

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

**Meeting Date: Tuesday, May 5, 2015 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Executive Session – Collective bargaining and the employment of particular people.
2. Appropriate Seized Funds for Video Security System (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate an additional \$3,696.98 from seized funds for the purchase of two additional video cameras for the recently installed video security system (see letter from M. Henderson).
3. Appropriate Seized Funds for Body Cameras (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate \$5,000 from seized funds to pilot test body cameras for the Police Department (see letter from M. Henderson).
4. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation of \$1,500 from the Rochester Area Community Foundation to support the Brighton Police Youth Explorer Program and to appropriate the funds in the Police Department's 2015 budget (see letter from M. Henderson).
5. Amend Charge and Credit Card Use Policy (Finance) – Request from Suzanne Zaso for Town Board action to amend the Town's Charge and Credit Card Use Policy to allow for the issuance and use of major credit cards by departments as authorized (see letter from S. Zaso).
6. Bank Custodian Agreement (Finance) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute a new Third Party Custodian Agreement between First Niagara Bank and Federal Home Loan Bank of New York for collateralizing Town funds (see letter from S. Zaso).
7. Amend Agreement for Monroe Ave GIGP Project (Public Works) – Request from Mike Guyon for Town Board action to amend the agreement with Barton and Loguidice to provide construction observation services for a not-to-exceed amount of \$16,000. Reimbursement for these services will be provided for by the grant secured for the project (see letter from M. Guyon).
8. Contract for Comprehensive Plan Update and Environmental Review (Planning) – Request from Ramsey Boehner for Town Board authorization of the Supervisor to enter into an agreement with Barton & Loguidice P.E. to provide professional services necessary to prepare the comprehensive plan in accordance with the scope as outlined in the request for proposal at a cost not-to-exceed \$149,890 (see letter from R. Boehner).

9. Budget Amendment for Comprehensive Plan Update (Finance) – Request from Suzanne Zaso for Town Board action to amend the 2015 Building and Planning budget to appropriate an additional \$50,000 in grant funding for the Town's Comprehensive Plan Update (see letter from S. Zaso).
10. Contract Renewal for Yard Waste Processing Services (Public Works) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute a renewal contract with Sensenigs Landscape Supply for processing yard waste at the Town's landfill. Sensenigs will pay the Town \$8,000 annually for the brush (see letter from T. Keef).
11. Contract for Computer Database Maintenance (Fire Marshal) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an agreement with Outsource PC to provide technical support to the permit and property maintenance database utilized by the Fire Marshal's Office with a not-to-exceed amount of \$600. Authorization is also sought to renew this contract every year as budgeted (see letter from T. Keef).
12. Executive Session - Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, May 19, 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

April 27, 2015

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

RE: Use of Forfeited Funds to purchase two additional video cameras to add to the security system

Dear Board Members:

You had previously approved the use of \$55,970.41 for the installation of a video security system for the police department. The funding for this expenditure came from the proceeds of "Forfeited Property Account."

During the installation of the system it was determined that two additional cameras would need to be added to the system to cover the police evidence/property room (*an area that was not included in the original estimate*). I did consult with the Supervisor, Finance Director and Department of Justice prior to authorizing the additional cameras.

I propose that the "Proceeds of Forfeited Property" be used to fund this request. As previously stated I did consult with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for this purpose is an appropriate use. I request that appropriations in account **A.POLCE.3125 2.60** Facility Improvements be increased by \$3,696.98. The total expenditure of \$3,696.98 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

Mark T. Henderson
Chief of Police



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

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Administrative (585) 784-5150
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April 27, 2015

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

RE: Body Cameras

Dear Board Members:

I would like to add body cameras to the Brighton Police Department. There are many products on the market. I would like to pilot test some body cameras to see if they will meet the needs of our department.

