of out-of-pocket costs that would otherwise be the responsibility of Brighton residents who utilize ambulance services. Also note that the Town will retain \$30,000 to be applied towards fuel usage by BVA in 2015. Per the contract an updated certificate of insurance will be on file.

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

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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 *sz*
Date: December 15, 2014
Subject: Professional Service Agreements with Municipal Solutions, Inc.

I request that Your Honorable Body authorize the Supervisor to execute agreements with Municipal Solutions, Inc. for professional fiscal services in connection with issuing bond anticipation notes, long-term bonds, reporting of disclosure information, and general fiscal advising. The Town has utilized the services of Municipal Solutions, Inc. for a number of years and has been very pleased with their services.

Fees for each service are outlined in the attached agreements and may vary depending on the amount and type of borrowing. There are no changes in the fees for borrowing from the previous agreement.

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

Attachments