

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

**Meeting Date: Tuesday, January 6, 2015 (3:30 pm)  
Location: Stage Conference Room, Brighton Town Hall**

1. Executive session: employment of particular people
2. Contract for Workers Comp Tail Claims (Finance/Personnel) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Northeast Association Management, Inc. (NEAMI) for 2015 to provide tail claims administration for pre-2010 workers comp claims at no additional cost to the Town (see memo from S. Zaso).
3. Revision to Engagement for Legal Services (Personnel) – Request for Town Board authorization of the Supervisor to sign a revised engagement letter to amend the rates with Coughlin & Gerhart LLP to provide legal and labor negotiating services (see engagement letter from Mary Louise Conrow, Esq.)
4. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation of \$250 from Dr. and Mrs. Sobel and to appropriate funds in the Police Dept. program supplies account (see letter from M. Henderson).
5. 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 funds in the Police Dept. (see letter from M. Henderson).
6. Maintenance Resolution for Monroe Ave Green Innovation Project (Public Works) – Request from Mike Guyon for Town Board action to adopt a resolution describing the required Town responsibilities to be performed at site of the Monroe Ave Green Innovation Project (see letter from M. Guyon).
7. Contact for Lodge Kitchen Renovations (Parks) – Request from Chad Roscoe for Town Board action to award a contract to Five Star Improvements, Inc. in the amount of \$25,300 for improvements to the kitchen at Carmen Clark Lodge at Town Park and to authorize the Supervisor to execute any necessary change orders up to 10% of the contract in aggregate (see letter from C. Roscoe).
8. Bid for Bucket Truck Rental with Operator (Public Works) – Request from Tim Keef for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2015 to the lowest responsible bidder, Arbor Tree Inc. The base bid is for \$78.48 per hour with a total contract amount not to exceed 290 hours or \$22,759.20 (see letter from T. Keef).

9. Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2015 as listed in his communication (see letter from T. Keef).
10. Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2015 as listed in his communication (see letter from T. Keef).
11. Renewal Agreement for Refuse and Recycling Services (DPW/Parks) – Request from Tim Keef for Town Board authorization to execute a renewal agreement with Waste Management of New York to provide refuse and recycling services to the Town facilities for 2015 (see letter from T. Keef).
12. Renewal Agreement for Street Light Maintenance (Public Works) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute a renewal agreement with M.L. Caccamise Electric to provide electrical maintenance services to Town street lights for 2015 (see letter from T. Keef).
13. Renewal Agreement for Arborist Consulting Services (Public Works) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute a renewal agreement with Jerry Peterson for Arborist Consulting Services for 2015 (see letter from T. Keef).
14. Contract with Monroe County for All Seasons Services (Highway Dept.) - Request from Tim Keef for Town Board authorization of the Supervisor to execute a renewal contract with Monroe County DOT for the Town to provide mowing, sweeping, and dead animal pickup on County roads in 2015 (see letter from T. Keef).
15. Budget Adjustment for 2015 Cost of Living Increases (Finance) – Request from Suzanne Zaso for Town Board action to amend the 2015 budget to reflect cost of living adjustment awarded to non-represented and Teamsters union member employees (see memo from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, January 20, 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.



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: January 6, 2015  
Subject: Contract for Workers' Comp Tail Claim Administration

I am recommending that the Town Board authorize the Supervisor to execute an agreement with Northeast Association Management, Inc. (NEAMI) to provide tail claims administration of the Town's pre-2010 workers' compensation claims at no cost to the Town for 2015.

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.

Cc: Gary Brandt



BAINBRIDGE  
BINGHAMTON  
HANCOCK  
ITHACA  
MONTROSE  
OWEGO

[www.cglawoffices.com](http://www.cglawoffices.com)

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December 30, 2014

Chief Mark T. Henderson  
Brighton Police Dept.  
2300 Elmwood Avenue  
Rochester, NY 14618

**Re: Rates for 2015**

Dear Chief:

As you know, our firm has been very cognizant of the current financial conditions of all of our clients.

However, as you can surmise, our cost of doing business has continued to increase over the last several years. In order to assist with our increased costs, but also to be mindful of your continuing financial issues, it has been decided that our rates will be given a modest increase of \$10 per hour. Therefore, my rates will go from \$235 to \$245 per hour, and the travel will increase from \$170 to \$180 per hour.

We are hopeful that this increase will not significantly impact upon your cost of doing business with us. As always, I will continue to use attorneys billing at a lower rate when possible. If you have any questions or concerns, please do not hesitate to contact me.

Very truly yours,  
COUGHLIN & GERHART, LLP

A handwritten signature in cursive script that reads 'Mary Louise Conrow'.

