

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

**Meeting Date: Tuesday, June 2, 2015 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Bids for Replacement Ambulance (Ambulance District / Finance Dept.) – Request from Andrew Robinson for Town Board action for permission to seek bids for one replacement ambulance for the Brighton Ambulance Special District (see memo from A. Robinson).
2. Executive Session – Employment of particular people.
3. Amend Budget for Truck Repairs (Sewer Dist.) – Request from Tim Anderson for Town Board action to amend the Sewer District budget to appropriate insurance recoveries in the amount of \$3,804.65 received for damages to a department pick-up truck (see letter from T. Anderson).
4. Budget Amendment and Contract Authorization for Fence Repair (Business Improvement Dist.) – Request from Tim Keef for Town Board action to appropriate \$1,200 from fund balance in the Business Improvement District to repair a stockade fence and to authorize a contract with New York State Fence for these services (see letter from T. Keef).
5. Contract for Asbestos Remediation (Facilities) – Request from Tim Keef for Town Board authorization to execute a contract with Hazardous Removals of Rochester to remove asbestos around a heat exchanges in Town Hall (see letter from T. Keef).
6. Bid Award for Pervious Concrete for Monroe Ave. GIGP Project (Public Works) – Request from Tim Keef for Town Board action to award a bid in the amount of \$35,000 to Hanson Aggregates NY, LLC for pervious concrete to be used in the Monroe Avenue GIGP project and to authorize change orders up to 10% of the project in total (see letter from T. Keef).
7. Grant Acceptance for Highland Avenue Improvements (Highway) – Request from Tim Keef for Town Board action to accept a NYSDOT (Multi-Modal funding) grant in the amount of \$165,000 and to execute any related documents for improvements on Highland Ave (see letter from T. Keef).
8. Authorization to Seek Proposals for Consulting Services for Palazzo Plaza Project (Building & Planning) – Request from Ramsey Boehner for Town Board authorization to seek proposals for professional consulting services relating to the incentive zoning application for the Palazzo Plaza project by the Daniele Family (see letter from R. Boehner).

9. Request to Name Volunteer Student Intern for SOC (Sustainability Oversight Committee) – Request from Mike Guyon for Town Board action to name a new volunteer intern to the SOC to support Climate Smart Community initiative (see letter from M. Guyon).
10. Rejection of Bids (Public Works) – Request from Mike Guyon for Town Board action to reject all bids received for the Crittenden Road Sidewalk project and to seek authorization to revise plans and complete project utilizing a Monroe County contract (see letter from M. Guyon).
11. Contract for Pool Usage by JCC (Recreation) – Request from Rebecca Cotter for Town Board authorization of the Supervisor to execute an agreement with the Jewish Community Center to allow JCC members to use the Brighton High School pool during Town scheduled pool hours (see letter from R. Cotter).

The next regularly scheduled meeting of the FASC will be held **Tuesday, June 16, 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

1.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Andrew Robinson, Budget Officer
Date: May 19, 2015
Subject: Authorization to Seek Bids for a Replacement Ambulance

I request that Your Honorable Body authorize the Administration to seek bids for the purchase of a replacement ambulance by the Ambulance Services Special District. This ambulance would be utilized by Brighton Volunteer Ambulance, Inc. to respond to calls for service primarily in the District.

This proposed purchase was planned for in the 2015 Capital Budget. The town contributed \$37,500 in 2014 and \$50,000 in the current year capital budget towards an ambulance purchase. Any remaining amount could be funded from district fund balance which is currently at \$160,286. The Rig Selection Committee at Brighton Volunteer Ambulance, who devised the specs for the bid, is proposing a smaller sprinter chassis similar to the last ambulance purchased in 2013.

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.



Town Of Brighton

Operations Center

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

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May 29, 2015

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

Re: Appropriation of Funds

Honorable Supervisor and Members of the Board:

I recommend that the Town Board amend the 2015 Budget by increasing and appropriating \$3,804.65 from insurance recovery in the consolidated sewer district sewer operations account (SS.SEWER.8120 2680), and by increasing appropriations in the collision repair line (SS.SEWER.8120 4.64) by \$3,754.65 and other contractor services line (SS.SEWER.8120 4.49) by \$50.00.