I propose that the "Proceeds of Forfeited Property" be used to fund this request. I did consult with the United States Attorney's Office and they concur that the use of seized forfeiture asset funds for this purpose (pilot testing) is an appropriate use. I request that appropriations in account **A.POLCE.3125 2.17** Law Enforcement be increased by **\$5,000.00**. The total expenditure of this pilot test will not exceed **\$5,000.00** and will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

Mark T. Henderson
Chief of Police



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Mark T. Henderson
Chief of Police

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Administrative (585) 784-5150
Fax: (585) 784-5151

April 29, 2015

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Board Members:

Re: Donation

Recently, the Police Department received a donation of \$1500.00 from the Rochester Area Community Foundation for the support of the Brighton Police Youth Explorer Program.

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 Program Supplies** by \$1500.00 to be fully supported by an increase in **A.POLCE 3120.2705 Gifts and Donations**. I have attached a copy of my letter to the Rochester Area Community Foundation expressing the department's gratitude for this generous donation.

Sincerely,

Mark T. Henderson
Chief of Police

attachment



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

May 4, 2015

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

RE: Amendment to the Town's Charge and Credit Card Use Policy

Dear Board Members:

The Town's current Charge and Credit Card Use Policy, as amended on 5/28/14, only allows for major credit cards (such as VISA and Mastercard) to be assigned to and used by the Finance Department. Some Town purchases, such as those via the internet, require that payment be made via a major credit card. In addition, on occasion it becomes necessary for an employee to have to use their own personal credit card or cash for expenditures such as out-of-town travel that they must then seek reimbursement for from the Town which can take up to a few weeks.

In order to make such purchases easier on the departments and employees, I am proposing that the Town Board take action to amend the existing Charge and Credit Card Use Policy to allow for the assignment and use of a major credit card to individual departments or employees upon proper approval from the Finance Department. The use of any and all major credit cards or charge cards will still fall under the guidance of the Town's Procurement Policy and Procedures.

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.

Sincerely,

Suzanne Zaso
Director of Finance



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

May 4, 2015

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

RE: Custodian Agreement for Collateral at First Niagara Bank

Dear Board Members:

We recently received notification from First Niagara Bank that their Collateral Agent for public funds, JPMorgan Chase Bank N.A., was resigning. First Niagara has selected Federal Home Loan Bank of New York as the successor third party custodian.

To continue the collateralization of the Town's public funds without interruption, I am recommending that the Town Board take action to authorize the Supervisor to execute a Third Party Custodian Agreement between First Niagara Bank, N.A., Federal Home Loan Bank of New York, and the Town.

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.

Sincerely,

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

Suzanne Zaso
Director of Finance



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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May 1, 2015

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

Re: Monroe Avenue GIGP Project
Construction Administration Services

Dear Councilperson Werner and Committee Members:

The Monroe Avenue Green Innovation Grant Project will complete its public participation phase on May 12, 2015 and the final project design has been approved by the NYSDOT. Hence, Town forces have begun construction of the green infrastructure improvements on the School District property and will shortly begin construction within the Monroe Avenue right of way. During construction I anticipate that Town forces will have questions regarding the project design. Although Town staff is intimately familiar with the project design there may be questions that would be best addressed by the design professional, Barton and Loguidice. At our request, Barton and Loguidice provided an estimate of nominal construction observation services that would be expected during the construction of the project. This estimate was based on providing 4 hours a week of construction observation services for 4 months of construction in 2015 and 2016. The total estimated cost to perform these services is \$16,000.00. This estimate represents a not-to-exceed budget which would only be used at the Town's request.

We contacted the Environmental Facilities Corporation who confirmed that these construction observation services are fundable through the existing grant.

I am requesting that FASC recommend that the Town Board modify Barton And Loguidice's agreement to include construction observation services for a fee not-to- exceed \$16,000. These services will be performed at the request of the Town of Brighton and reimbursed using funds from the GIGP grant.

