

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

**Meeting Date: Tuesday, February 17, 2015 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation of \$400 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).
2. Declare Equipment as Surplus (Highway/Sewer) – Request from Tim Anderson for Town Board action to declare various equipment as surplus and to dispose of through auction or trade-in (see letter from T. Anderson).
3. Declare as Surplus and Trade-In for New Two Bobcat Skid Steer Loaders - (Sewer) – Request from Tim Keef for Town Board action to declare two Bobcat skid steer loaders as surplus and to authorize the trade-in of both loaders for new loaders as part of the Bobcat Equipment Buy Back Program for a net cost of \$2,752.50 each (see letter from T. Keef).
4. Declare as Surplus and Trade-In for New One Backhoe Loader (Highway/Sewer) – Request from Tim Keef for Town Board action to declare two Caterpillar backhoe loaders as surplus and to authorize the trade-in of said loaders for two new loaders at a total net cost of \$22,226 (see letter from T. Keef).
5. Contract for HVAC Service Agreement (Public Works) – Request from Tim Keef for Town Board authorization to enter into an agreement with Crosby-Brownlie, Inc. to provide HVAC diagnosis and repair services at Town Hall (see letter from T. Keef).
6. Appropriate Highway Equipment Reserve (Highway) – Request from Suzanne Zaso for Town Board action to appropriate \$40,000 from the highway equipment reserve to apply towards to purchase of a new ten-wheel heavy duty dump truck with plow. This appropriation is subject to permissive referendum (see memo from S. Zaso).
7. Discussion – 2015 bond issues.
8. Grant Acceptance and Budget Amendment (Town Justice) – Request from Dianne Burdett for Town Board action to accept a grant in the amount of \$2,700 from the Justice Court Assistance Program (JCAP) to provide for the replacement of a high impact printer in the Court offices and to amend the 2015 budget to reflect the additional revenue and expenditure (see letter from D. Burdett).

The next regularly scheduled meeting of the FASC will be held **Tuesday, March 3, 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

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

February 17, 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 \$400.00 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 \$400 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 and the Criminal Investigative Division.

Sincerely,

Mark T. Henderson
Chief of Police



Town Of Brighton

Operations Center

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

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February 12, 2015

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

Re: Authorize Disposal of Equipment

Honorable Members:

I recommend that the following equipment be declared surplus to our needs:

2001 Elgin Street Sweeper	S/N P3590-D
2005 Pavement cutting wheel	Asset #5169
2014 Bobcat Skid Steer Loader	S/N ALJ811021
2014 Bobcat Skid Steer Loader	S/N ALJ811024

I further recommend that I be authorized to dispose of the street sweeper through Roy Teitsworth at a municipal auction scheduled for May of this year; to trade the pavement cutting wheel towards a purchase of a new pavement cutting wheel; and to trade the two Bobcat loaders for two new (2015 model year) Bobcat skid steer loaders as part of Bobcat's equipment buy back program.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: S. Zaso
A. Banker
M. Hussar
T. 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

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February 13, 2015

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

re: Bobcat Equipment Buy Back Program
Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

As in the past, the above equipment manufacturer currently has an equipment buy back program that would allow us to trade in two of our current Bobcat skid steer loaders for two new, unused replacements. The cost of the new equipment is \$76,805.40 (\$38,402.70 each) with a trade in allowance of \$72,300.00 (\$36,150.00 each), realizing a net expenditure to the Town of \$4,505.00 (\$2,752.50 each). Based upon our use of this equipment, its versatile performance and relatively inexpensive cost to participate in this program, I request that the current Bobcat loaders (#ALJ811021 and #ALJ811024) be declared surplus and traded in as part of the factory Bobcat Equipment Buy Back Program. Funds were 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 February 17, 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
A. Banker
S. Zaso
M. Hussar
K. Gordon



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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

February 13, 2015

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

re: Caterpillar Backhoe Trade In and
Declaration of Surplus Equipment

Dear Chairman Werner and Committee Members:

Our most recent contract with Milton Cat allows for trading in our current Caterpillar backhoes for new and unused current model year replacements. The cost breakdown is as follows:

Highway Department

New 2015 Cat 420F Backhoe	\$99,786.00
Current 2014 Cat 420F Backhoe (CAT0420FCJWJ02100)	<u>(\$95,480.00)</u>
Price Increase	\$ 4,316.00
Price Adjustment for Hours used	<u>\$ 2,500.00</u>
Net Cost New 2015 Backhoe	\$ 6,816.00

Sewer Department

New 2015 Cat 430F Backhoe	\$111,597.00
Current 2013 Cat 430F Backhoe* (CAT0430FCRGS00331)	<u>(\$100,687.00)</u>
Price Increase	\$ 10,910.00
Price Adjustment for Hours used	<u>\$ 4,500.00</u>
Net Cost New 2015 Backhoe	\$ 15,410.00

*Please note that the current Sewer Backhoe is model year 2013 (two years old). This, and other factors used to determine trade in worth, account for the difference in replacement cost.

The Honorable Finance and Administrative Services Committee
Caterpillar Backhoe Trade In and Declaration of Surplus Equipment
February 13, 2015
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Based upon our use of this equipment, its versatile performance and relatively inexpensive cost to participate in this program, I request that the current backhoes (#CAT0420FCJWJ02100 and #CAT0430FCRGS0033) be declared surplus and traded in as part of this transaction. Funds have been allocated in this year's budget for this purpose, D.HWY 5130 2.23 and SS.SEWER 8120 2.23, respectively.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 17, 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
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

February 13, 2015

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

re: Authorize HVAC Service Agreement
Crosby-Brownlie, Inc.

Dear Chairman Werner and Committee Members:

Previously, this Committee endorsed and the Town Board approved entering into a contract with the above vendor for mechanical term services, which was previously available on County contract in this capacity. The County contract, however, is not a current option as it has expired. Crosby-Brownlie has continued to provide support and perform necessary services during the interim, including the diagnosis and repair of the heating system for the west wing of the Town Hall, which is presently in progress. It is recommended that we continue to utilize Crosby-Brownlie through completion of these Town Hall repairs. Furthermore, it is also requested that we enter into an agreement with Crosby-Brownlie to formalize our relationship for these services. Upon completion of the necessary remedial efforts, staff will re-evaluate our options for these services.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 17, 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: S. Spencer
M. Guyon
M. Hussar
S. Zaso
A. Banker
K. Gordon



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: February 17, 2015
Subject: Appropriation from Highway Equipment Reserve

The 2015 budget planned for the purchase of a ten-wheel heavy duty dump truck with plow for a total estimated cost of \$227,250. Funding for this purchase was anticipated through the issuance of new debt and the appropriation of \$40,000 from the highway equipment reserve account. The current balance in that reserve is approximately \$211,000.

My formal request to the Town Board is to authorize the appropriation of \$40,000 from the highway equipment reserve to the newly created capital project to support the purchase of a ten-wheel heavy duty dump truck with plow. This appropriation is subject to a permissive referendum.

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: Tim Keef
Tim Anderson
Amy Banker

Town of Brighton
Projected 2015 Bond Issues
\$1,045,000

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1.) Replace Roof on DPW Operations Center (1941 Elmwood Ave.) - \$150,000
Replace roof over main offices of DPW Operations Center consisting of the following: Remove existing roofing ballast, membrane material, and edging material. Install new poloyiso insulation, new roofing membrane and edging material. Finish all roof penetrations, roof edge terminations, and remove all related construction debris. The estimated cost is \$116,250 for reconstruction and \$27,250 for engineering (inclusive of approximately 15% for contingencies). Issuance costs are also included. The full project is anticipated to be bonded.

