

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

**Meeting Date: Tuesday, April 19, 2016 (2:00 pm)
Location: Downstairs Meeting Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the April 5, 2016 meeting.
2. 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 4/1/16 through 3/31/17 along with authorization of the Supervisor to execute any future contracts for the same (see letter from M. Henderson).
3. Contract Extension for Assessment Software Services (RPS V4) (Assessor) – Request from Elaine Ainsworth for Town Board action to authorize the Supervisor to execute an extension to the agreement with David Miller dba Assessment and Valuation Services (AVS) to provide consulting and updating services for the RPS V4 software at a cost not to exceed \$2,500 (see memo from E. Ainsworth).
4. Executive Session - regarding litigation.
5. Review with Raymond F. Wager the Executive Summary of the draft 2015 audited financial statements as prepared by the independent audit and accounting firm of Raymond F. Wager CPA, P.C.
6. Declare Equipment as Surplus for Auction (Highway) – Request from Tim Anderson for Town Board action to declare an item of equipment as surplus and authorize for auction (see letter from T. Anderson).
7. Budget Appropriation for Grant (Highway) – Request from Suzanne Zaso for Town Board action to re-appropriate \$165,000 in NYS DOT grant funding for improvements on Highland Avenue (see letter from S. Zaso).
8. Bid Award for Demolition of Two (2) Houses (Public Works) – Request from Chad Roscoe for Town Board action to award a bid for demolition of two (2) house structures to Empire Wrecking Co. Inc. at a total cost not to exceed \$41,700 with further authorization of the Supervisor to execute any change orders that do not collectively exceed 10% of the awarded contract price (see letter from C. Roscoe).

9. Contract for Air Monitoring Services for House Demolitions (Public Works) – Request from Chad Roscoe for Town Board action to authorize the Supervisor to execute a contract with Envoy Environmental Consultants, Inc. at a total cost not to exceed \$2,098 for air monitoring services during the demolition of two (2) house structures and to further authorize the Supervisor to execute any change orders that do not collectively exceed 10% of the contract price (see letter from C. Roscoe).
10. Executive Session – Employment of particular people.
11. Discussion with Brighton Volunteer Ambulance regarding ambulance replacements.

The next regularly scheduled meeting of the FASC will be held **Tuesday, May 3, 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

April 19, 2016

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.

The Brighton Police Department has been participating in this program since the early 2000's and I feel that the program has provided value to the community.

I am recommending that the Honorable Town Board authorize that the Town Supervisor be able to sign all future Tobacco Compliance Checks contracts with Monroe County as recommended by the Chief of Police.

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

Respectfully,

Mark T. Henderson
Chief of Police

Attachment

Xc: Captain David Catholdi
J.P. O'Brien

36

TOWN OF BRIGHTON
ASSESSOR'S OFFICE

2300 ELMWOOD AVENUE / ROCHESTER, NY 14618 (585-784-5215)

April 4, 2016

To: Supervisor Moehle
Finance Committee
Finance Director, Suzanne Zaso
Town Board

Elaine K. Ainsworth

From: Elaine K. Ainsworth, Assessor

Re: Request to open Purchase Order for 2016 annual renewal of Assessment and Valuation Services (AVS) contract that began in 2012 in the amount of \$2,500.

I am requesting permission to process a 2016 extension to the 2012 Professional Services Contract for RPS V4 update services, for an amount not to exceed \$2,500, payable to AVS, Assessment Valuation Services, per the attached quote. The expenditure was approved for my 2016 budget.

AVS provides RPS V4 consulting and updating services throughout Monroe County. AVS interfaces with the County of Monroe Real Property and the Batavia Office of Taxation and Finance, Office of Real Property Services for the State of New York. No other vendor has the Monroe County valuation knowledge or working relationship with the County assessment community that AVS has established. There is no other vendor located in this area that can provide their level of RPS V4 expertise.

Annual maintenance and sales data rollovers ensure our ability to perform accurate single parcel valuation as well as keep the system updated and ready for the next town wide assessment roll update project.

Please authorize me to process a 2016 extension to the 2012 PSA for RPS V4 update services for an amount not to exceed \$2,500, payable to Assessment & Valuation Services per the attached quote and to authorize the Supervisor to renew the PSA extension. Thank you.



Town Of Brighton

Operations Center

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

6.

