

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

**Meeting Date: Tuesday, August 4, 2015 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the July 14, 2015 meeting.
2. Disposal of Fixed Assets (Info Systems) – Request from Sue Wentworth for Town Board action to dispose of as junk various computer equipment (see memo and asset list from S. Wentworth).
3. Grant for Body Worn Cameras and Budget Amendment (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a grant in the amount of \$10,000 from the NYS Department of Criminal Justice Services (DCJS) to purchase body worn cameras and to amend the department's budget to reflect the revenue and expenditure (see letter from M. Henderson).
4. Inter-Municipal Agreement with Monroe County for Tobacco Compliance Checks (Police Dept.) - Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for Tobacco Compliance Checks for the period of 4/1/15 through 3/31/16 (see letter from M. Henderson).
5. Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 3, 2015. Total amount for these services are not to exceed \$510 (see letter from M. Henderson).
6. Police Department Capital Improvement Plan for 2016–2018 – Review of the proposed 2016-2018 Capital Improvement Plan (CIP) for the Brighton Police Department.
7. Renewal Contract for Refuse Collection Services (Refuse Districts) – Request from Tim Keef for Town Board action to renew the 2015 contract with Waste Management of NY for weekly collection and disposal of solid waste and recyclables from the Town refuse districts in 2016 (see letter from T. Keef).
8. Amendment to Agreement with NYSDOT for Snow and Ice Control (Highway Dept.) – Request from Tim Keef for Town Board action to authorize the Supervisor to execute an amendment to the agreement with NYSDOT for snow and ice removal services due to the severity of the 2014/15 winter season (see letter from T. Keef).

9. Bid Award for Plant Growth Soil (GIGP Project) – Request from Tim Keef for Town Board action to award a bid to Turf Chemicals Plus, Inc. for plant growth soil for the Monroe Avenue GIGP project for an amount not-to-exceed \$56,175 and to authorize change orders up to 10%. Authorization is also requested to renew this agreement for up to 2 additional years (see letter form T. Keef)
10. Bid Award for Trees, Shrubs and Misc. Plantings (GIGP Project) – Request from Tim Keef for Town Board action to award a bids to Schictels Nursery and Horticultural Associates for various trees, shrubs, and other plantings for the Monroe Avenue GIGP project for amounts not-to-exceed \$11,632 and \$55,968.75, respectively, and to authorize change orders up to 10%. Authorization is also requested to renew these agreements for up to 2 additional years (see letter form T. Keef).
11. Bid Award for Pollutant Reduction Soil (GIGP Project) – Request from Tim Keef for Town Board action to award a bid to Contech Engineered Solutions for pollutant reduction soil for the Monroe Avenue GIGP project and to authorize change orders up to 10%. Authorization is also requested to renew this agreement for up to 2 additional years (see letter form T. Keef).
12. Contract for Professional Services for Operations Center Roof (Public Works) – Request from Mike Guyon for Town Board authorization to award a contract to SWBR Architects to study, design, bid, and administer construction of the rehabilitation of the DPW Operations Center roof (see letter from M. Guyon).
13. New Commercial Deposit Account (Town Clerk/Receiver of Taxes) – Request from Daniel Aman for Town Board action to authorize the Town Clerk/Receiver of Taxes to open a new commercial deposit account with M&T Bank (see memo from D. Aman).
14. Award Bid for Ambulance Purchase and Budget Appropriation (Ambulance Special District) – Request from Suzanne Zaso for Town Board action to award a bid for the purchase of a 2015 ambulance to North Eastern Rescue Vehicles, Inc., in the amount of \$93,400. This bid award has been reviewed and recommended by the rig committee at Brighton Volunteer Ambulance. Authorization is also requested to make the necessary budget adjustments for this purchase (see letter from S. Zaso and BVA Rig Committee recommendation memo).
15. Contract for Affordable Care Act Reporting (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to enter into an agreement with HB Solutions LLC for the initial year of required employee health care tracking and reporting per the Affordable Care Act (see letter from S. Zaso).
16. Executive Session – Employment of particular people.

17. Capital Improvement Plan for 2016–2018 – Review of the proposed 2016-2018 Capital Improvement Plan (CIP) for Public Works equipment and infrastructure and park development.

