

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

**Meeting Date: Tuesday, April 14, 2015 (2:00 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Contract Extension for Assessment Software Services (RPS V4) (Assessor)
– Request from Elaine Ainsworth for Town Board action to authorize the Supervisor to execute an extension to the agreement with David Miller dba Assessment and Valuation Services (AVS) to provide consulting and updating services for the RPS V4 software at a cost not to exceed \$2,500 (see memo from E. Ainsworth).
2. Contract Extension with NYS DOT for Snow and Ice Control (Highway) -
Request from Tim Keef for Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2016/17 season (see letter from T. Keef).
3. Award Contract for Engineering Services for PSW HVAC (Public Works) –
Request from Mike Guyon for Town Board action to award and authorize the Supervisor to sign a contract with M/E Engineering for design services to develop construction documents and to provide construction administration services related to the HVAC improvements in the Public Safety Wing of Town Hall to M/E Engineering P.C. for a cost not to exceed \$28,800. Authorization is also requested to allow the Supervisor to sign any change orders that do not collectively exceed 10% of the awarded contract price (see letter from M. Guyon).
4. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation of \$600 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).
5. Review draft of audited financial statements and communications for the 2014 independent audit with the accounting and audit firm of Raymond F. Wager CPA, P.C.

The next regularly scheduled meeting of the FASC will be held **Tuesday, May 5, 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.

1.

TOWN OF BRIGHTON
ASSESSOR'S OFFICE
2300 Elmwood Avenue
Rochester, NY 14618
(585) 784-5216

March 23, 2015

To: Supervisor Moehle
Finance Committee
Finance Director, Suzanne Zaso
Town Board

From: Elaine K. Ainsworth, Assessor

Re: Request to open 2015 Purchase Order
Assessment and Valuation Services (AVS)

I am requesting permission to process a 2015 Extension to the 2012 Professional Services Contract for the RPS V4 update services, for an amount not to exceed \$2,500, payable to AVS, Assessment Valuation Services, per the attached quote. The expenditure was approved for my 2015 budget.

AVS provides RPS V4 consulting and updating services to the vast majority of the towns in Monroe County. AVS interfaces with the County of Monroe Real Property and the Batavia Office of Taxation and Finance, Office of Real Property Services for the State of New York. No other vendor in Western New York provides the level of service and expertise offered by AVS. No other vendor has the Monroe County valuation knowledge or working relationship with the County assessment community that AVS has established. There is actually no other vendor located here in Monroe County that could provide the RPS V4 expertise.

Keeping the work we have done to the valuation module of the V4 up-to-date ensures that we can perform single parcel valuation now, and minimized our up front costs as we prepare for our next town wide assessment roll update project.

Please authorize the Supervisor to enter into a 2015 extension of the 2012 PSA with AVS for the detailed services and for me to process the required Purchase Order to facilitate payment for those services. I will make every attempt to answer any questions you may have.

Thank you.



7a

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

March 28, 2015

The Honorable Finance and Administrative Services Committee

Town of Brighton

2300 Elmwood Avenue

Rochester, New York 14618

re: Snow and Ice Control Agreement Amendment
with the New York State Department of Transportation (NYSDOT)
2016/2017 Season

Dear Chairman Werner and Committee Members:

The Town of Brighton provides snow and ice control for New York State roads via an agreement with the New York State Department of Transportation. At this time I am requesting that said agreement with the NYSDOT be amended per the attached communication from the State. Therefore, I recommend that the Finance and Administrative Services Committee approve the Supervisor to execute these documents.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled March 31, 2015 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
M. Hussar
K. Gordon

26.

Contract #	Municipality	Ext. season	Region #
D012050	Town of Brighton / E. Monroe County	2016/17	4

AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT

This Agreement made this _____ day of _____ by and between THE PEOPLE OF THE STATE OF NEW YORK (hereinafter referred to as "STATE"), acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"), and the _____ of the **Town of Brighton of E. Monroe County** (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, the COMMISSIONER and the MUNICIPALITY have entered into an Agreement No. **D012050** entitled "Indexed Lump Sum Snow and Ice Agreement between the New York State Department of Transportation and the Municipality of **Town of Brighton**" dated **October 8, 1998**; and

WHEREAS, the term of the said Agreement is for a period of three years commencing July 1, **1998** and the said Agreement provides that the parties may at the end of each year of the term of the Agreement extend such term for an additional year; and

WHEREAS, the present term of the Agreement, as extended, expires June 30, **2016**; and

WHEREAS, Section 7 of the said Agreement provides that the COMMISSIONER shall furnish the MUNICIPALITY with a suitable map for each term of the Agreement, or for any extended term thereof, modified to show the changes, if any, to the State Highways affected by this Agreement.

WHEREAS, Section 9 of the said Agreement provides for an annual update of the estimated expenditure to be determined by the COMMISSIONER subject to the provisions of Section 9 at the time for extension of the Agreement;

WHEREAS, Section 9 of the said Agreement also provides for an adjustment to the actual payment amount based on the intensity and severity of the winter season;

NOW, THEREFORE, in consideration of the mutual covenants and benefits between the parties,

WITNESSETH:

1. The aforementioned "Indexed Lump Sum Snow and Ice Agreement Between New York State Department of Transportation and the MUNICIPALITY" is hereby extended for a period of one year; now to expire on June 30, **2017**, unless further extended.