Mary Louise Conrow, Esq.  
Partner

MLC:kmt



# 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 29, 2014

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

Dear Board Members:

**Re: \$ 250.00 Donation Dr. & Mrs. Sobel**

Recently, the Police Department received a donation of \$250.00 from Dr. & Mrs. Sobel of 200 Thackery Road, Brighton.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2015 Police Department Operating Budget, I further request that the 2015 Police Department Operating Budget be amended to increase line **A.POLCE.3120 4.18 Programs and Supplies by \$250.00, to be fully supported by an increase in A.POLCE 3120.2705 Gifts and Donations.**

The donation will be placed in the budget line which supports the Brighton Police Department Youth Explorer program.

I have attached a copy of my letter to Dr. & Mrs. Sobel expressing the department's gratitude for this generous donation.

Sincerely,

Mark T. Henderson  
Chief of Police

attachment



# 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

January 5, 2015

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 \$800.00 in funding from Lifespan of Greater Rochester for the Elder Abuse Training that a number of our officers attended. There were no costs incurred by the police department for this training.

I request that the Town Board authorize the acceptance of this funding. I further request that the 2015 Police Department Operating Budget be amended to increase expenditures in **A.POLCE 3120 2.12 Office Furniture** by \$800 to be fully supported by an increase in revenues **A.POLCE.3120 1589 Public Safety** of the same amount. I am planning on putting these funds towards upgrading the patrol officers' work stations.

Sincerely,

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

Mark T. Henderson  
Chief of Police

MTH:jpo



# 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

Log

December 9, 2014

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

Re: Monroe Avenue Green Innovation Grant Program Project  
New York State Department of Transportation  
Maintenance Agreement

Dear Councilperson Werner and Committee Members:

The NYSDOT has requested that the Town Board adopt and provide a copy of a maintenance resolution for the Monroe Ave. Green Innovation Grant, GIGP, project infrastructure improvements including the porous sidewalks, rain gardens, bioretention areas, porous pavement, proposed guiderail, Buckland Creek culvert railing, inlet chases and the Allens Creek Overlook as shown on the Monroe Avenue Green Innovation Grant Program Project Plans dated June 2014 and as described in the Table of Maintenance Jurisdiction on NYS Route 31 – Monroe Avenue on sheet MJT 01. A copy of the Table of Maintenance Jurisdiction on NYS-Route 31 – Monroe Avenue is attached for your reference. The Town will be responsible to perform the following maintenance tasks:

1. Six, (6) Month Intervals – The Town of Brighton will review the project area to ensure that the inlets and overflow opening are not obstructed. Any material blocking these openings must be removed immediately. Review the green infrastructure media and confirm that stormwater is infiltrating through the media.
2. As Necessary – Reinforce green infrastructure plantings and add new plants as needed to maintain plant density. Weed the green infrastructure landscape area as needed.
3. Annually – Add organic compost and mulch to maintain a 4" – 6" thick landscaping bed. No chemical fertilizers are to be used.
4. As Necessary - Maintain the storm sewer immediately downstream of the green infrastructure improvement point of connection. This maintenance will include the receiving catch basin or manhole and downstream pipe to and including the adjacent drainage structure Maintenance will be limited to flushing sediment from these structures and this section of storm sewer.

I am requesting that the FASC recommend that the Town Board authorize the Town Supervisor to consider the resolution described above at the next Town Board meeting.

I will be in attendance at your regularly scheduled January meeting in the event that you have any questions regarding this correspondence. 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 Keef





# 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

(7)

12/23/14

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

Re: Award of RFQ  
Carmen Clark Lodge Kitchen Renovations

Dear Councilperson Werner and Committee Members:

The RFQs for the above referenced project were sent to three contractors on December 15, 2014 and were due on December 23, 2014. A copy of the RFQs is attached for your reference. The Town received one RFQ back from the contractor which is shown in the table below.

Table - 1 RFQs Results Summary

<u>Name</u>	<u>Amount</u>
Five Star Improvements, Inc.	\$25,300

Town Staff reviewed the RFQs for completeness and accuracy and concluded that the RFQ submitted by Five Star Improvements, Inc., is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract. Therefore, I am requesting that FASC recommend that the Town Board award the RFQ for the Carmen Clark Lodge Kitchen Renovations to Five Star Improvements, Inc., for a cost not to exceed \$25,300.00. I further recommend that the Supervisor be authorized to execute any necessary change orders not to exceed ten percent (10%) of the project cost.