The next regularly scheduled meeting of the FASC will be held **Tuesday, August 18, 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
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5390 Fax (585) 784-5396

2a

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Susan Wentworth, Coordinator of Data Processing *SW*

Date: July 31, 2015

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET

DEPT. Information Systems

REQUESTING EMPLOYEE Susan Wentworth

DATE July 31, 2015

DEPT. HEAD SIGNATURE

Susan A. Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005067	Server	Dell	PowerEdge 2600	2004	58R7441	\$4,706.73	Recycle
005085	Computer	Dell	Precision 360	2004	2ZQ1M51	\$1,857.85	Recycle
005152	Printer	Epson	DFX-5000+	2002	1MW0085659	\$1,358.97	Recycle
005260	Computer	Dell	OptiPlex GX620	2006	3DW7691	\$1,244.62	Recycle
005342	Computer	Dell	OptiPlex GX620	2007	53JMCC1	\$1,005.25	Recycle
005271	Computer	Dell	OptiPlex GX620	2006	1SZJH91	\$1,318.42	Recycle
005275	Computer	Dell	OptiPlex GX620	2007	F2JMCC1	\$1,005.25	Recycle
005276	Computer	Dell	OptiPlex GX620	2007	B3JMCC1	\$1,005.25	Recycle
005278	Computer	Dell	OptiPlex GX620	2007	63JMCC1	\$1,005.25	Recycle
005281	Scanner	Kodak	i260 Duplex	2006	12813884	\$4,068.36	Recycle
005342	Computer	Dell	OptiPlex GX620	2007	53JMCC1	\$1,005.25	Recycle
005364	Computer	Apple	Mac Pro	2007	G872946WUPZ	\$2,579.00	Recycle
005402	Computer	Dell	OptiPlex 755	2008	HFHFDG1	\$1,014.47	Recycle
005403	Printer	Epson	DFX-9000	2008	GKK0011224	\$2,592.02	Recycle

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use _____ Town Board Authorization Date _____ Insurance Notification Date _____

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TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET

DEPT. Information Systems

REQUESTING EMPLOYEE

Susan Wentworth

DATE July 31, 2015

DEPT. HEAD SIGNATURE

Susan O. Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005506	Tape Drive	Dell	PowerVlt T2000	2010	GKLRJL1	\$9,621.90	Recycle
005507	Computer	Dell	Precision T5500	2009	5ZKLCK1	\$2,478.60	Recycle
005285	Server	Dell	PowerEdge 1420	2006	CVT7691	\$3,449.05	Recycle
005156	Laptop	Panasonic	Toughbook 29	2005	5EKSA19085	\$3,378.93	Recycle
005182	Computer	Dell	OptiPlex GX260	2005	54QRN71	\$1,278.36	Recycle
005222	Laptop	HP	8710W 17"	2008	CND8111NZ0	\$2,222.00	Recycle
005223	Laptop	HP	8710W 17"	2008	CND8111GYK	\$2,222.00	Recycle
005284	Laptop	Dell	Latitude D620	2007	718RFC1	\$1,368.20	Recycle
005400	Laptop	HP	Compaq 6710b	2008	CNU8110260	\$1,138.00	Recycle
005270	Server	Dell	PowerEdge 2800	2006	DQ77691	\$6,998.14	Recycle
005232	Camera	Nikon	NCD-70	2005	3238127	\$1,049.00	Recycle
005343	Computer	Dell	OptiPlex GX620	2007	83JMCC1	\$1,005.25	Recycle
004723	Printer	HP	LaserJet 4100N	2001	USBNH17438	\$1,442.50	Recycle
005267	Computer	Dell	OptiPlex GX620	2006	71M8691	\$1,195.20	Recycle

* For vehicles use the last 6 characters of the VIN number.

Finance Office _____ Town Board Authorization Date _____ Insurance Notification Date _____
Use _____

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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

July 24, 2015

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

RE: Legislative Grant LG15-1171-D00
DCJS Number LG15101430

Dear Board Members:

I am pleased to report that New York State Senator Joseph Robach has secured a \$10,000 Legislative Grant for the Brighton Police Department. This grant funding will be used to purchase body worn cameras.

