

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

**Meeting Date: Tuesday, February 2, 2016 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 19, 2016 meeting.
2. Accept Donation and Appropriate Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation of \$250 from Dr. and Mrs. Sobel and to appropriate funds in the Police Dept. program supplies account (see letter from M. Henderson).
3. Solicit Bids for Demolition (Public Works) – Request from Mike Guyon for Town Board authorization to solicit requests from bidders for services to demolish a structure at 33 Remington Parkway and for air monitoring services relating to the demolition (see letter from M. Guyon).
4. Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2016 budget as listed in his communication (see letter from T. Keef).
5. Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2016 budget as listed in his communication (see letter from T. Keef).
6. 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 2017/18 season (see letter from T. Keef).
7. Bond Resolutions (Finance Dept.) – Request from Suzanne Zaso for Town Board action to adopt bond resolutions to provide financing for various Town projects and purchases in 2016 (see letter from S. Zaso).
8. 2015 Budget Transfers and/or Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2015 budget as part of the year-end financial close process (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, February 16, 2016 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

January 25, 2016

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

Dear Board Members:

Re: \$ 250.00 Donation Dr. & Mrs. Sobel

Recently, the Police Department received a donation of \$250.00 from Dr. & Mrs. Sobel of 200 Thackery Road, Brighton.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2016 Police Department Operating Budget, I further request that the 2016 Police Department Operating Budget be amended to increase line **A.POLCE.3120 4.18 Programs and Supplies by \$250.00, to be fully supported by an increase in A.POLCE 3120.2705 Gifts and Donations.**

I have attached a copy of my letter to Dr. & Mrs. Sobel expressing the department's gratitude for this generous donation.

Sincerely,

Mark T. Henderson
Chief of Police

attachment



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK
DEPARTMENT OF PUBLIC WORKS

300

January 29, 2016

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

Re: Solicit Bids for Demolition
33 Remington Parkway

Dear Councilperson Werner and Committee Members:

Chapter 51 of the Code of the Town of Brighton indicates that when information that a building or structure is dangerous or unsafe to the general public or is unfit for the purposes for which it may lawfully be used, the Commissioner of Public Works shall have the property inspected and have a written report prepared with recommendations about its repair or demolition. The Town received information regarding the unsafe condition of the structure at 33 Remington Parkway. A site inspection was conducted on December 4, 2015 to assess the condition of the home at 33 Remington Parkway. The assessment was limited to the exterior due to the unsafe condition of the structure.

The site visit of 33 Remington Parkway revealed that the foundation of the structure had failed and the home in its current condition is unsafe to the general public. This failure is likely due to the hydrostatic pressure from the surrounding saturated soils. A written report was prepared for the structure and submitted to the Town Board for consideration. The report concluded that the structure at 33 Remington Parkway is unsafe to the general public, may become or is rodent infested and is unfit for the purposes for which it may lawfully be used. The report further recommends that this structure is unsafe and should be demolished to insure the health, safety and welfare of the general public.

I am requesting that the FASC recommend that the Town Board authorize the Department of Public Works to solicit a request for bidders to provide those construction services necessary to demolish the structure at 33 Remington Parkway referenced above. Due to the unsafe condition of this home we anticipate that the structure will be demolished with asbestos material in place. Air monitoring within the work area is required by an independent third party during abatement and cleaning activities. Therefore, I am also requesting that the FASC recommend that the Town Board authorize

2300 Elmwood Avenue • Rochester, New York 14618 • 585-784-5250 • Fax: 585-784-5373
<http://www.townofbrighton.org>



3h.

the Department of Public Works to solicit a request for bidders to provide the required air monitoring services.

No action as to awarding this 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 February 2, 2016 meeting in the event that you have any questions regarding this matter. 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
Chad Roscoe





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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February 1, 2016

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

re: Authorization of Bids for 2016 (Highway/Sewer/DPW)

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2016 Budget.

- Sidewalk construction and repairs
- Pavement profiling (milling)
- Paver rental
- Loader, truck, vehicle tires and appurtenances
- Cured-in-place pipe lining
- Sewer Grouting
- Trade in Backhoes (#'s 89)
- Trade in Bobcats (#'s 115, 116)
- Replace Sewer Flush Truck
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Building Repair and Maintenance

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 2, 2016 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: T. Anderson
S. Zimmer
S. Zaso
A. Banker
M. Hussar



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

February 1, 2016

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

re: Authorization of Bids/RFQ's for 2016
DPW/Town Facilities/Parks Department

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2016 Budget.