As always, thank you for your consideration. A representative from our department will be in attendance at your regularly scheduled January 6, 2015 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad J. Roscoe  
Junior Engineer

Attachments

cc: S. Zaso, T. Keef, M. Hussar, M. Beeman



# Town of Brighton

MONROE COUNTY, NEW YORK

## DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE \* ROCHESTER, NEW YORK 14618 \* PHONE (585)784-5250 \* FAX (585)784-5388

76

December 15, 2014

RE: Request for Quotes  
Carmen Clark Lodge  
Kitchen Renovations

Dear Sirs:

The Town of Brighton is seeking price quotes from qualified contractors to renovate the Kitchen at the Carmen Clark Lodge.

In addition to price, the following factors will be considered during the evaluation of the Quotes:

- Understanding of the project.
- Past performance with respect to commercial kitchen renovations.
- Knowledge of ADA regulations and requirements.

This quote neither commits the Town of Brighton to award a contract, nor reimburse any costs associated with the preparation or submittal of information in this regard. The Town reserves the right to reject any and all quotes, and to negotiate with any or all proposers, should it be deemed to be in the best interest of the Town of Brighton.

### Project Description

The Carmen Clark Lodge is located at 777 Westfall Road also known as Brighton Town Park. The Lodge has a small kitchen. The kitchen will need to be renovated and refinished to meet current ADA rules and regulations per the attached plans.

### Scope of Services

The Contractor shall provide the following services:

1. Provide a detailed cost estimate for the items listed including installation with identical products or approved equals for the renovation of the kitchen
2. Schedule of Construction.

### Meetings

The contractor shall be prepared to attend a preconstruction meeting, and have regular visits from a Town representative during the renovation process.

### Schedule

The Town anticipates awarding this contract at the January 14, 2015 Town Board Meeting and starting the renovations by February 2015. Construction should be completed within one month of the notice to proceed and no later than the end of March 2015.

### Rates

This project is a public project and as such workers must be paid the NYS Prevailing Wage Rate. Wage Rates can be found at: <http://wpp.labor.state.ny.us/wpp/viewOriginalWageSchedule.do?projectId=1107739> PRC# 2014010053

### Bid Guarantee (n/a if submitted with previous quote)

Each quote must be accompanied by a Bid Guarantee which shall not be less than five percent (5%) of the total quote amount. The guarantee may be a certified check, bank draft, or a Bond. The bond shall be secured by a guarantee or surety company authorized to do business in the State of New York. No quote



# 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

will be considered unless it is accompanied by the required guarantee. Certified check or bank draft must be payable to the order of the Town of Brighton. Cash deposits will not be accepted. The Bid guarantee shall insure the execution of the Agreement and the furnishing of the surety bond or bonds by the successful Bidder.

### Site Visit

It is recommended that a site visit be done by you the contractor to verify dimensions and utilities shown on the included drawings.

### Tax

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 included in the quote.

### Quote

The successful Quote will include the following information:

1. A brief description of three similar projects
2. A cost proposal
3. Identification of any possible conflicts of interest
4. Proof of insurance
5. Workers Comp
6. Non Collusive Bidding Certificate
7. Bid Security Form
8. 5% Bid Bond
9. Plumber must be licensed within the City of Rochester and registered with the Town of Brighton

### Selection Process

The selected Contractor shall be a qualified and is regularly engaged in the type of work required by this quote.

Once all quotes have been reviewed, the recommended selection will be submitted to the Town Board for approval. All of the information contained in the quote, as well as the contractor's past history with the Town and the potential for conflicts of interest, will be evaluated in making a recommendation.

The Town may reject all proposers, or may negotiate with a proposer, at its sole option. All Contractors submitting a quote will be notified, upon final determination by the Town, of the contractor selected to perform the requested work.