I hereby request that the Supervisor be allowed to accept the terms and conditions of this grant through the Grant Management System of the New York State Department of Criminal Justice Services.

Once the grant is accepted and approved, I request that appropriations in account **A.POLCE 3120.2.17** (law enforcement equipment) be increased by \$10,000, to be fully supported by an increase in grant revenues.

Respectfully,

Mark T. Henderson
Chief of Police

Attachment

c: Captain David Catholdi

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GRANT AWARD INFORMATION

July 17, 2015

Project ID: LG15-1171-D00

DCJS Number: LG15101430

Award Recipient: Brighton Town Police Department

Mailing Address: Brighton Town Police Department
2300 Elmwood Avenue
Rochester, NY 14618

Contact Person: Captain David Catholdi

Award Amount: \$10,000

DCJS Contact: Jodi Clark, Criminal Justice Program Representative
Division of Criminal Justice Services
Office of Program Development and Funding
80 S. Swan Street
Albany, NY 12210
(518) 485-0913
(518) 485-2728 Fax

Application Return Date: Within 30 Days of Receipt of this Award Notice

Technical Assistance to Complete
Applications Available Upon Request
GMS Help Desk
At (518) 457-9787



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

July 28, 2015

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

RE: INTER-MUNICIPAL AGREEMENT WITH MONROE COUNTY TOBACCO COMPLIANCE CHECKS

Dear Board Members:

I recommend that the Supervisor be authorized to digitally sign an agreement between the County of Monroe and the Town of Brighton for the Inter-Municipal Agreement with Monroe County Tobacco Compliance Checks. Along with the signed agreement, they have requested the Supervisor to forward insurance certificates that are required in order for the contract to be processed. Attached is a printout of the digital agreement.

Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

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

Mark T. Henderson
Chief of Police

Attachment

Xc: Captain Robert Cline
J.P. O'Brien



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

August 3, 2015

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

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians, for veterinary and related services to be performed at our annual Rabies Clinic on Saturday, October 3, 2015. The terms and rates for the services provided pursuant to this agreement are unchanged from last year, with a total amount for services not to exceed \$510.00. There is sufficient funding in the 2015 Animal Control budget to support this request.

Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:dm

c: Captain David Catholdi
Bruce Blackman, Animal Control Supervisor



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

(7a)

July 30, 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 and Recycling Services to the Districts

Dear Chairman Werner and Committee Members:

It is recommend that our 2015 agreement with Waste Management of New York be renewed pursuant to the terms of said agreement, under which they will continue to provide refuse and recycling services to our refuse districts for an increased unit price of 0.25% (\$204.96 to \$205.47). The extension to renew, which is permitted within the contract, would be for one year, ending December 31, 2016 and is based upon factors such as tipping fees, the cost of fuel and labor, and the CPI.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 4, 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
M. Hussar
S. Zaso
A. Banker
A. Robinson
E. Ainsworth
K. Gordon

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WASTE MANAGEMENT

100 Ransier Drive
West Seneca, NY 14224
(716) 674-5195
(716) 712-0443 Fax

July 20, 2015

Mr. Chad Roscoe
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: 2016 Brighton Refuse Districts Refuse Collection

Dear Mr. Roscoe:

Below is the preliminary rate increase information based on the data supplied in the original contract and subsequent years.

Item	Change	% of Contract Price	Weighted Average Adjustment	Information Source for % Change
Disposal	0.00%	35.00%	.00%	Tippling Fee
Fuel	-7.32%	5.00%	-.37%	Dept of Energy 7/13/15 Report, change in diesel fuel from one year ago.
Labor	.91%	20.00%	.18%	NYS Dept of Labor, schedule of Prevailing Wage Rates as reported 2015 versus 2014
CPI	1.10%	40.00%	.44%	Bureau of Labor Statistics, CPI-U, US City Average, Garbage & Trash Collection, June 2015, 12 month change
TOTALS			.25%	
				Price per Item Per Year
2015 Contract Price				\$204.96
2016 Contract Price per Home per Year				\$205.47
2016 Contract Price per Home per Month				\$17.12

This number will be based on 3,947 units, which includes the recent addition of 116 Westerloe as requested by Chad.

Please let me know if you have any questions. I can be reached at (585) 303-8464 or via email at mdeclerc@wm.com.