I will be in attendance at your regularly scheduled May 5, 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,

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

Cc: Suzanne Zaso
Tim Keef

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TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

May 1, 2015

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

Re: Request for Proposals (RFP), Professional Consulting Services
Comprehensive Plan Update

Dear Councilperson Werner and Committee Members:

The Town Board authorized the preparation and solicitation of a request for proposals for professional consulting services for the Comprehensive Plan Update and the necessary environmental review as required by New York State Law. The updated Plan will support a variety of new initiatives that the Town wants to develop surrounding the areas of sustainability, economic development, land use, park planning, trail systems, transportation, environmental practices and LEED for Neighborhood Development. The Plan will also include a plan for the acquired open space/parkland along Westfall Rd. The Town of Brighton solicited a Request for Proposals for professional services for this project in February 2015. The Request for Proposals was advertised in the NYS Contract Reporter on February 11, 2015 and responses were requested by February 23, 2015. Over one hundred thirty (130) firms obtained copies of the RFP and three firms submitted responses to the Request for Proposals. These firms were, Barton & Loguidice, D.P.C., Fisher Associates, and Interface Studio LLC.

Town staff with the assistance of the Comprehensive Plan Update Steering Committee Members evaluated the proposals and selected all three consultants for interviews. Interviews were conducted by Town staff and members of the Steering Committee. After deliberation, the consultant Barton & Loguidice, D.P.C. is recommended based upon their understanding of the project scope, local knowledge, and experience with similar projects.

The Barton & Loguidice, P.E. price proposal indicates that a maximum not-to-exceed price to provide those services outlined in the RFP is \$149,890. The grant funds from New York State Energy Research and Development Authority (NYSERDA) grant will be used to fund the consultant costs.

I am requesting that the FASC authorize the Supervisor to enter into an agreement with Barton & Loguidice, D.P.C. for a cost not-to exceed \$149,890 to provide those professional services necessary to prepare the Comprehensive Plan in accordance with the scope outlined in the Request for Proposals.



I will be in attendance at your regularly scheduled May 5, 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,



Ramsey A. Boehner
Town Planner

Cc: Suzanne Zaso
Tim Keef



TOWN OF BRIGHTON
Suzanne Zaso, Director of Finance
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5210 Fax (585) 784-5396

May 4, 2015

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

RE: Amendment Budget for Comprehensive Plan Update

Dear Board Members:

In 2014 the Town was awarded a grant from the New York State Energy Research and Development Authority (NYSERDA) in the amount of \$150,000 to engage the services of a consultant for the Town's Comprehensive Plan Update. When the 2015 Town Budget was prepared and adopted, only \$100,000 was appropriated. I am requesting Town Board action to appropriate an additional \$50,000 for engineering services under the Building and Planning Department's 2015 budget to be fully supported by an increase in anticipated grant funding of \$50,000.

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.

Sincerely,

Suzanne Zaso
Director of Finance

Cc: Ramsey Boehner



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

May 4, 2015

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

re: Landfill Contracting Services 2015 Renewal

Dear Chairperson Werner and Committee Members:

Last year the Town renewed a modified agreement with Sensenigs Landscape Supply of Geneva, New York. It is recommended to renew this year's contract with the same terms and conditions. I will be in attendance at your regularly scheduled May 5, 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

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



Town of Brighton

MONROE COUNTY, NEW YORK
DEPARTMENT OF PUBLIC WORKS
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PHONE: (585)784-5250 FAX: (585) 784-5368

May 4, 2015

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

re: Computer Consulting Services - Fire Marshal's Office
Recommendation of Contract Award

Dear Chairman Werner and Committee Members:

The Fire Marshal's office requires periodic updating and maintenance assistance with their computer programs. As these programming needs have been customized specifically for the Fire Marshal's office, it is recommended to retain OutSource P.C. Services, as has been used in the past for these applications. Funds are available in the 2015 Budget for this purpose. Therefore, it is recommended to enter into a contract with said consultant and that the agreement be renewable on an annual basis in accordance with that year's budget.

I will be in attendance at your regularly scheduled May 5, 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

cc: C. Roth
S. Zaso
A. Banker
M. Hussar
K. Gordon

FASC.COMPUTER.CONSULTING.AWARD.FIRE.MARSHAL.MAY.2015.01