Hardware, Hand/Garden Tools, Paint, Electrical and Miscellaneous Building Supplies

Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 2, 2016 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: T. Anderson
S. Zimmer
S. Spencer
M. Beeman
S. Zaso
A. Banker
M. Hussar



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

Coa.

January 26, 2016

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

re: Snow and Ice Control Agreement Extension
with the New York State Department of Transportation (NYSDOT)
2017/2018 Season

Dear Chairman DiPonzio and Committee Members:

The Town of Brighton provides snow and ice control for local New York State highways 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 and 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 February 2, 2016 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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Contract #	Municipality	Ext. season	Region #
D012050	Town of Brighton / Monroe east County	2017/18	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 Monroe east 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, 2017; 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, 2018, 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, 2017, 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 \$5,398.1300 per lane mile for 41.00 lane miles for a total of \$221,323.33 for the 2015/16 season and for the remainder of the term of the Agreement commencing July 1, 2015, 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 ↘

(60)

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

**AGREEMENT ADJUSTMENT WORKSHEET
2017/18 EXTENSION YEAR**

led

Municipality	Town of Brighton	Contract	D012050
County	Monroe (East)	Region	4

2016/17 Extension's Estimated Expenditure				\$201,694.24		
%	Labor	47.33%	Materials	26.03%	Equipment	26.64%
Value	\$95,463.33		\$52,495.24		\$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%
<small>(1) - The % change in LM's is used in the calculation of Labor, Material & Equipment</small>						

LABOR *

Labor Portion of 2016/17 Extension's Estimated Expenditure	\$95,463.33
% Labor Increase includes (+/-) Fringe Benefits for 2015/16 Season	x 9.20%
Additional Labor Costs for 2017/18	\$8,782.63

Late Contract 2014 = +1.5% & 2015 = +2.5% 2015 FB = 75.81% & 2016 FB = 81.01%

Labor Portion of 2017/18 Extension's Estimated Expenditure (1)	\$104,245.96
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* Attach Municipality's certification of applicable labor cost increase

MATERIALS

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

	Salt	Sand	Other
% Materials	100.00%	0.00%	0.00%
2016/17 Total Material \$	\$52,495.24	\$52,495.24	\$52,495.24
Proportionate \$ Amount (1)	\$52,495.24	\$0.00	\$0.00
2014/15 Price Per Ton	\$46.31	\$0.00	\$0.00
2013/14 Price Per Ton	\$38.38	\$0.00	\$0.00
Difference (Show +/-)	\$0.00	\$0.00	\$0.00
+/- ▲% (2)	20.66%	#DIV/0!	#DIV/0!
(1) x (2) Increase/Decrease	\$10,846.46	#DIV/0!	#DIV/0!
Materials Total	\$63,341.70	\$0.00	\$0.00

Materials Portion of 2017/18 Extension's Estimated Expenditure	\$63,341.70
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Lee

EQUIPMENT

Equipment Portion of 2016/17 Extension's Estimated Expenditure		\$53,735.67
% Equipment Increase for 2015/16 Season	x	0.00%
Additional Equipment Cost for 2017/18		\$0.00

Equipment Portion of 2017/18 Extension's Estimated Expenditure	\$53,735.67
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Sub Total (Before Fixed Cost)	221,323.33
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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