2. The State Highways or parts thereof affected by this Agreement are as delineated on the attached map, agreed upon by the COMMISSIONER and the MUNICIPALITY, which shall be effective for the remainder of the term of the Agreement commencing July 1, **2016**, unless changed by future agreement between the COMMISSIONER and the MUNICIPALITY.

3. All the terms and conditions of the original contract remain in effect except as follows. The indexed lump sum estimated expenditure specified in Section 9 of the aforementioned Agreement shall be **\$4,919,3717** per lane mile for **41.00** lane miles for a total of **\$201,694.24** for the **2014/15** season and for the remainder of the term of the Agreement commencing July 1, **2014**, unless changed by future update.

IN WITNESS WHEREOF, This Agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

Over ↘

7c

Agency Certification Contract No. D012050

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY

BY _____
for Commissioner of Transportation

BY _____

ATTORNEY GENERAL'S SIGNATURE

COMPTROLLER'S SIGNATURE

Dated _____

Dated _____

STATE OF NEW YORK)

) SS:

COUNTY OF)

On the _____ day of _____ in the year _____ before me personally came _____ to me known who, being by me duly sworn, did depose and say that he resides in _____, New York; that he is the _____ of _____ the municipality described in and which executed the above instrument; that he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on _____; a certified copy of such resolution attached hereto and made a part hereof.

Notary Public

2d

**AGREEMENT ADJUSTMENT WORKSHEET
2016/17 EXTENSION YEAR**

Municipality	Town of Brighton	Contract	D012050
County	E. Monroe	Region	4

2015/16 Extension's Estimated Expenditure				\$200,873.78	
%	Labor	44.32%	Materials	28.93%	8331.45
					26.75%
Value	\$89,035.00		\$58,103.12		\$53,735.67
Contract Snow & Ice Lane Miles of Responsibility					
Existing Lane Miles of Contract		41.00	New Lane Miles of Contract		41.00
% Change in Lane Miles of Contract					0.00%
1) - The % change in LM's is used in the calculation of Labor, Material & Equipment					

LABOR *

Labor Portion of 2015/16 Extension's Estimated Expenditure	\$89,035.00
% Labor Increase includes (+/-) Fringe Benefits for 2014/15 Season	x 7.22%
Additional Labor Costs for 2016/17	\$6,428.33

No change in wages for 2014, no contract in place Fringe: 2015 = 75.81%, 2014 = 68.59%

Labor Portion of 2016/17 Extension's Estimated Expenditure (1)	\$95,463.33
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* Attach Municipality's certification of applicable labor cost increase

MATERIALS

Materials Portion of 2015/16 Extension's Estimated Expenditure \$58,103.12

	Salt	Sand	50/50 Salt/Sand
% Materials	100.00%	0.00%	0.00%
2015/16 Total Material \$	\$58,103.12	\$58,103.12	\$58,103.12
Proportionate \$ Amount (1)	\$58,103.12	\$0.00	\$0.00
2013/14 Price Per Ton	\$38.38	\$0.00	\$0.00
2012/13 Price Per Ton	\$42.48	\$0.00	\$35.85
Difference (Show +/-)	\$0.00	\$0.00	-\$35.85
+/- ▲ % (2)	-9.65%	#DIV/0!	-100.00%
(1) x (2) Increase/Decrease	-\$5,607.88	#DIV/0!	\$0.00
Materials Total	\$52,495.24	\$0.00	\$0.00

Materials Portion of 2016/17 Extension's Estimated Expenditure	\$52,495.24
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2e.

EQUIPMENT

Equipment Portion of 2015/16 Extension's Estimated Expenditure		\$53,735.67
% Equipment Increase for 2014/15 Season	x	0.00%
Additional Equipment Cost for 2016/17		\$0.00