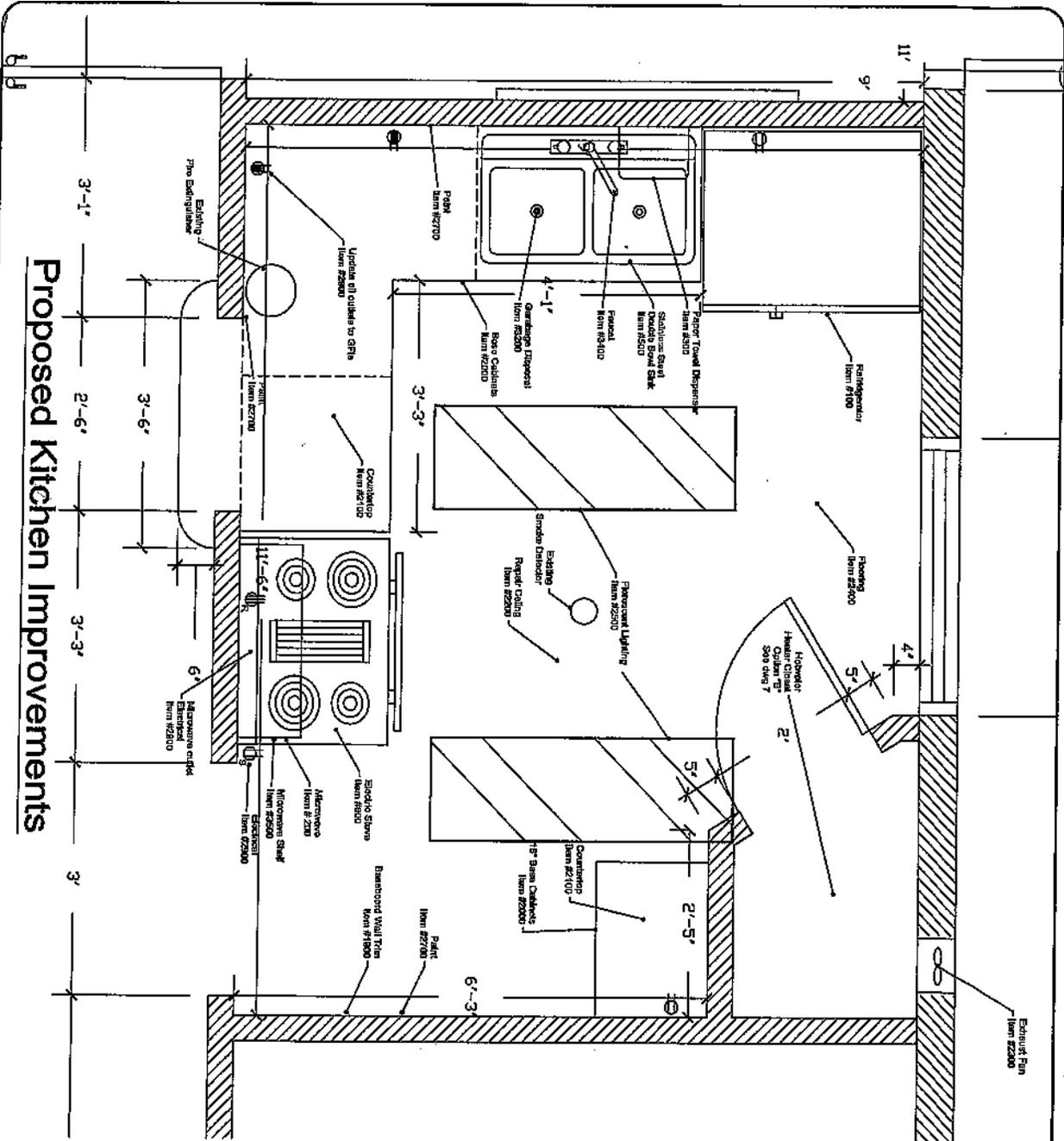
An original of the attached itemized list and three copies of the quote should be sent to: Chad Roscoe, Town of Brighton, 2300 Elmwood Ave., Rochester, NY 14618. The proposals must be received at Town Hall by 5:00 PM on Tuesday, December 23, 2014. All questions must be in writing and responses will be made in writing and forwarded to all parties who have obtained the request for quotes. Please direct any questions about the project or the proposal process to Chad Roscoe, Junior Engineer, at 585-784-5224.

