

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

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

1. Approval of Minutes – Receive and file minutes of the November 3, 2015 meeting.
2. Appropriate Seized Funds for Video Security System (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate an additional \$7,863.44 from seized funds for the purchase of three additional video cameras for the recently installed building video security system (see letter from M. Henderson).
3. Budget Transfers (Highway) – Request from Tim Anderson for Town Board action to transfer \$45,100 from various highway accounts for paving of the operations center lot and purchase of road salt (see letter from T. Anderson).
4. Amend Contract with General Code (Public Works) – Request from Mike Guyon for Town Board authorization to amend the existing contract with General Code for Municipality Integrated Parcel Management Solution software maintenance to include \$200 annually for mobile use support (see letter from M. Guyon).
5. Contract Extension for Pool Usage by JCC (Recreation) – Request from Rebecca Cotter for Town Board authorization of the Supervisor to execute an extension to the 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).
6. Contract Renewal for 2016 Employee Assistance Program (Personnel) - Request from Tricia VanPutte for Town Board action to authorize the Supervisor to execute a renewal agreement in the amount of \$4,436 with the University of Rochester for the Strong Employee Assistance Program (Strong EAP) for 2016 for full-time and part-time permanent employees (see letter from T. VanPutte).
7. Contract Renewal for Employee Flexible Spending (Finance/Personnel Dept.) – Request from Suzanne Zaso for Town Board authorization to continue with the services of Lifetime Benefit Solutions Inc. to provide administration of the flexible spending program for Town employees (see letter from S. Zaso).

8. Contract Renewal for Workers' Compensation (Personnel) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute an agreement with the New York State Municipal Workers' Compensation Alliance (Comp Alliance) for employee workman's compensation benefits for 2016 (see letter from S. Zaso).

9. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Tuesday, December 1, 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

November 12, 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 additional building video security cameras

Dear Board Members:

A video surveillance system was recently added to the Public Safety Wing utilizing seized funds. A review of the current camera coverage shows there to be an area outside the police facility that does not have adequate camera coverage. The original vendor has proposed adding three additional cameras that will provide adequate camera coverage. Day Automation has provided an estimate of \$7,863.44 that will cover the cost and installation of the cameras.

I propose that the "Proceeds of Forfeited Property" be used to fund this request. I have consulted 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 \$7,863.44. The total expenditure of \$7,863.44 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

Mark T. Henderson
Chief of Police



Town Of Brighton

Operations Center

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

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November 13, 2015

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Transfer of funds: Paving of Operations Center, Salt - Untreated

Honorable Members:

I recommend that a transfer be approved from the following:

General – Parks – Highway Equipment (A.HWY.7110 2.30) in the amount of \$1,100
and
Highway – Road Repair – Storm Sewer Construction (D.HWY.5110 2.80) in the amount of \$25,000
and
Highway – Road Repair – Road Materials (D.HWY.5110 4.16) in the amount of \$19,000

To the following:

General – HWY/SWR Facility – Facility Improvements (A.HWY.5132 2.60) in the amount of \$1,100
and
Highway – Snow/Ice Control – Salt & Abrasives (D.HWY.5142 4.09) in the amount of \$44,000

The funds are proposed to be used to cover overage in materials used in paving of Operations Center and to purchase an additional 900 ton of road salt for the balance of this year. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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



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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November 12, 2015

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

Re: Muncity
Remote Access

Dear Councilperson Werner and Committee Members:

The Town of Brighton entered into an agreement in July 2012 with General Code to install and implement General Code's Muncity® Integrated Parcel Management Solution software. This agreement included an annual maintenance fee for the Muncity Software Assurance Plan in the amount of \$7,532.00. The assurance plan includes advice for procedural questions, regular software updates (2 to 4 times per year), software fixes for problems encountered, and support for restoring the system to a production state after hardware failures or power outages. The building department would like to initiate the use of Muncity for "in-the-field" operations. The maintenance fee in our agreement did not include support for the mobile use of Muncity. General Code submitted a quote of \$200 to provide this support. We are requesting to increase the Muncity agreement annual maintenance fee by \$200 to include support for the mobile use of Muncity.

I am requesting that FASC recommend that the Town Board modify the existing Muncity July 18th 2012 agreement to increase the annual maintenance fee for the Muncity Software Assurance Plan by \$200.00.

I will be in attendance at your regularly scheduled November 17, 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
Ramsey Boehner

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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

November 17, 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 an amendment to the existing contract with The Jewish Community Center of Greater Rochester for the use of the Brighton High School Pool.

This amendment will allow for the continued JCC Member use of the Brighton High School Pool during Town of Brighton scheduled swim programs on a month to month basis pending monthly approval from Brighton Central School District up to the completion of the JCC Pool Construction Project, but not to exceed December 31, 2016. The Town of Brighton will continue to be reimbursed by the JCC for fees associated with this program sharing as outlined in the original 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



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November 17, 2015

Honorable Town Board
Finance and Administrative Services Committee

RE: Strong EAP Contract for 2016

Dear Honorable Members,

I respectfully request your review and approval of the 2016 Employee Assistance Program (EAP) contract with the Strong EAP of the University of Rochester Medical Center.

The cost for 2016 is a fixed rate of \$22.18 per employee, based on a total of 200 employees. This represents a 0% increase over the rate of \$22.18 for 200 employees for the current contract for 2015.

The total contract amount for 2016 is proposed at \$4,436.00 for 12 months, or an increase of \$0 from the current 2015 EAP contract amount of \$4,436.00.

Strong EAP has been our EAP consultant since 2008 and they have provided the Town and our employees with excellent service. I recommend that this agreement be approved, and that the Supervisor be authorized to sign said agreement.

Sincerely, 

Tricia Van Putte
Director of Personnel



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

November 16, 2015

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

Re: Flexible Spending Administration - Lifetime Benefit Solutions, Inc.

Dear Honorable Members:

I am requesting that the Town Board authorize the continuation of the services of Lifetime Benefit Solutions Inc. for the administration of employee flexible spending accounts. There currently is no change in the 2015 pricing with an annual compliance service fee of \$325 and a monthly fee of \$3.00 per participant.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

Suzanne E. Zaso
Director of Finance

Cc: Tricia VanPutte, Director of Personnel

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

November 17, 2015

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

Re: Employee Workers Compensation Plan for 2016

Dear Honorable Members:

I am requesting that the Town Board authorize the Supervisor to execute an agreement with the New York State Municipal Workers' Compensation Alliance (Comp Alliance) to provide workers' compensation benefits for 2016 along with third party administration of any pre-existing workers' compensation claims of the Town. I am also requesting authorization to cancel the Town's current workers' compensation administration agreements with PERMA and NEAMI effective January 1, 2016.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance

Cc: Tricia VanPutte, Director of Personnel