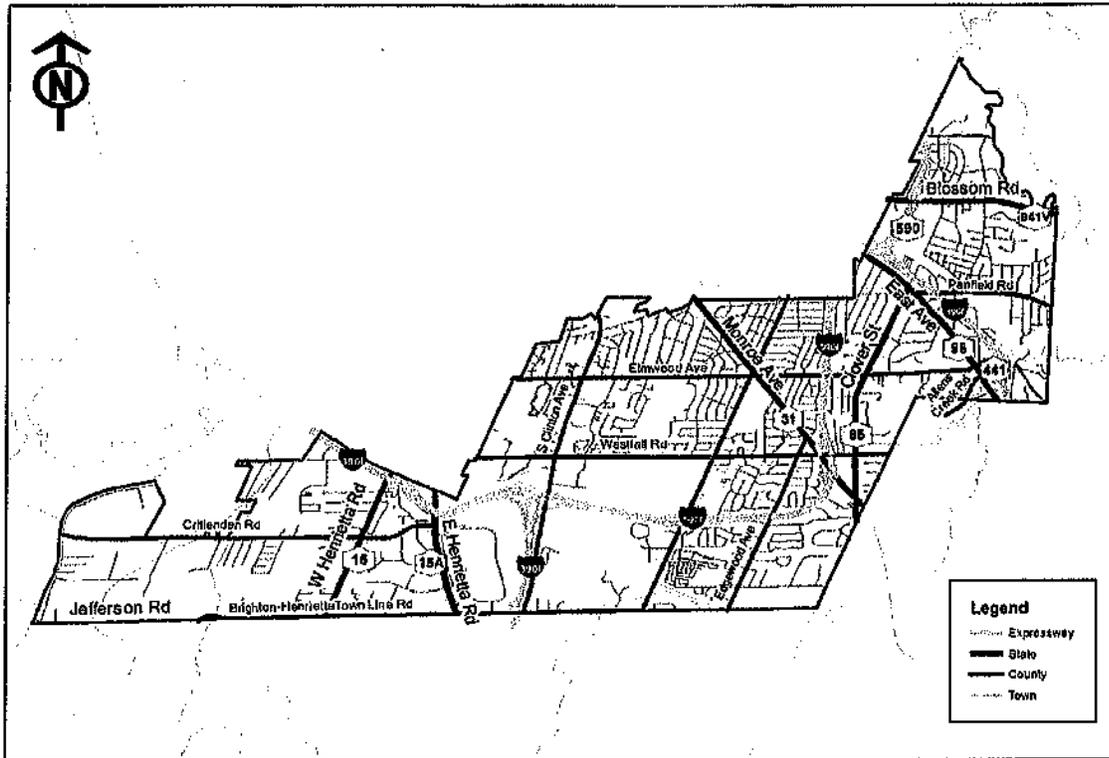
FINAL 2017/18 ESTIMATED EXPENDITURE	\$221,323.33
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Recommended By: _____
Transportation Maintenance Division Representative

Snow Ice Responsibility Map
2015 - 2016 Season

(Handwritten initials)

Town of Brighton



Contract Miles

C. L.	Lane	
9.3	41	

Regional Director of Operations

Date

Municipality Representative

Date



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

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February 2, 2016

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

Dear Honorable Members,

As part of the 2016 through 2018 Town Capital Improvement Plan and the 2016 Adopted Town Budget, five projects or purchases were identified for funding in 2016 through the issuance of bonds. As a result, I am recommending that the Town Board adopt bond resolutions, as prepared by Bond Counsel, totaling \$918,000 that will provide financing for the following projects:

- Purchase of a flusher truck for sewer operations (\$410,000)
- Purchase of a heavy duty dump truck for highway operations (\$255,000)
- Replacement of a HVAC (heating, ventilation, and air conditioning) unit for the library wing of Town Hall (\$68,000)
- Construction of a drainage system on Susquehanna Road (district portion) (\$35,000)
- Partial funding for a multi-use trail between the Town of Brighton and the City of Rochester (known as the Highland Crossing Trail) (\$150,000)

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 Zaso".

Suzanne Zaso
Director of Finance



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

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February 2, 2016

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

Re: Year-End Transfers and Amendments to 2015 Town, Special District, and
Capital Budgets

Dear Honorable Members,

Each year, based on a review of year-to-date expenditures, we request Town Board authorization to record needed budget amendments and transfers to resolve any object-level negative balances in the Town and Special District Operating Budgets, and in the Capital Budget, to address:

- the proper classification of expenditures either actual or estimated
- any appropriation shortfalls resulting from actual operations (vs. budgeted)
- any unanticipated expenditures not provided for in the budget

Attached to this letter is a listing of the budget transfers and amendments we are recommending at this time, each marked accordingly.

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,

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

Suzanne Zaso
Director of Finance

Attachment