The revenue was not anticipated, and came as a final reimbursement for towing and repairing collision damage to Sewer Department's Truck 8 which was involved in a motor vehicle accident.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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



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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

May 28, 2015

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

re: Proposed Use of Fund Balance
Monroe Avenue Business Improvement District #1
Fence Replacement at #1760 Monroe Avenue

Dear Chairman Werner and Committee Members:

If you recall, the above Business Improvement District was created in 2000. Subsequent improvements were made to the properties within the district, inclusive of a stockade fence behind Dunkin' Donuts (#1760 Monroe Avenue). The fence has required some maintenance efforts the past few years, however, the wooden support posts have failed and repair/replacement is now warranted. The estimated cost for the necessary work is approximately \$1,200.00. Unfortunately, this year's district funds will not fully cover these costs. I respectfully request that fund balance be considered for these additional monies. If the Committee is amenable to this request I recommend the following and ask your consideration in the same:

- 1) to utilize up to \$1,200.00 from the District Reserve Fund for the repair/replacement of said fence, transferring this amount to the BID01 4.43 account
- 2) to authorize an agreement with New York State Fence pursuant to the Town's procurement policy of using County bid for the repair/replacement of the fence

As always, thank you for your consideration and I will be in attendance at your regularly scheduled June 2, 2015 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

TEK/wpd

cc: T. Anderson
S. Zaso
A. Banker
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

May 29, 2015

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

re: Asbestos Remediation Agreement
Hazardous Removals of Rochester

Dear Chairman Werner and Committee Members:

The heating problems experienced by the west wing of the Town Hall this past winter season are still being diagnosed, requiring an assessment of the heat exchanger unit located in the boiler room. In order to do so asbestos will need to be removed from around the heat exchanger. Prices were solicited from two firms, R&J Asbestos (\$1750.00) and Lead Removal and Hazardous Removals of Rochester (\$1,680). Based upon the process submitted it is recommended to execute a contract with Hazardous Removals of Rochester for \$1,680.00 and enlist their services to provide the asbestos remediation.

As always, thank you for your consideration and I will be in attendance at your regularly scheduled June 2, 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: S. Spencer
S. Zaso
A. Banker
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

Loa.

May 28, 2015

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

re: Award of Bid
Pervious Concrete for Monroe Avenue GIGP

Dear Chairperson Werner and Committee Members:

The above bid was publicly advertized and publicly opened on May 8, 2015, all as required by law. A copy of the advertisement and of the bid tabulation are attached for your reference. Based upon the bid submittals, the following is recommended:

- 1) that the above bid be awarded for the referenced work to the low, responsible and responsive bidder, Hanson Aggregates NY, LLC for the base unit prices bid (A) and options (B, C and D) for a total not to exceed \$35,000.00;
- 2) that the Supervisor be authorized to execute an agreement with the bidder for this contract;
- 3) that the Supervisor be authorized to execute change orders not exceeding 10% in total of the base contract amount in the event it becomes necessary to do so; and
- 4) the contract is renewable for up to two additional years.

Funds are available from the Monroe Avenue GIGP force account for the costs incurred.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 2, 2015 in the event that you have any questions regarding this matter.

Sincerely,

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

attachments

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

603.

Bid #	Company	Options							
		A		B		C		D	
1	Manitou Concrete	\$ 118.00	CY	\$ 10.00	CY	\$ 135.00	HR	\$ 85.00	Load
2	Hanson Aggregates NY LLC	\$ 110.00	CY	\$ 11.00	CY	\$ 200.00	HR	\$ 50.00	Load

A	Pervious Portland Cement Concrete, delivered
B	Additional for Heat
C	Additional for Conveyor
D	Deliveries under 3CY

7.



Town of Brighton

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

May 28, 2015

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

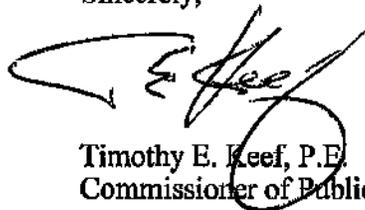
re: Multi-Modal Funding for Highland Avenue
New York State Department of Transportation (NYSDOT)
Contract #D026025

Dear Chairman Werner and Committee Members:

As you may recall, Senator Robach's office nominated the Town's Highland Avenue Improvement Project for \$165,000 in Multi-Modal Funding. This department has now received the funding agreement confirming receipt of these monies. I recommend that the Town accept these funds and the Finance and Administrative Services Committee authorize the Supervisor to execute these documents.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 2, 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



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Ja.

June 1, 2015

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

Re: Request for Proposals for Professional Consulting Services
Incentive Zoning Application Submitted by Daniele Family Companies
Palazzo Plaza Project

Dear Councilperson Werner and Committee Members:

I am requesting authorization to prepare and solicit a request for proposals for professional consulting services for the review and preparation of scoping documents, the review of a Draft Environmental Impact Statement, the review of a Final Environmental Impact Statement and in the preparation of a Findings Statement for an Incentive Zoning application submitted by Daniele Family Companies for their Palazzo Plaza project in accordance with the New York State Environmental Quality Review Act (SEQR). The Town will seek expertise in traffic and environmental review services.