April 18, 2016

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

Re: Authorize Disposal of Equipment

Honorable Members:

I recommend that the following equipment be declared surplus to our needs:

Battery Charging System Analyzer

Asset #2189

I further recommend that I be authorized to dispose of the BCS Analyzer through Roy Teitsworth, Inc. at a municipal auction scheduled for May of this year.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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

7.



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

April 18, 2016

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

Re: Appropriate Grant for Highland Avenue Improvements

Dear Honorable Members:

In 2015 the Town was awarded and accepted a grant from the NYS Department of Transportation (Multi-Modal funding) in the amount of \$165,000 for improvements to Highland Avenue from South Clinton Avenue east to the City line. This project includes installing new curbing and sidewalks, storm drainage modifications, milling and paving. While the 2015 budget included appropriations for this project along with the estimated grant revenue, the work was not done in 2015. In order to fund this project for 2016, I am recommending that the Town Board authorize the following budget appropriation to be fully supported by the \$165,000 in NYS grant funding.

Increase appropriation in the following Road Repair accounts:
\$95,500 in curbing (D.HWY.5110 2.64)
\$65,000 in sidewalks (D.HWY.5110 2.65)
\$4,500 in other contracted services (D.HWY.5110 4.49)

Increase anticipated revenues in the Highway Department:
\$165,000 in NYS Aid (D.HWY.5140 3089)

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

Sincerely,

Handwritten signature of Suzanne Zaso in cursive script.
Suzanne Zaso
Director of Finance

Cc: T. Anderson
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

April 18, 2016

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

Re: Award of Project
33 Remington & 36 Landing Park
Controlled Demolition of residential Homes

Dear Councilperson Werner and Committee Members:

The Town of Brighton, Department of Public Works publicly bid the demolishing of two (2) existing residential homes located at 33 Remington Parkway & 36 Landing Road with asbestos in place, remove and dispose of the demolition debris and restore the disturbed area. The bids were publicly opened on April 7th 2016 at 9:30am and below is a list of the contractors that submitted bids in Table – 1. All work shall be in compliance with Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, (Cited as 12 NYCRR Part 56).

Table – 1 Contractor List

<u>Company</u>	<u>33 Remington</u>	<u>36 Landing Park</u>	<u>Total</u>
NCR Environmental Service	\$29,815	\$28,000	\$57,815
Frederico Demolition LLC	\$28,165	\$30,300	\$58,465
Empire Wrecking Co. Inc.	\$21,900	\$19,800	\$41,700

Town of Brighton staff reviewed the quote for completeness and accuracy and concluded that the lowest price quote provided by *Empire Wrecking Co. Inc., P.O. Box 197, Webster New York* is representative of the costs necessary to complete the project and the contractor is qualified to perform the demolition work. Therefore, I am requesting that FASC recommend that the Town Board award the project to demolish the two (2) existing residential homes located at 33 Remington Parkway & 36 Landing Road to the low, responsible and responsive contractor, *Empire Wrecking Co. Inc.*, for a lump sum price not to exceed \$41,700.00. 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.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 19, 2016 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad Roscoe
Junior Engineer

cc: S. Zaso
T. Keef
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

April 18th 2016

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

Re: Air Monitoring & Sampling
33 Remington Parkway & 36 Landing Park

Dear Councilperson Werner and Committee Members:

According to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York, (Cited as 12 NYCRR Part 56) indicates air sampling and analysis on a project of this nature must be completed by a third party qualified contractor hired by the property owner. Therefore, the Town of Brighton is required to obtain the services of an air sampling firm to complete this testing. We obtained a price quote from three (3) firms to perform this work. A copy of the quote is attached.

Town of Brighton staff reviewed the quote for completeness and accuracy and concluded that the quote provided by Envoy Environmental Consultants, Inc., is representative of the costs necessary to complete the air monitoring for the project and the contractor is qualified to perform this work. Therefore, I am requesting that FASC recommend that the Town Board award the air monitoring services associated with the demolition of the two (2) residential homes located at 33 Remington Parkway & 36 Landing Park to Envoy Environmental Consultants, Inc., for a price not to exceed \$2,098.00. 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.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 19, 2016 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad Roscoe
Junior Engineer

cc: S. Zaso
T. Keef
M. Hussar