Sincerely,

Michael DeClerck
Public Sector Sales Representative

From everyday collection to environmental protection, Think Green? Think Waste Management.



Ja

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

July 20, 2015

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

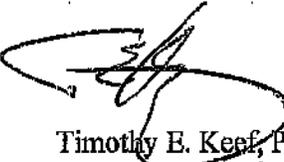
re: Snow and Ice Control Agreement Amendment B
with the New York State Department of Transportation (NYSDOT)
2014/2015 Season

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 August 4, 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

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AMENDMENT B

Contract #	Municipality	Current Ext. Season	Region #
D012050	TOWN OF BRIGHTON/Monroe	2015/16	4
Beginning Date of Contract Period	7/1/1998	Ending Contract Period	6/30/2015

AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT

Due to the severity of the winter during 2014/15 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original contract extension remain in effect except as follows:

ADDITIONAL S&I OPERATIONS						
J-Mile Base	14/15 J-Miles	S&I LM Base	14/15 LM	Pay Factor	Original Estimated Expenditure	Index Adjustment ²
114,831	165,304	351	424	1.192	\$200,873.78	\$38,567.77
Pay Factor ¹ = (14/15 J-Miles / (14/15 LM)) / (J-Mile Base / S&I LM Base)						
Index Adjustment ² = (Original Estimated Expenditure * Pay Factor ¹) - Original Estimated Expenditure						
TOTAL REVISED ESTIMATED EXPENDITURE						
Original Estimated Expenditure		Index Adjustment ²		Rev. Est. Expenditure		
\$200,873.78		\$38,567.77		\$239,441.55		
Revised Estimated Expenditure ³ = Original Estimated Expenditure + Index Adjustment ²						

IN WITNESS WHEREOF, this agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER OF TRANSPORTATION and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first written in the original contract extension.

8c

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 Monroe)

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 (s)he resides in _____, New York; that (s)he is the _____ of _____ the municipality described in and which executed the above instrument; that (s)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



9ca

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

July 31, 2015

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

re: Award of Bid
Plant Growth Soil Amendment for Monroe Avenue GIGP

Dear Chairperson Werner and Committee Members:

The above bid was publicly advertized and publicly opened on July 27, 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, Turf Chemicals Plus, Inc. for the base unit price of \$5.35/pound for a total not to exceed \$56,175.00;
- 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 August 4, 2015 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

attachments

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

9b.

Bids- F&D Plant Growth Soil Amendments as specified			
Monday, July 27, 2015 10am			
<u>Company</u>			<u>Total</u>
Turf Chemical Plus, Inc.		price/lb	\$ 5.35



10a

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

July 31, 2015

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

re: Award of Bid
Trees, Shrubs, etc. for Monroe Avenue GIGP

Dear Chairperson Werner and Committee Members:

The above bid was publicly advertized and publicly opened on July 28, 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 Groups #1 and #2 to the low, responsible and responsive bidder, Schictels Nursery in the amounts of \$9,988.00 and \$1,644.00, respectively, for a total not to exceed \$11,632.00;
- 2) that the above bid be awarded for Group #3 to the low, responsible and responsive bidder, Horticultural Associates in the amount of \$55,968.75, not to exceed;
- 3) that the Supervisor be authorized to execute an agreement with each bidder for this contract;
- 4) that the Supervisor be authorized to execute change orders not exceeding 10% in total of the base contract amounts in the event it becomes necessary to do so; and
- 5) 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 August 4, 2015 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

attachments

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

106.

Bids- F&D Trees, Shrubs, Perennials & Ornamental Grasses as Specified			
Tuesday, July 28, 2015 10am			
<u>Company</u>	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
Schichtels Nursery	\$ 9,988.00	\$ 1,644.00	\$ 114,277.50
Horticultural Associates	\$ 14,655.00	\$ 2,796.00	\$ 55,968.75



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

July 27, 2015

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

Re: Proposal for Professional Services
Operation Center Roof Rehabilitation

Dear Councilperson Werner and Committee Members:

On June 25, 2015 the Town of Brighton solicited a Request for Proposals, RFP, for professional services to evaluate the existing roof; prepared construction documents for public bid; provide construction administration and perform periodic construction observation services for the Operation Center Roof Rehabilitation. The RFP was advertised on the Town of Brighton website and sixteen architectural and/or engineer firms obtained copies of the RFP document. Four firms, SWBR Architects, TYLIN International, Clark Patterson Lee Design Professionals, and Hunt responded to the RFP. Table-1 summarizes the fee schedule included in each RFP response.

