

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

**Meeting Date: Tuesday, October 2, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Budget Transfer for Police Vehicle (Police/Finance) – Request from Suzanne Zaso for Town Board action to approve budget transfers in the Police Dept. from employee benefits to automobiles and set-up totaling \$33,850 to enable the purchase of a Police vehicle (see letter from S. Zaso).
2. Request to Seek Proposals for Farm Structure Demolition (Public Works) – Request from Tim Keef for Town Board authorization to seek proposals for the demolition of farm structures at Buckland Park rated in poor condition (see letter from T. Keef).
3. Budget Appropriation for Vehicle Parts, Supplies, and Repairs (Highway) - Request from Amy Banker for Town Board action to approve a budget appropriation of \$46,000 spread between various Highway supplies and repair accounts to be fully supported by unanticipated revenues from Monroe County to resurface Crittenden Road (see letter from A. Banker).
4. Request to Solicit Bids for Construction of Corwin Road Bridge Preventive Maintenance Project (Public Works) – Request from Mike Guyon for Town Board authorization to solicit bids for construction services to complete the preventive maintenance associated with the Corwin Road Bridge project. Eighty percent of this project is federally funded and 15% of the construction will be from Marcheselli funds (see letter from M. Guyon).
5. Resolution Granting NYSDOT Permission to Relocate Sanitary Sewer (Public Works) – Request from Mike Guyon for Town Board adoption of a resolution authorizing the NYS Dept. of Transportation to relocate Town sanitary sewer pipes as part of the Diverging Diamond project on Winton Road (see letter from M. Guyon).
6. Lease Renewal with AT&T for Cell Tower Rent (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal lease agreement with AT&T Wireless PCS, LLC commencing August 1, 2015 for a period of five years with the option of two additional five-year terms (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, October 16, 2012, 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



MEMORANDUM

To: The Honorable Town Board
 Attn.: Finance and Administrative Services Committee
 From: Suzanne Zaso, Director of Finance *AJ*
 Date: October 1, 2012
 Subject: Budget Transfer for Police Vehicle Purchase

I am recommending that the Town Board authorize a budget transfer totaling \$33,850 to enable the Police Department to purchase a new police patrol car. Chief Henderson requested three police vehicles in his 2013 budget request, but only one has been proposed to be funded in 2013, while one is proposed to be purchased with 2012 remaining appropriations and the third to be deferred.

I have reviewed the department's 2012 budget and anticipated remaining expenditures and find that sufficient funds are available under employee benefits to support this budget transfer. My formal recommendation to the Town Board is to authorize a budget transfer as follows:

From Account: A.POLCE.3120 8.10 (NYS Retirement System Contributions) \$20,000
 From Account: A.POLCE.3120 8.40 (Medical/Dental Premiums) \$13,850
 To Account: A.POLCE.3120 2.21 (autos) \$28,000
 To Account: A.POLCE.3120 2.29 (vehicle set-up) \$5,850

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.

Copy to: M. Henderson



2a.

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

September 27, 2012

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

re: Authorization Request
Solicit Bids for Farm Structure Demolition

Dear Chairman Werner and Committee Members:

As you may recall, the Town retained the services of Herrick-Saylor Engineers to perform an evaluation of the farm structures situated within Buckland Park. Eighteen structures were rated, receiving marks ranging from "excellent" to "poor". For your reference I have attached a summary sheet that reflects this information, inclusive of estimated costs. Prior to and since the report was completed in November of 2011, numerous discussions have occurred relative to the viability of preservation and reuse of these structures. The ensuing general consensus is not all of these structures are candidates for such, particularly the structures rated "poor", which is partially based upon the significant reconstruction/restoration costs associated with projects of this nature. As funds have been allocated in this year's budget for the express purpose of initiating demolition efforts of these structures, authorization is therefore requested to solicit bids for a contract to raze building #1, the framed house. It is also requested that other ancillary structures rated "poor" be authorized for demolition if the efforts to raze building #1 do not fully utilize the allotted funds budgeted for this purpose. The Parks, Recreation and Community Services Committee concurred with this proposal at their meeting this month, as did the Historic Preservation Commission. Proceeding with demolition efforts will also assist with further minimizing our exposure and liability associated with these structures. We will return to your Committee with a recommendation for award prior to doing so.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 2, 2012 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

attachment

cc: M. Guyon
J. LaVigne
M. Hussar
S. Zaso
A. Banker

2b.

Buckland Park Farm Structures Feasibility Study

Building	Rating System	Reconstruction Cost	Demolition Cost
#1 Framed House	Poor Condition	\$366,600	\$28,400
#2a Milking Barn	Poor Condition	\$92,900	\$31,500
#2 Silo	Excellent	-	-
#2b Metal Sided Pole Barn	Poor Condition	\$169,600	\$16,500
#3a Wood Storage	Poor Condition	\$20,400	\$1,900
#3 Infill Stable	Poor Condition	\$20,400	\$1,900
#3b Stable	Poor Condition	\$13,100	\$1,900
#3c Masonry Storage Barn	Excellent	\$21,200	-
#4 Metal Sided Pole Barn	Good Condition	\$74,200	-
#5 Milk Storage Shed	Poor Condition	\$5,700	\$1,000
#5 East Silo	Good Condition	\$15,500	-
#5 West Silo	Good Condition	\$31,800	-
#5 Main Metal Sided Barn	Good Condition	\$57,100	-
#5 North Feed Barn	Fair Condition	\$53,800	-
#5 South Milking Barn	Fair Condition	\$74,200	-
#6 Wood Frame Tenant House	Poor Condition	\$194,200	\$4,200
#7 Unknown Structure	Poor Condition	-	\$800
#8 Wood Corn Crib	Poor Condition	\$37,500	\$7,200

2c.