Sincerely,

Chad Roscoe  
Junior Engineer

Attachment

PL



# Proposed Kitchen Improvements

Edmund Pan Item #2300

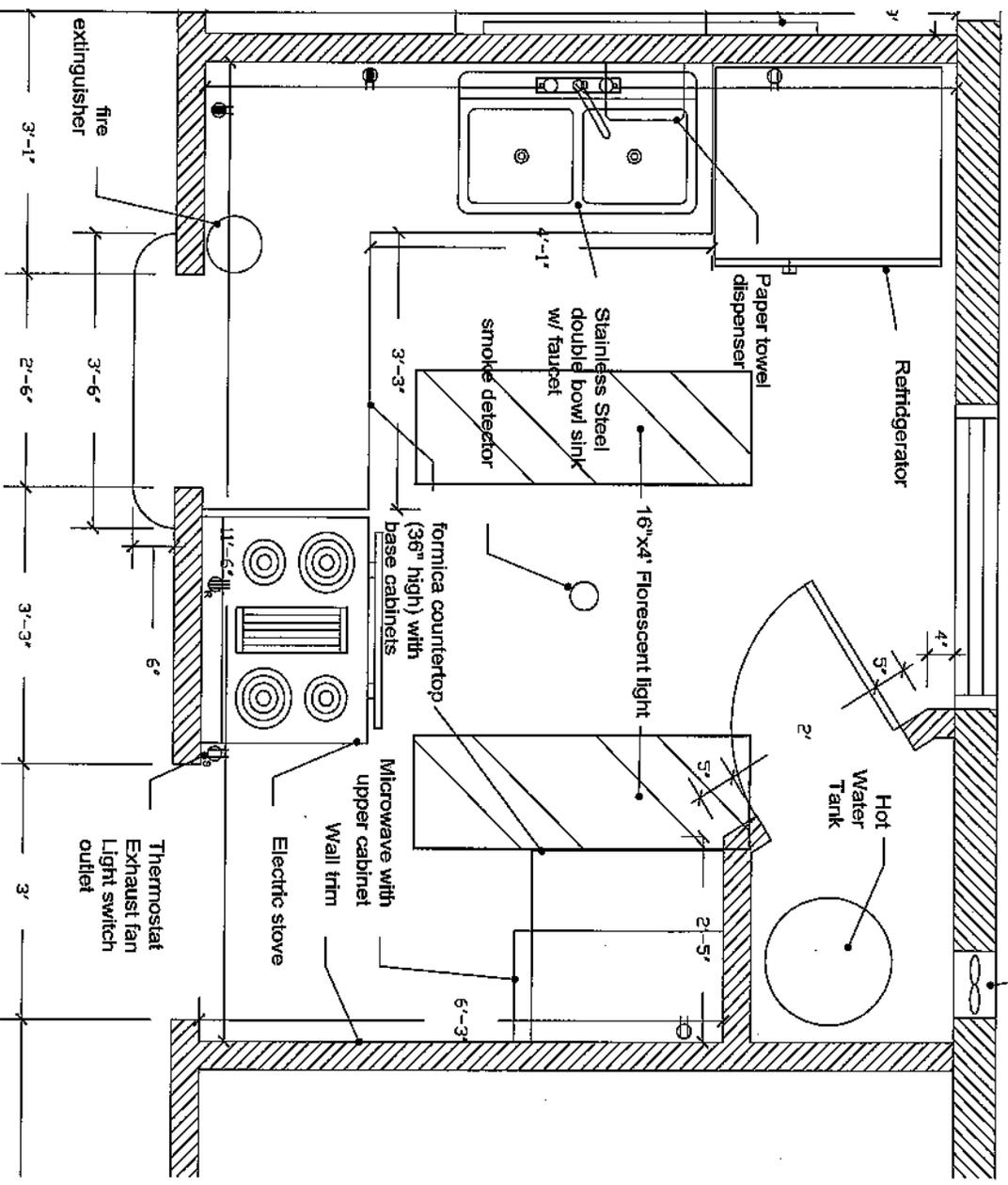
### Improvement Notes:

1. New appliances: (Contractor to install)
    - a. Refrigerator
    - b. Electric Stove
    - c. Microwave
  2. New flooring to be installed over existing flooring (color TBD by Town)
  3. Repair existing drywall ceiling.
    - a. tape, mud, resipible & paint
  4. New sink & faucet plumbing to be into existing plumbing.
  5. Garbage disposal to be tied into existing plumbing and new electric to disposal to be run.
  6. All exposed drywall to be primed & painted (color TBD by the Town).
  7. Install wood filler strips for cabinets as needed.
  8. Cabinets sizes and locations to be field verified by contractor.
  9. Countertop dimensions to be field verified by contractor.
  10. Ceiling mounted lights
  11. All outlets, switches & thermostats to be replaced and existing wiring to be reused.
  12. Microwave shelf to be installed above stove.
  13. All baseboard wall trim to be replaced.
- Contractor is responsible for supplying necessary dumpster for demolition material.
- Contractor is responsible for turning off power from panel box during the remodel.
- Excess material and debris to be removed and site swepted daily.
- \*All information contained within these drawings have been taken from original building plans dated 3/18/1981 by Koltz & Schneider Landscape Architects, Titled Brighton Park Building. These original plans are available for review at the Brighton Town Hall, Department of Public Works, 2300 Elmwood Avenue, Rochester NY 14618

<p>PROJECT: KITCHEN IMPROVEMENTS</p> <p>DATE: 10/1/2000</p> <p>SCALE: 1/8" = 1'-0"</p> <p>6</p>		<p>BRIGHTON</p> <p>Department of Public Works 2300 Elmwood Avenue Rochester, NY 14618 585-794-5200</p>
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# Existing Kitchen Demo Plan



Exhaust Fan

Hot Water Tank

Electric stove

Wall trim

Microwave with upper cabinet

formica countertop (36" high) with base cabinets

Smoke detector

Stainless Steel double bowl sink w/ faucet

Paper towel dispenser

Refridgerator

16"x4" Fluorescent light

6'-3"

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### Demo Notes

All Items listed below to be removed and disposed of by Contractor.

