

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

**Meeting Date: Tuesday, August 20, 2013 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Discussion: Resignation of School Traffic Guard (Police) – Letter from Chief Mark Henderson announcing the resignation of Mrs. Beverly Wedel from the position of School Traffic Guard PT effective September 1, 2013.
2. Appoint School Traffic Guard (Police) – Request from Chief Mark Henderson for Town Board action to appoint Ms. Jane Neill to the permanent part-time position of School Traffic Guard at a rate of \$10,467 annually effective September 1, 2013. Ms. Neill currently holds this position on an on-call basis (see letter from M. Henderson).
3. Grant Award and Appropriation of Funds (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a grant in the amount of \$10,000 from the Division of Criminal Justice Services to purchase Automated External Defibrillators for the Police Department and to authorize the Supervisor to execute any related documents. Town Board authorization is also sought to appropriate the \$10,000 in law enforcement equipment to be fully supported by the grant revenue (see letter from M. Henderson).
4. Contract with Rochester-Monroe County Youth Bureau (Rec. Dept.) – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute an agreement with the Rochester-Monroe County Youth Bureau for 2013 in an amount not to exceed \$7,213 to support the Town's Youth Asset Building/Positive Youth Development Initiative (see letter from R. Cotter).
5. Donation of Benches for Corbett's Glen (Parks Dept.) – Request from Matt Beeman for Town Board action to accept two benches from LiDestri Foods, Inc. to be placed in Corbett's Glen Park in recognition of the service of LiDestri Foods employee John LiDestri. The value of these benches along with installation is \$10,000 (see letter from M. Beeman).
6. Budget Transfer (Highway) – Request from Amy Banker for Town Board authorization to transfer a total of \$3,200 from various general fund highway department accounts to maintenance supplies in the highway/sewer facility account to cover unanticipated repairs to overhead doors in the garage (see letter from A. Banker).

7. Change Order for Design of Library Rooftop HVAC Unit (Library Wing/Pub. Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to execute a change order with M/E Engineering in the amount of \$1,900 to include a structural engineer review of the Library rooftop. These additional services are needed due to additional weight of the unit over what was originally anticipated (see letter from M. Guyon).
8. Contract Renewal for Refuse and Recycling Services (Refuse Districts) - Request from Tim Keef for Town Board action to exercise the current contract renewal option with Waste Management to provide refuse and recycling services in the Town's special refuse districts for 2014 at an increased unit price of 1.65% (\$207.67 to \$211.09 per unit per year). This expense will be accounted for in the 2014 refuse district budgets (see letter from T. Keef).
9. Discussion: Request from Mike Guyon to discuss the possibility of consolidating the existing 49 refuse districts into a single district to reduce administrative efforts.
10. Executive Session: Matters of litigation in the West Brighton Fire Protection District.

The next regularly scheduled meeting of the FASC will be held **Tuesday, September 3, 2013, 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

August 14, 2013

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

Dear Board Members,

I have received written notification from School Traffic Guard (Part-Time) Beverly Wedel that she will not be returning in the fall. Mrs. Wedel will be retiring effective September 1, 2013.

Mrs. Wedel has served the Town of Brighton with distinction for over 28 years, working primarily in the area of North Landing Road at the Indian Landing School. Beverly is a second generation crossing guard; her mother Ruth Kingsley served over 26 years as a Brighton Crossing Guard. Beverly and her mother have served the Brighton community for over 54 years.

I recognize and appreciate the commitment, sacrifice and dedication that Beverly Wedel has made to the residents of the Town of Brighton and to the Brighton Police Department.

It is with regret and hesitation, that I request that the Honorable Town Board accept the resignation of Mrs. Beverly Wedel from the position of School Traffic Guard (Part-Time) effective September 1, 2013.

Respectfully,

A handwritten signature in cursive script that reads "Mark T. Henderson".