Equipment Portion of 2016/17 Extension's Estimated Expenditure	\$53,735.67
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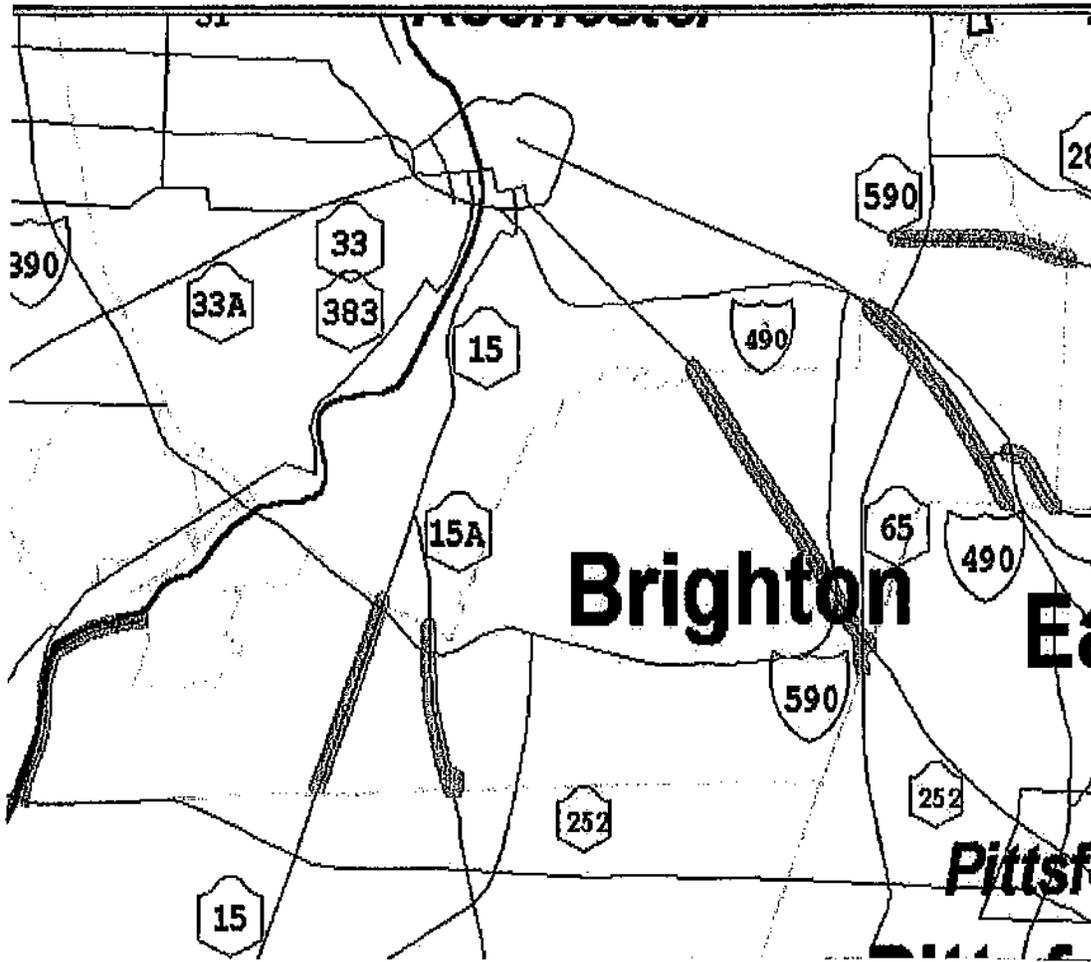
FIXED COSTS ADD-ONS

Salt Storage (Barns)		\$0.00
DTN Weather Service		\$0.00
Snow Fence		\$0.00
Total Fixed Costs		\$0.00

FINAL 2016/17 ESTIMATED EXPENDITURE	\$201,694.24
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Recommended By: _____
Transportation Maintenance Division Representative

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MAP SHOWING TOWN OF BRIGHTON
 RESPONSIBILITY FOR SNOW AND ICE CONTROL ON
 STATE HIGHWAYS FOR SEASON OF 2014/2015

MILES - CONTRACT

C.L.	LANE	[Shaded Box]	SNOW & ICE CONTROL	SIGNED	
9.3	41.0		PLOWING ONLY	REGIONAL DIRECTOR OF OPERATIONS	DATE
				SIGNED	
				FOR MUNICIPALITY	DATE



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

3a

April 10, 2015

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

Re: Public Safety Wing
Professional Design Services to Develop Construction Documents for the HVAC
Improvements

Dear Councilperson Werner and Committee Members:

On February 26, 2015 the Town of Brighton solicited proposals from engineering firms to prepare construction documents and provide construction administration services related to the proposed HVAC improvements within the Public Safety Wing of the Town of Brighton Town Hall. The RFP was mailed to 12 architectural and engineering firms and was advertised on the Town of Brighton website. Five firms responded to the RFP on Thursday March 26, 2015. These firms were M/E Engineering P.C., Popli Design Group, Clark Patterson Lee Design Professionals, T.Y. Lin International and Erdman Anthony. Table-1 summarizes the fee schedule included in each RFP response.

Table-1 Fee Schedule

Firm Name	Not to Exceed Fee
M/E Engineering	\$ 28,800.00
Popli Design Group,	\$ 32,755.00
Clark Patterson Lee Design Professionals	\$ 34,700.00
T.Y. Lin International	\$ 35,500.00
Erdman Anthony	\$ 60,516.00

Town Staff reviewed the responses to the RFP for completeness and accuracy and concluded that the lowest fee which was submitted by M/E Engineering P.C. Inc. is a true representation of the costs to complete the project and the consultant is qualified to complete the works described in the RFP. Therefore, I am requesting that FASC recommend that the Town Board award the professional design services to prepare construction documents and provide construction administration services related to the proposed HVAC improvements within the Public Safety Wing of the Town of Brighton Town Hall contract to M/E Engineering P.C. for a cost not to exceed \$28,800. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.



36.

I will be in attendance at your regularly scheduled April 14, 2015 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,

A handwritten signature in black ink, appearing to read "Michael E. Guyon".

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Chief Mark Henderson
Tim Keef



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

April 1, 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 \$600.00 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 \$600.00 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