1. Kitchen Appliances
  - a. Refridgerator
  - b. Electric Stove
  - c. Microwave
  - d. Hot Water Tank
2. All Counter top and cabinets
3. All electrical outlets, switches and thermostats
4. Ceiling mounted lights
5. Sink, faucet and paper towel dispenser
6. All Exposed plumbing to be replaced
7. Exhaust fan
8. Baseboard wall trim

Contractor is responsible for supplying necessary dumpster for demolition material.

Contractor is responsible for turning off power from panel box during the remodel.

Excess material and debris to be removed and site swepted daily.

\*All information contained within these drawings have been taken from original building plans dated 3/18/1981 by Kotz & Schneider Landscape Architects, Titled Brighton Park Building. These original plans are available for review at the Brighton Town Hall, Department of Public Works, 2300 Elmwood Avenue, Rochester NY 14618

		Department of Public Works Rochester, NY 14603 585-796-5210	
Contract Date: _____ Contract No.: _____		Project Name: _____ Project No.: _____	
Drawing No.: 5		Scale: 1/8" = 1'-0"	



Item #	Location	Description	Unit	Amount	Qty	Unit Price	Cost
100	K	18.1 cu. ft. Top Freezer Refrigerator in White, Model # GTH18GBDWW	Each		1		600
200	K	1.7 cu. ft. Over the Range Microwave in White, Model # JVM6172DFWW	Each		1		250
300	K	Surface Mounted Roof-Paper-Towel dispenser, Bobrick Washroom Equipment Model B-72860	Each		1		130
400	K	Mop Service Basin, FIAT Products MSB 2424	Each		1		400
500	K	Sink Faucet Model # 830-AA	Each		1		200
600	K	Kohler Self Rimming Kitchen Sink, Model # K-3346-3	Each		1		600
700	K	5.3 cu. Ft. Electric Range (white) GE Model # JBS60DFWW or approved equal	Each		1		600
1900	K	Rheem Tankless Electric Water Heater, Model # Rete 18	Each		1		800
2000	K	Armstrong Wall Base ("Cove Base"), 4"x12" VFT wall trim, TOB to determine color	LF	92	1		400
		International Kitchen Supply (cabinets, Oak finish)					
		36x34.5x24 sink base	Each		1		130
		28.375x34.5x16.5 Lazy Susan Corner Base Cabinet	Each		1		130
		24x34.5x24 Base Cabinet with drawer	Each		1		130
		18x34.5x24 Base Cabinet with drawer	Each		1		130
2100	K	Wilson High Wear Laminate Counter Top 107HW	Each		2		550
2200	K	Sheetrock UltraLight Mold Tough 1/2 in. x 4 ft. x 8 ft. Gypsum Board	SF	200	8		200
2300	K	180 CFM Through The wall Exhaust Fan	Each		1		240
2400	K	Recycled Vinyl Flooring (High Traffic Resilient), color to be determined by TOB	SF	330	1		1400
2500	K	Flourescent Wraparound White Surface Mount Fixture, Home Depot, Model # CEW101-06	Each		2		100
2700	K	Behr Premium Plus Ultra, 1-gal. #PPU9-19 Organic Field Eggshell Enamel Interior Paint, TOB to determine tint/color	SF	300	1		50
2800	K	Bobrick Washroom Equipment, Soap Dispenser for Liquid and Lotion Soaps, and Detergents Model B-40	Each		1		60
2900	K	Electrical (includes but not limited to the installation of switches, outlets, thermostates, timers, lights, fans, new runs, breakers, demo.)	LS				800
3000	K	Plumbing (includes but not limited to the removal of existing plumbing, modification of plumbing, installation, etc.)	LS				1,500
3200	K	Garbage Disposal Insinkerator Badger 5, (1/2 HP)	Each		1		85
3400	K	1-Handle Side Sprayer Kitchen Faucet in Chrome	Each		1		75
3500	K	Microwave shelf to be fabricated by contractor, location above stove	Each		1		250

\$ **25,300** Numerals  
*Twenty five thousand and three hundred dollars* Words

**Total Project Cost w/ option "B"**  
**(including time, labor & materials)**



# 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

January 6, 2015

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

re: Award of Contract  
Rental of Bucket Truck with Operator

Dear Chairman Werner and Committee Members:

I recommend that a bid be awarded for the above equipment rental to the low, responsive bidder, Arbor Tree Experts, Inc., in the base bid amount of \$78.48/hour, not to exceed 290 hours and \$22,759.20.