Mark T. Henderson
Chief of Police

xc: Gary Brandt, Director of Personnel
Suzanne Zaso, Director of Finance

(16)

19 Dorking Rd.
Rochester N.Y. 14610
August 14, 2013

Captain Robert Cline
Brighton Police Department
2300 Elmwood Ave.
Rochester N.Y. 14618

Dear Captain Cline

My mother, Ruth Kingsley, was one of Brighton's first Crossing Guards, retiring after 26 years, and "passing the baton" to me.

After 28 years on the job, some careful consideration, and a bit of regret, I too have decided it is time to retire, effective September 1, 2013.

Sincerely yours,

Beverly Wedel



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 15, 2013

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

Dear Board Members,

With the resignation of School Traffic Guard (Part-Time) Beverly Wedel there will exist a vacancy in the position of School Traffic Guard (Part-Time). Ms. Jane Neill has served in the capacity of a School Traffic Guard (Part-Time) *On-Call* and has been chosen to fill the vacancy.

I request that the Honorable Town Board approve the appointment of Ms. Jane Neill to the position of School Traffic Guard (Part-Time) effective September 1, 2013, at an annual rate of pay of \$10,467.00.

Sincerely,

Mark T. Henderson
Chief of Police

xc: Gary Brandt, Director of Personnel
Suzanne Zaso, Director of Finance



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 20, 2013

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

RE: Legislative Grant LG13-1161-D00
DCJS Number LG-13139874

Dear Board Members:

I am pleased to report that New York State Senator Joseph Robach has secured a \$10,000.00 Legislative Grant for the Brighton Police Department. The grant funding will be used to purchase Automated External Defibrillators.

I hereby request that the Supervisor be allowed to accept the terms and conditions this grant through the Grant Management System of the New York State Department of Criminal Justices 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 **\$10,000.00** to be fully supported by an increase in grant revenues.

Respectfully,

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

Mark T. Henderson
Chief of Police

36.

GRANT AWARD INFORMATION

August 7, 2013

Project ID: LG13-1161-D00

DCJS Number: LG13139874

Award Recipient: Brighton Town Police Department

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

Contact Person: Chief Mark Henderson

Award Amount: \$10,000

DCJS Contact: Rich Hunter, Criminal Justice Program Representative
Division of Criminal Justice Services
Office of Program Development and Funding
80 S. Swan Street
Albany, NY 12210
(518) 457-8404
(518) 485-2728 Fax

Application Return Date: Within 45 Days of Receipt of this Award Notice

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

3c.



STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
80 S. Swan Street
Albany, New York 12210
<http://criminaljustice.ny.gov>

TO: Award Recipients

FROM: Michael C. Green
Executive Deputy Commissioner, Division of Criminal Justice Services

SUBJECT: Legislative Grant Awards

I am pleased to notify you the State Budget for State Fiscal Year 2013-2014 includes an appropriation of funds to support the program noted on the enclosed attachment.

The application **must be submitted within 45 days** of receiving this notice, otherwise you will be in jeopardy of losing this year's award. Please be aware there is no guarantee of ongoing funding for this project in these times of serious fiscal crisis in New York State and the nation. All grantees should make every effort to manage funds efficiently and seek ways to sustain their program with other resources wherever possible.

If you are a not-for-profit, this award is conditioned on the requirement that you prequalify in the Grants Gateway by July 31st, 2013. Additional information on prequalification and the Grants Gateway can be found on the Grants Reform website (<http://grantsreform.ny.gov/>). Please attend to this requirement in a timely manner to avoid any delay in approval.

In the very near future an Office of Program Development and Funding Criminal Justice Program Representative will contact your office to assist you in the development of the grant contract. Applications must be completed and submitted through the DCJS internet-based automated GMS as soon as possible. Once the application is received, we will begin the grant contracting process.

DCJS is looking forward to working with you on this important initiative during the coming year. We look forward to working with you in your efforts in developing crime fighting and violence prevention initiatives that will enhance the quality of life in your community. Should you have any questions, please have a member of your staff contact Rich Hunter at (518) 457-8404 or email at rich.hunter@dcjs.ny.gov.