Table-1 Fee Schedule

Firm	Not-to-Exceed Fee
SWBR Architects	\$ 9,360.00
TYLIN International	\$ 9,785.00
Clark Patterson Lee Design Professionals	\$ 9,600.00
Hunt	\$ 9,418.00

Town staff reviewed the responses to the RFP for completeness and accuracy and concluded that the lowest fee which was submitted by SWBR Architects 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 study, design, bid and administer the construction related to the rehabilitation of the existing Town of Brighton Operation Center Roof to SWBR Architects for a fee not to exceed \$9,360. 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.

I will be in attendance at your regularly scheduled August 4, 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 Anderson
Tim Keef

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TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

Daniel Aman
Town Clerk/Receiver of Taxes

David Marcus
Deputy Clerk / Deputy Receiver

To: Christopher Werner, Chair, Finance & Admin Services Committee
From: Daniel Aman, Town Clerk
Date: August 4, 2015
Re: Opening new commercial deposit account

I am looking to open an additional Receiver of Taxes account with M&T Bank. After attending various sessions at the New York State Town Clerks Association and New York State Association of Tax Receivers and Collectors conferences, I have picked up a number of best practices that we have put in place. I am asking the Board to approve this new account so that I can implement separate depository and disbursement accounts. Our existing account would be used strictly for disbursements and the new account for deposits. This will reduce our exposure as there will only be the funds necessary to cover the checks that are being mailed out to residents. We would transfer funds electronically within M&T. We would also potentially be able to transfer the larger payments to the various school districts and Monroe County electronically.

14a.

TEL 585-271-2718
FAX 585-442-9198
Emergency 911

www.BrightonAmbulance.org

1551 South Winton Road
P.O. Box 18699
Rochester NY 14618-0699

BRIGHTON

Volunteer Ambulance



Date: July 27, 2015

To: Board of Directors Brighton Volunteer Ambulance and
Finance Committee-Town of Brighton

From: Rig Selection Committee-Brighton Volunteer Ambulance

Reference: (a) Rig Specification approved 15 May 2015
(b) Bid from Demers via North Eastern Rescue Vehicles Inc, dated 15 July 2015

1. Analysis: Ref (b) matches the entire specification in Ref (a) out of the bids received and as such is fully compliant with the aforementioned specification.
 - a. The other bid failed to meet the required specifications. The primary exception from the other bid was the use of plywood cabinetry and compartments. Plywood is not considered a safe material as it has been the cause of the compartments exploding upon impact and sending fragments into the air throughout the ambulance and onto the patients and the crew. Plywood has also been proven to easily degrade and crack under routine use and is much harder to keep clean from biohazards.
 - b. Additionally the other specification makes an exception for the lockable ALS storage as noted in Ref (a) which fails to comply with NYSDOH public health law.

2. Recommendation:

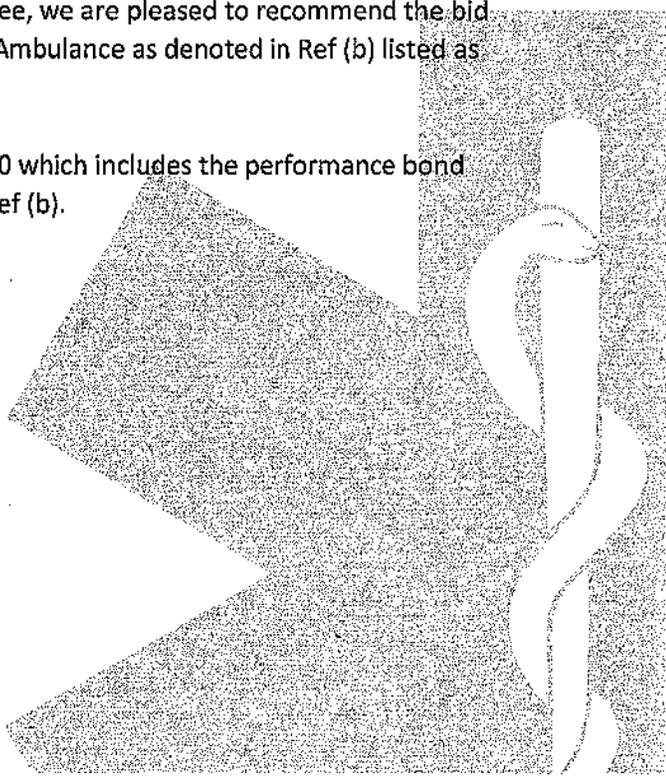
After review and follow up by the Rig Committee, we are pleased to recommend the bid provided by Demers for one (1) 2015 Sprinter Ambulance as denoted in Ref (b) listed as matches bid.