The bid was publicly advertized and publicly opened, all as required by law. A copy of the bid tabulation is attached for your reference. Funds are available in the 2015 budget, A.DPW 8560 4.43 account, for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 6, 2015 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

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



# 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

9  
Revised

January 6, 2015

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

re: Authorization of Bids for 2015 (Highway/Sewer/DPW)

Dear Chairperson Werner and Committee Members:

Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2015 Budget.

- Sidewalk construction and repairs
- Pavement profiling (milling)
- Paver rental
- Loader, truck, vehicle tires and appurtenances
- Cured-in-place pipe lining
- Sewer Grouting
- Trade in Backhoes (#'s 89, 92)
- Trade in Bobcats (#'s 115, 116)
- Replace Street Sweeper (#88)
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Replace Truck (#51)
- Building Repair and Maintenance

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 6, 2015 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

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



10.

# 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

January 6, 2015

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

re: Authorization of Bids/RFQ's for 2015  
DPW/Town Facilities/Parks Department

Dear Chairperson Werner and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2015 Budget.

Tree Maintenance Services and Supplies  
Hardware, Hand/Garden Tools, Paint, Electrical and Miscellaneous Building Supplies

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 6, 2015 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

cc: T. Anderson  
S. Zimmer  
S. Spencer  
M. Beeman  
S. Zaso  
A. Banker  
M. 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

11.  
Revised

January 5, 2015

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

re: Authorize Amendatory Agreement  
Waste Management of New York  
Refuse, Recycling and Dumpster Services for Town Facilities

Dear Chairman Werner and Committee Members:

It is recommend that our current contract with Waste Management of New York be renewed pursuant to the terms of said agreement, under which they will continue to provide refuse, recycling and dumpster services for Town Facilities through December 31, 2015. This expense has been accounted for in the 2015 budget. It is further requested that future renewals of this agreement be approved by the Supervisor or their designee without further Town Board action.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 6, 2015 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

cc: C. Roscoe  
S. Spencer  
M. Beeman  
T. Anderson  
M. Hussar  
S. Zaso  
A. Banker



# Town of Brighton

MONROE COUNTY, NEW YORK

## DEPARTMENT OF PUBLIC WORKS

2300 ELMWOOD AVENUE ROCHESTER, NEW YORK 14618

PHONE: (585)784-5250 FAX: (585) 784-5368

12

revised

January 5, 2015

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

re: Renewal of Street Lighting Maintenance Contract  
Caccamise Electric

Dear Chairman Werner and Committee Members:

As allowed for in our current agreement with Caccamise Electric, it is recommend that the above contract be renewed for one year in accordance with the terms and conditions of said agreement. The current contract, which provides for maintenance of Town street lighting facilities would then be renewed through December 31, 2015. Funds have been allocated in this year's budget for this purpose. It is further requested that future renewals of this agreement be approved by the Supervisor or their designee without further Town Board action.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 6, 2015 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

cc: T. Anderson  
M. Beeman  
S. Zaso  
A. Banker  
S. Spencer



(13)

# 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

January 5, 2015

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

re: Renewal of Arborist Consulting Contract  
Jerry Peterson

Dear Chairman Werner and Committee Members:

As allowed for in our current agreement with Mr. Jerry Peterson, it is recommend that the above contract be renewed for one year in accordance with the terms and conditions of said agreement. The current contract, which provides for consulting arborist services throughout Town would then be renewed through December 31, 2015. Funds have been allocated in this year's budget for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 6, 2015 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

cc: T. Anderson  
S. Zaso  
A. Banker  
M. Beeman



14a

# 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

December 15, 2014

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

re: 2015 All Seasons Work Amendatory Agreement  
with the Monroe County Department of Transportation (MCDOT)

Dear Chairman Werner and Committee Members:

The Town of Brighton provides some services (i.e. mowing, dead animal collection, etc.) along Monroe County roads via an agreement with the Monroe County Department of Transportation. At this time I am requesting your support to renew said agreement with the MCDOT for the upcoming 2015 season in accordance with the following rates. If the Finance and Administrative Services Committee concurs, please approve the Supervisor to execute this document.

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.