TOWN OF BRIGHTON
RECREATION DEPARTMENT

220 Idlewood Rd.
Rochester, NY 14618
www.townofbrighton.org

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

4

August 19, 2013

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

Re: Rochester-Monroe County Youth Bureau Contract

Dear Finance Committee Members:

I respectfully recommend that you authorize the Supervisor to execute an agreement, as well as any additional paperwork as required, with the Rochester Monroe County Youth Bureau for the Town's 2013 funding. According to the terms of the contract, the County shall reimburse the Town in the amount not to exceed \$7,213. As you are aware, this funding is used in the development of our Youth Asset Building/ Positive Youth Development Initiative. It is matched to partially offset the salary of the Recreation Director in her work with this program.

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

Sincerely,

Rebecca J. Cotter
Recreation Director



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

5a.

June 25, 2013

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

RE: Donation of Benches for Corbett's Glen

Honorable Members:

I respectfully request your permission to accept the attached proposed bench donation for Corbett's Glen from LiDestri Food, Inc. These amenities make the park more enjoyable for users but due to Budget constraints cannot always be provided by the Town. Once donated the benches will be installed by our Park staff in a park location to be determined with all anchoring material provided by LiDestri Foods. The donation is as follows:

One 72" stainless steel/recycled plastic slatted bench with back. This Bench will feature a bronze plaque with the following 3/8" lettering: "Donated to the Town of Brighton in honor of John LiDestri".

One 72" X 17.25" stainless steel/recycled plastic slatted flat bench.

All ground anchors and anchoring material.

Total declared value of benches and material: \$10,000

I will be happy to answer any questions regarding this matter.

Sincerely,

Matt Beeman
Superintendent of Parks
Town of Brighton

56.

LiDestri

815 W. Whitney Road
Fairport, NY 14450
June 17, 2013

Matt Beeman
Town of Brighton Recreation and Parks Department
220 Idlewood Road
Rochester, NY 14618

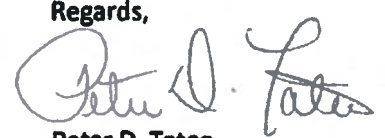
Dear Matt,

At this year's, LiDestri Foods employee awards dinner, John LiDestri was recognized for completing his 35th year of service. In recognition of that service, John LiDestri has asked that park bench be placed in Corbett's Glen Nature Park in the Town of Brighton. The particulars follow:

- I. Location: at Corbett's Glen, exact location to be determined.
- II. Design: *(See sketch of benches provided)* A paired stainless steel and recycled plastic slatted Bench w/Back and Flat Bench. The bench designs will contain dimension plastic and metal 2" x 4" slats, along with 6" square tubular legs. The benches will be anchored to a 6" concrete pad that is fixed into the ground with 3' anchors.
- III. Declared Value: \$10,000

I would ask that you please consider the above donation and guide us towards the direction of making this proposal, a reality before summer ends. I have included an outline of the proposed, paired benches.