2.) Replace Windows in Office Area at DPW Operations Center (1941 Elmwood Ave) - \$35,000
Remove existing window units and install new Argon filled thermal insulating windows, replacing sill work, patching of the interior wall around the windows, and removal of construction debris. The estimated cost is \$25,150 for the windows and \$3,500 for engineering plus 15% for contingencies. Issuance costs are also included. The full project is anticipated to be bonded.

3.) Purchase Street Sweeper - \$205,000
Purchase one three-wheel mechanical street sweeper for cleaning roads in the Town. Estimated cost is \$197,000 plus issuance costs, all of which is to be bonded.

4.) Purchase 10-Wheel Heavy Duty Dump/Plow Truck - \$195,000
Purchase one Class 8 ten-wheel heavy duty cab and chassis with installed all season dump body, plow equipment and applicable accessories for the use in snow removal and ice control on roads in Town, along with hauling of materials and supplies for general highway and road construction. Estimated cost is \$227,250 with \$40,000 coming from reserves and the balance plus issuance costs to be bonded.

5.) Replace Fairfield Road Culvert - \$195,000
Replacement of culvert on Fairfield Road including the following: Install creek diversion and erosion control. Provide temporary road by pass with traffic control. Clear and grub. Remove existing head walls and corrugated metal pipe, build new wing walls and install new culvert pipe. Tie in an existing storm line to new culvert pipe. Back fill culver pipe. Restore pavement and lawn areas. Estimated cost is \$150,000 for construction and \$35,000 for engineering (inclusive of approximately 25% for contingencies). Issuance costs are also included. The full project is anticipated to be bonded.

6.) Sanitary Sewer Relining on East Ave. - \$265,000
Completion of a 2-year project to reline approximately 5,561 linear feet of sanitary sewers. The total project cost is estimated at \$393,010 with \$137,105 expended in 2014 and the balance of \$255,905 for approximately 3,512 linear feet for completion in 2015. This bond resolution is to cover the balance plus issuance fees.

Ja

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

February 12, 2015

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

RE: Grant Award from Justice Court Assistance Program

Dear FASC Members,

The court is requesting approval for acceptance of a grant award from the Justice Court Assistance Program in the amount of \$2,700. The grant is for an Epson DFX 9000 high impact printer to replace the current unit which is no longer reliable. We are requesting approval to amend the budget as follows; increase the revenue account A.JSTCE. 1110.3390 (NYS Aid) by \$2,700 and increase the expense account A. JSTCE. 1110. 2.13 (Computer Equipment) by \$2,700. This is a budget neutral appropriation.

Please let me know if you should need any further information.

Dianne Burdett 
Administrative Court Clerk

Attachment

cc: Suzanne Zaso
file

STATE OF NEW YORK
UNIFIED COURT SYSTEM

Hall of Justice, Room 545
99 Exchange Boulevard
Rochester, NY 14614
(585) 428-2885

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A. Gail Prudenti
Chief Administrative Judge

Michael V. Coccoma
Deputy Chief Administrative Judge
Courts Outside New York City

Craig J. Doran
Seventh District Administrative Judge

January 16, 2015

Ms. Dianne Burdett
Court Clerk
Brighton Town Court
2300 Elmwood Ave.
Rochester, NY 14618

Dear Ms. Burdett:

We are pleased to advise you that the Brighton Town Court has been awarded a grant under the 2014-15 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system. Under the Court System's Action Plan for the Justice Courts, JCAP has been expanded, both in the level of funding and the scope of the projects funded.

The Brighton Town Court is one of 390 courts receiving JCAP funding this year. The details of your award are set forth on the enclosed form. Funds will be sent via direct deposit or check to your municipality within the next few weeks.

Congratulations and thank you for your participation in the Justice Court Assistance Program.

Very truly yours,

Craig J. Doran
Seventh District Administrative Judge

Alex Renzi
Supervising Judge

cc: Hon. Henry J. Scudder, Presiding Justice Appellate Division
Hon. Michael V. Coccoma, Deputy Chief Administrative Judge
Courts Outside New York City