Sincerely,

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

TEK/wpd

attachment

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

146

**APPENDIX A**

**FRINGE RATES TO BE PAID PER LABOR HOUR FOR 2015  
(Brighton)**

<b>ALL HOURLY WORK</b>	
Full Time/Regular Hours	60.38%
Full Time/Overtime Hours	36.33%
Part Time/Regular Hours	15.58%
Part Time/Overtime Hours	15.58%

**APPENDIX B**

**MAR SERVICES**

Roadside Mowing	\$85.25 / mile mowed each pass
Dead Animal Pickup	\$28.75 / center line mile
Roadside Pickup	N/A

19a.



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

January 5, 2015

Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: 2015 Budget Transfers for Cost of Living Increases

Dear Honorable Members:

Since cost of living increases for non-represented employees and Teamsters union represented employees were not announced or negotiated prior to the adoption of the 2015 Town Budget, I am requesting Town Board authorization to post the attached budget transfers to reflect the 2% cost of living increases that have now been given to these employee groups for 2015.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Suzanne E. Zaso".

Suzanne E. Zaso  
Director of Finance

**DEBIT (from)**

A	UNDST	9000	8.40	\$70,240
A	UNDST	9000	8.20	\$5,370
D	HWY	9000	8.40	\$5,460
L	LIBRY	7410	8.40	\$24,630
SF	FIRED	3415	4.32	\$350
SF	FIRED	3415	8.20	\$90
SS	SEWER	8120	8.40	\$2,110
A	DPW	7021	4.71	\$1,720

**109,970.00**

**CREDIT (to)**

A	ASSOR	1355	1.10	\$2,590						A	ASSOR	1355	8.20	\$200
A	BOARD	1010	1.10	\$1,760						A	BOARD	1010	8.20	\$130
A	CLERK	1330	1.10	\$1,580						A	CLERK	1330	8.20	\$120
A	CLERK	1410	1.10	\$2,090	A	CLERK	1410	1.20	\$640	A	CLERK	1410	8.20	\$210
					A	CLERK	1610	1.20	\$1,270	A	CLERK	1610	8.20	\$100
A	DPW	1490	1.10	\$6,800						A	DPW	1490	8.20	\$520
A	DPW	1620	1.10	\$1,570						A	DPW	1620	8.20	\$190
A	DPW	3410	1.10	\$1,400	A	DPW	3410	1.20	\$770	A	DPW	3410	8.20	\$170
A	DPW	7021	1.10	\$5,450	A	DPW	7021	1.20	\$660	A	DPW	7021	8.20	\$470
A	DPW	7021	1.60	\$1,720						A	DPW	7021	8.20	\$135
A	DPW	8020	1.10	\$6,220	A	DPW	8020	1.20	\$800	A	DPW	8020	8.20	\$540
A	FINCE	1310	1.10	\$4,260	A	FINCE	1310	1.20	\$530	A	FINCE	1310	8.20	\$370
A	FINCE	1680	1.10	\$2,310						A	FINCE	1680	8.20	\$180
					A	HIST	7510	1.20	\$90	A	HIST	7510	8.20	\$10
A	HWY	5010	1.10	\$2,250						A	HWY	9000	8.20	\$170
					A	HWY	5132	1.20	\$150	A	HWY	5132	8.20	\$10
A	JSTCE	1110	1.10	\$6,150	A	JSTCE	1110	1.20	\$740	A	JSTCE	1110	8.20	\$530
A	POLCE	3120	1.10	\$5,780	A	POLCE	3120	1.20	\$2,510	A	POLCE	3120	8.20	\$630
					A	POLCE	3510	1.20	\$1,000	A	POLCE	3120	8.20	\$80
					A	PRSNL	1430	1.20	\$940	A	PRSNL	1430	8.20	\$70
A	REC	6772	1.10	\$1,210	A	REC	6772	1.20	\$150	A	REC	6772	8.20	\$100
A	REC	7020	1.10	\$4,715	A	REC	7020	1.20	\$360	A	REC	7020	8.20	\$385
A	SUPVR	1220	1.10	\$3,295						A	SUPVR	1220	8.20	\$250
D	HWY	5110	1.10	\$4,740										
D	HWY	5140	1.10	\$720										
L	LIBRY	7410	1.10	\$13,520	L	LIBRY	7410	1.20	\$9,360	L	LIBRY	7410	8.20	\$1,750
					SF	FIRED	3415	1.40	\$90	SF	FIRED	3415	8.20	\$350
SS	SEWER	8120	1.10	\$2,030	SS	SEWER	8120	1.20	\$80					

**\$82,160**

**\$20,140**

**\$7,670**

- 1.10 Full-Time Wages
- 1.20 Part-Time Wages
- 1.40 Other Wages
- 1.60 Uniform Allowance
- 4.71 Uniforms & Clothing
- 8.20 Employer FICA
- 8.40 Medical Premiums