Rating System

<u>Rating</u>	<u>Needs Repair</u>	<u>% of New Construction Cost</u>
Excellent	no	5%
Good	some	20%
Fair	considerable	50%
Poor	complete	100%

Excellent: Needs no repair. Up to 5% of new construction costs.

Good: Needs some repair. Up to 20% of new construction costs.

Fair: Needs considerable repair. Up to 50% of new construction costs.

Poor: Needs complete repair. Up to 100% of new construction costs.

(Repair costs would exceed new construction costs)

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Town of Brighton
Department of Public Works Operations Center

1941 Elmwood Ave.
Rochester, NY 14620
Phone: (585) 784-5280
Fax: (585) 784-5385

September 21, 2012

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

Re: Crittenden Road Re-Surfacing for Monroe County
Revenues and Account Transfers

Honorable Members:

As you will recall from your approval earlier this year, the Town entered into an agreement with Monroe County to re-surface Crittenden Road as part of our Highway Operations.

The Town has realized revenues in the amount of \$46,736.07. These revenues were unanticipated in the 2012 Budget and it is recommended that \$46,000.00 be appropriated for: account D.HWY.5130 4.08 (vehicle parts), in the amount of \$16,000.00 and account D.HWY.5130 4.11 (maintenance supplies), in the amount of \$20,000.00, and account D.HWY.5130 4.65 (vehicle maintenance/repairs) in the amount of \$10,000.00 to cover unanticipated cost overages due to unforeseen vehicle repairs.

Shall I proceed?

Sincerely,



Amy Banker
Accountant
DPW Operations Center

cc: M. Hussar
S. Zaso
T. Keef
T. Anderson

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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

October 1, 2012

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

Re: Corwin Road Bridge Preventive Maintenance Project
Construction Bid Documents

Dear Councilperson Werner and Committee Members:

I am requesting authorization to solicit a request for bidders to provide those construction services necessary to complete the preventive maintenance associated with the Corwin Road Bridge project. We anticipate that the bid documents will be completed and available for the contractors review at the beginning of November and bids will be received in December 2012. LaBella Associates estimates the total project cost to be \$304,000.

Eighty percent of this project is federally funded. Furthermore, Marcheselli funding was obtained for the construction phase of the project and will fund an additional 15% of the construction cost. 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 October 2, 2012 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
Mary Ann 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

5a

October 1, 2012

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

Re: Winton Road Diverging Diamond Project
NYSDOT Utility Adjustment Agreement

Dear Councilperson Werner and Committee Members:

The construction of the Diverging Diamond necessitated the relocation of the Town of Brighton's sanitary sewer. The NYSDOT has requested that the Town of Brighton pass a resolution granting New York State the authority to perform this utility adjustment. A copy of a sample resolution is attached for your reference.

I am requesting that the FASC recommend that the Town Board pass the above referenced resolution and authorize the Town Supervisor to sign the NYSDOT HC 140 form titled, "New York State Department of Transportation Utility Work Agreement".

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 2, 2012 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

Cc: Tim Keef, Commissioner of Public Works
Suzanne Zaso

5b.

Resolution Granting the State of New York Authority to Perform the Adjustment for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let Contract

RESOLUTION

Resolution # _____

WHEREAS, the New York State Department of Transportation proposes the **Reconstruction of the Route 1590-Winton Road (County Road 98) Interchange, Town of Brighton, County of Monroe, P.I.N. 4590.07.311**, and

WHEREAS, the State will include as part of the construction, reconstruction, or improvement of the above mentioned project the relocation and adjustment to sanitary sewer pipes and appurtenances, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the service life of the relocated and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans relating to the above mentioned project.

NOW, THEREFORE,

BE IT RESOLVED: That the Town of Brighton approves of the relocation of and adjustment to their sanitary sewer pipes and appurtenances and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the Town of Brighton will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that William Moehle has the authority to sign, with the concurrence of the Town Board, any and all documentation that may become necessary as a result of this project as it relates to the Town of Brighton, and

BE IT FURTHER RESOLVED: That the clerk of the Town of Brighton is hereby directed to transmit five (5) certified copies of the foregoing resolution to the New York State Department of Transportation.

Moved By:
Seconded By:
Vote:

I, _____, duly appointed and qualified _____, do hereby CERTIFY that the foregoing resolution was adopted at a meeting duly called and held in the office of _____, a quorum being present on the _____ day of _____, and that said copy is a true, correct and compared copy of the original resolution so adopted and that the same has not been revoked or rescinded.

WITNESSETH, my hand and seal this _____ day of _____

Name, title

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

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: October 2, 2012
Subject: Renewal of AT&T Lease Agreement for Cell Tower Space

I am recommending that the Town Board authorize the Supervisor to enter into a new agreement effective August 1, 2015 with New Cingular Wireless PCS, LLC (DBA AT&T Wireless PCS, LLC) to lease space at 1941 Elmwood Avenue where the company's existing cell tower is located. The initial base rent is for \$15,500 annually for a five-year term (\$370 less than the current base annual rent) with the option for two additional five-year terms. The base rent would escalate 15% at the beginning of each term.

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.

Copy to: T. Keef
K. Gordon