Regards,

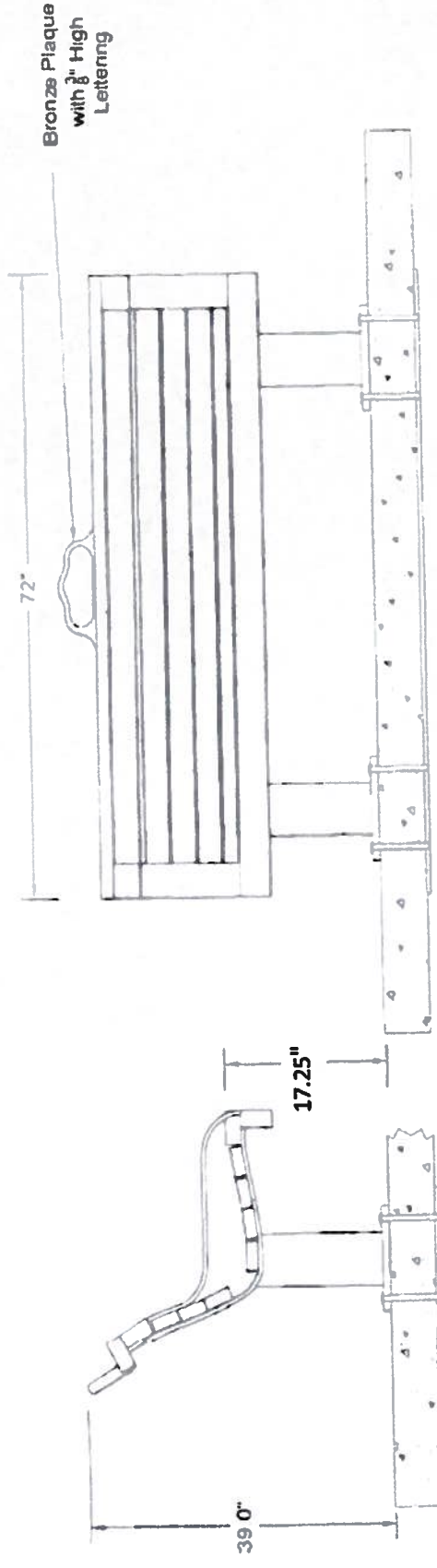


Peter D. Tateo
Director of Corporate Maintenance
& Packaging Engineering
LiDestri Foods, Inc.
1020 Lee Road
Rochester, NY 14606
(585) 270-2485
petert@lidedstrifoods.com

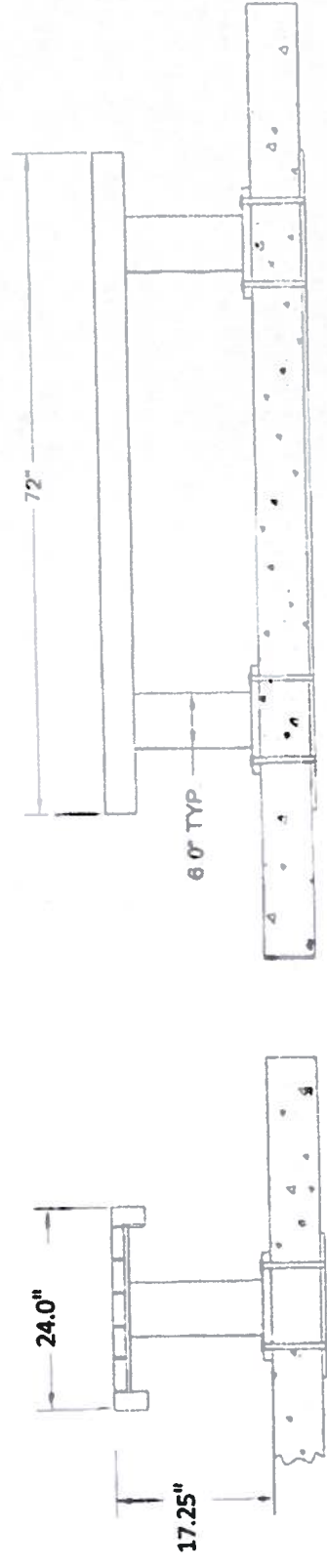


LiDestri Foods, Inc. -- Proposed Park Benches for Corbett's Glen

5c



Seated Park Bench



Flat Park Bench

6.