The total cost of the Ambulance will be \$93,400 which includes the performance bond and BVA lettering and striping as provided in Ref (b).

Respectfully submitted,

Dennis J. Mietz

Vice President of Operations for
Brighton Volunteer Ambulance Inc.



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

August 4, 2015

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

Re: Bid Award for 2015 Mercedes-Benz Sprinter Type II Ambulance

Dear Board Members:

I request that Your Honorable Body authorize the award of a 2015 Demers Type II Sprinter ambulance with Mercedes Benz chassis to North Eastern Rescue Vehicles, Inc. of Syracuse, NY in the base bid amount of \$88,900 plus \$3,000 for stripping and lettering and \$1,500 for a performance bond for a total not-to-exceed cost of \$93,400.

The following two bid responses were received:

bidder	ambulance price	lettering & stripping	performance bond	Total Cost
North Eastern Rescue Vehicles	\$ 88,900	\$ 3,000	\$ 1,500	\$ 93,400
Gorman Emergency Vehicles	\$ 91,025	included	\$ 1,500	\$ 92,525

Brighton Volunteer Ambulance, who developed the technical specifications for the ambulance, has reviewed the bid responses and recommended North Eastern Rescue Vehicles, Inc. be awarded the purchase contract (see BVA's recommendation memo dated 7/27/15) base on North Eastern Rescue Vehicles being the only bidder that did not take exception to the bid specifications.

Town Board authorization is also requested to make the following budget amendments to appropriate fund balance that was anticipated for the purchase and to transfer 2015 funding to the vehicle line budget as follows:

- Transfer \$50,000 from SA.AMBUD.3600 9.10 (transfer to capital projects) to SA.AMBUD.3600 2.25 (emergency response vehicles)
- Appropriate \$43,400 from SA 909 (fund balance) to SA.AMBUD.3600 2.25 (emergency response vehicles)

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.

Sincerely,

Suzanne Zaso
Director of Finance

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

August 3, 2015

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

RE: Contract for Affordable Care Act Employer Reporting

Dear Board Members:

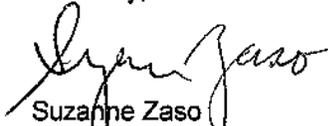
The Affordable Care Act requires that applicable large employers file information returns with the IRS and provide statements to their full-time employees regarding the health insurance coverage that the employer has offered beginning with calendar year 2015. This information will then be used by the IRS and the employee to determine whether an employee is eligible for a premium tax credit and if the employer is responsible for a shared responsibility.

Recently, members of the Finger Lakes Municipal Health Insurance Trust (FLMHIT) meet to hear presentations from HB Solutions LLC (a subsidiary of Harris Beach LLC) regarding what is expected of each employer to meet these requirements. HB Solutions offers a range of consulting and implementation and reporting services to assist an employer in meeting these requirements. Board members of the FLMHIT voted last month to use funds that the FLMHIT has to engage HB Solutions to provide on-boarding and tracking services to its members for the first year of implementation. In order for the Town to participate in these services, an individual contract between the Town and HB Solutions must be in place.

My formal request to the Board is to authorize the Supervisor to enter into an agreement and sign any related documents with HB Solutions LLC to provide on-boarding and tracking and reporting services for the Town relating to required employer reporting under the Affordable Care Act.

I will be happy to answer any questions that the committee or other members of the Board may have regarding this matter.

Sincerely,


Suzanne Zaso
Director of Finance