The applicant has submitted the attached letter dated May 26, 2015 acknowledging that an Environmental Impact statement will be prepared for the project and that the cost to hire a consultant to conduct the necessary environmental review will be the responsibility of the applicant. No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 2, 2015 meeting in the event that you have any questions regarding this matter.

Respectfully,



Ramsey A Boehner
Town Planner

cc: S. Zaso
T. Keef
attachment





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May 26, 2015

Ramsey Boehner
Town Planner
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Whole Foods Plaza

Dear Mr Boehner,

As the applicant of the proposed Whole Foods Plaza development at 2740, 2750 & 2800 Monroe Avenue, we acknowledge that an Environmental Impact Statement will be prepared. We ask that the town of Brighton pursue the hiring of an outside SEQR consultant to assist the town in its review of this application. As the applicant, we understand that the cost of hiring an outside SEQR consultant will be the responsibility of the applicant.

Respectfully,

Anthony Daniele
Partner, Whole Foods Plaza



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

9a.

May 28, 2015

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

Re: Town of Brighton Sustainability Oversight Committee
Volunteer Intern Position

Dear Councilperson Werner and Committee Members:

The Town of Brighton Town Board created a volunteer student intern position for the Sustainability Oversight Committee at their September 18, 2012 meeting. The Sustainability Oversight Committee with the support of Karen Berger of the University of Rochester hopes to name a new intern to this position for the summer, June 2015 to September 2015. The intern would support the Climate Smart Community initiative of the SOC and will assist with completion of a greenhouse gas and energy use inventory.

The intern will continue the work associated with an inventory of the Town government's greenhouse gas emissions. The student intern will work together with Town Staff, under the supervision of an SOC member, to assist in the gathering of data, entry into the inventory software, and analysis of results.

The expectations for the intern include the following:

- Meeting or communicating on a weekly or biweekly basis with the supervising SOC member;
- Meeting with Town staff, as needed, to coordinate information gathering;
- Attendance at occasional SOC evening meetings (anticipated 1-3 times during the semester);

Qualifications for the position include the following:

- Strong organizational skills and attention to detail;
- Familiarity with Excel spreadsheets;
- Motivation to pursue information even when it is not easily available;
- Maturity to act in a professional manner with Town staff and SOC members;
- and
- Ability to present information clearly in both written and oral form.



9b.

The internship is an unpaid position however; the student may receive an Internship credit at the University of Rochester for the fall semester.

I am requesting that the FASC recommend that the Town Board authorize the naming of a new volunteer intern to the SOC. The intern would support the Climate Smart Community initiative of the SOC and will assist with completion of a greenhouse gas inventory.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 2, 2015 meeting in the event that you have any questions regarding this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "M. Guyon", written over a horizontal line.

Michael E. Guyon
Department of Public Works

Cc Tim Keef
Mary Ann Hussar
Tricia VanPutte
Ron Wexler



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

10a

May 28, 2015

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

Re: 2013 CDBG Crittenden Road Sidewalk Project
Bid Rejection

Dear Councilperson Werner and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on May 26, 2015 at 9:30 AM, all as required by law. A copy of the bid advertisement is attached for your reference. Seven firms requested plans but only one firm Peter Holmes Contracting submitted a response to the bid advertisement. The total Bid Schedule, Base Bid plus Alternate #1, was \$199,187.30.00 and exceeded the project budget. We are requesting that FASC reject all of the bids for the above referenced project and authorize the Town staff to develop revised plans and utilize the Monroe County contract to perform the sidewalk construction.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 2, 2015 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon
Town of Brighton

Attachments

cc: S. Zaso
T. Keef
M. Hussar

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STATE OF NEW YORK
Ontario County

STATE OF NEW
Monroe County

Leslie Smith being duly sworn, de
is the bookkeeper
BRIGHTON-PITTSFORD
Newspaper

Published in the Town of Pittsford, County
A foresaid and that a notice
Annexed is a printed copy, was
Paper once in each
MAY 7, 2015
ENDING ON
MAY 7, 2015

Leslie Smith
Foreman of the Paper
Subscribed and sworn to
This 8TH day Of May

Thomas J. Smith
Notary Public, State of New York

KA
Notary
Ontario County
Commissioner

Legal # 02642794

LEGAL NOTICE

The Town of Brighton, Monroe County, New York will receive sealed bids for the installation of 580 linear feet of new 5' & 7' wide concrete sidewalks along Crittenden Road. Sealed bids will be received and bid publicly opened and read at the following place and time:

Place: Town of Brighton
Department of Public Works
2300 Elmwood Avenue
Rochester, New York, 14618
Date: Tuesday, May 26, 2015
Time: 9:30 A.M. Local Time

This project is funded by the U.S. Department of Housing and Urban Development (HUD) through the Monroe County Community Development Administration. Therefore, all federal regulations governing contracts apply, including Labor Standards provisions and Davis-Bacon Wage rates, Equal Employment Opportunity regulations and Section 9 Provisions.

The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. A hard copy of the Plans and Specifications are available for inspection at the above location along with a CD containing a digital copy for free. If you would like a CD mailed to you there is a five (\$5.00) dollar charge. A free digital copy may be obtained by contacting Chad Roscoe at 784-5224 or chad.roscoe@townofbrighton.org.

The check for the Plans and Specifications shall be made payable to the Town of Brighton. Fully authorized M/WBE's are exempt from payment of the deposit upon presentation of documented evidence of current approved certification from the State of New York.

Bidders are required to execute certifications as part of the bid proposal, including a non-exclusive bid certification pursuant to Section 103-d of the General Municipal Law of the State of New York. Each bid must be accompanied by a certified check or bid bond from a domestic carrier licensed to do business in the State of New York in the amount of not less than five (5%) of the amount submitted.

The successful bidder will be required to furnish Performance and Labor and Material Payment Bonds each in the amount of one hundred percent (100%) of the contract amount and must provide Insurances in accordance with the provisions of the Contract Documents and a one (1) year Maintenance Bond in the amount of 100% of the contract amount in accordance with the provisions of the Contract Documents.

Bidders should be advised that the project is funded in part by the U.S. Department of Housing and Urban Development through a grant to Monroe County. The attention of the bidder is called to the requirements of all applicable Federal Regulations, particularly the following:

1. Equal Employment Opportunity requirements of Section 103 of the Community Development Act of 1974, as amended; Title I of the Housing Act of 1949, as amended; Executive Order 11246 of 1965; and the Vietnam Era Veterans' Readjustment Assistance Act of 1974.

2. Labor Standards Provisions require the Contractor and all subcontractors to pay the higher of the New York State Prevailing Wage Rate or the Federal Davis-Bacon Wage Rate for each classification of worker who participates in this construction project; and

3. Section 3 Provisions of the House and Urban Development Act of 1968, as amended, apply to contracts greater than \$200,000 to ensure that employment and other economic opportunities generated by the project shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are residents of or own businesses located in the project area. Contractors participating in projects under \$200,000 are encouraged to make good faith efforts in hiring and training Section 3 residents.

Under Title VI and VII for the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, no person shall on the grounds of race, color, religion, national origin, sex, age, or disability be subjected to discrimination under a program or activity receiving federal financial assistance. All programs relating to housing and urban development will be administered in a manner of affirmatively further the goal of fair housing.

A Pre-Construction Conference will be held and must be attended by the prime and subcontractors prior to the start of the construction at a date, time and place specified by the owner. The purpose of the conference is to review applicable Federal, State and Local requirements and to also discuss the construction schedule, methods, financial arrangements and other aspects of the project.

Please be advised that the HUD, the Monroe County Community Development Administration, or the Controller, General of the United States shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this specific contract for the purpose of audit, examination, excerpts and transcription.

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 bid.

All prices bid shall be good for a period of sixty (60) days after opening. The Town of Brighton reserves the right to consider bids for sixty (60) days after their receipt before awarding any contract. The Town of Brighton further reserves the right to reject any and all bids, and to accept any Proposal of individual item or items, which it may deem to be the most favorable to its best interests.

Dated: May 7, 2015
Town of Brighton
Timothy Keel, P.E. Commissioner of Public Works
(585) 784-5223

My Comm. No. 018994

11.



TOWN OF BRIGHTON

RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

June 2, 2015

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

I respectfully request your permission to authorize Supervisor Moehle to approve and sign a contractual agreement between the Town of Brighton and the Jewish Community Center. This agreement will allow for JCC Member use of the Brighton High School Pool during Town of Brighton scheduled swim programs while the JCC Pool undergoes total reconstruction. The Town of Brighton will be reimbursed by the JCC for fees associated with this program sharing as outlined in the agreement.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

Rebecca J. Cotter
Recreation Director
Town of Brighton