Town of Brighton
Department of Public Works Operations Center

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

August 12, 2013

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

Re: Transfer of Funds
Highway/Sewer Facility

Honorable Members:

I recommend that a transfer be approved from:

Highway – Highway/Sewer Facility – Office Furniture (A.HWY.5132 2.12) in the amount of \$760.00; Highway/Sewer Facility – Facility Improvements (A.HWY.5132 2.60) in the amount of \$1,145.00; Highway – Parks – Maintenance Equipment (A.HWY.7110 2.30) in the amount of \$495; Highway – Parks – Memberships & Training (A.HWY.7110 4.74) in the amount of \$500.00; Highway – Landfill – Tools (A.HWY.8160 2.19) in the amount of \$300.00
to:
Highway – Highway/Sewer Facility – Maintenance Supplies (A.HWY.5132 4.11) in the amount of \$3,200.00

The funds are needed to cover the \$4200 cost of unanticipated repairs on the overhead doors in the mechanics garage. I can answer any questions if needed.

Sincerely,

Amy Banker
Amy Banker
Accountant

cc: S. Zaso
T. Keef
T. Anderson
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

7.

August 19, 2013

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

Re: Replace Town Hall Library Rooftop HVAC Unit
Request for Change Order

Dear Councilperson Werner and Committee Members:

The Town Board authorized the solicitation of a request for design services to prepare a technical specification for the Town Library HVAC replacement unit at their March 27, 2013 meeting. M/E Engineering was authorized to perform these design service at the April 16, 2013 Town Board Meeting. During the design of the HVAC unit it was discovered that current HVAC units that are similar to the existing and original 8-zone unit are substantially heavier. Due to the additional unit weight M/E Engineering has requested that a structural engineer review the construction of the library roof to confirm that it can accommodate the additional loading. The review by a structural engineer was not anticipated for this project and has an associated fee of \$1,900 in addition to the original proposal. M/E Engineering.

Therefore, I am requesting that FASC recommend that the Town Board approve a change order in the amount \$1,900 for a structural review of the library roof and recommend that the Supervisor be authorized to execute this change order.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 20, 2013 meeting in the event that you have any questions regarding this matter. Funds have been borrowed for this project.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: S. Zaso
T. Keef
Kevin Hall



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

August 19, 2013

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 2010 contract 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 1.65% (from \$207.67 to \$211.09). The extension to renew, which is permitted within the contract, would be for one year ending December 31, 2014. The adjusted cost is based upon factors such as tipping fees, the cost of fuel, CPI and other economic indicators. This expense will be accounted for in the 2014 budget.

If you recall this matter was discussed at the August Public Works Committee and the consensus at that time was to renew based upon the updated rates from Waster Management, which are attached. As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 20, 2013 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: C. Roscoe
M. Hussar
S. Zaso
A. Banker
E. Ainsworth

8b.

August 8, 2013

Mr. Timothy Keef
Commissioner of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: 2014 Brighton Refuse Districts Refuse Collection
Change Order #4 Extension for 2014 Season

Dear Mr. Keef:

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%	Tipping Fee
Fuel	1.70%	5.00%	.09%	Dept of Energy 8/5/13 Report, change in diesel fuel from one year ago.
Labor	1.80%	20.00%	.36%	NYS Dept of Labor, schedule of Prevailing Wage Rates as reported 2013 versus 2012
CPI	3.00%	40.00%	1.20%	Bureau of Labor Statistics, CPI-U, US City Average, Garbage & Trash Collection, June 2013, 12 month change
TOTALS			1.65%	
				Price per Item Per Year
2013 Contract Price				\$207.67
2014 Contract Price per Home per Year				\$211.09
2014 Contract Price per Home per Month				\$17.59

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



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

9.

August 19, 2013

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

Re: Refuse Districts
Consolidation

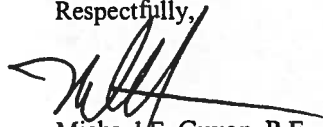
Dear Councilperson Werner and Committee Members:

The Town of Brighton has approximately 49 refuse districts. Each district requires a certain level of administration. Consolidating these districts into a single entity could reduce the administration time necessary to manage the refuse districts.

We are requesting an opportunity to discuss the possibility of consolidating the refuse districts into a single district. If FASC is agreeable Town staff will evaluate the consolidation and report back to the FASC at a later date.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 20, 2013 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
Chad Roscoe