

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

**Meeting Date: Tuesday, April 5, 2016 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the March 15, 2016 meeting.
2. Declare Equipment as Surplus for Auction (Highway) – Request from Tim Anderson for Town Board action to declare items of equipment as surplus and authorize for auction (see letter from T. Anderson).
3. Budget Transfer (Parks) – Request from Matt Beeman for Town Board action to transfer \$2,800 from supplies to equipment to use towards to purchase of a replacement utility cart (see letter from M. Beeman).
4. Bid Award for Mowing and Landscaping Services (Facilities/Parks/Highway) - Request from Matt Beeman for Town Board action to award a contract to Extreme Lawn Care & Landscaping for mowing and landscaping services at Town facilities, parks and neighborhoods for 2016 with authorization to extend, administratively, for two additional one-year terms (see letter from M. Beeman).
5. Bid Award for Bus Shelters and Stormwater Planters (Public Works) – Request from Mike Guyon for Town Board action to award a bid to furnish four bus shelters and stromwater planters along Monroe Avenue to Brasco International Inc. at a cost of \$43,500 plus authorization of the Supervisor to execute change orders up to 10% (collectively) of the bid award (see letter from M. Guyon).
6. Highland Crossing Trail Supplemental Agreement #4 (Public Works) – Request from Mike Guyon for Town Board action to adopt a resolution endorsing Supplemental Agreement No. 4 to the Highland Crossing Trail agreement which will provide Federal Transportation Enhancement Program (TEP) funding and identifies authorized staff to execute agreements, certifications, and reimbursement requests along with an understanding of said agreement and confirms local funding for the construction and construction inspection phase of the project (see letter from M. Guyon).

7. Budget Amendment for Replacement Rifle Sights (Police Dept.) – Request from Chief Mark Henderson for Town Board action to appropriate a refund of \$4,605 for recalled rifle sighting optics to purchase replacement units (see letter from M. Henderson).

8. Close Capital Projects (Finance) – Request from Suzanne Zaso for Town Board authorization to close four completed capital projects to reserve accounts as noted (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, April 19, 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

Operations Center

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

La.

March 31, 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:

1978 John Deere Grader	Asset #05870T	010310
2003 Case Loader/Backhoe	Asset #375387	
Scott Gas Detector	S/N 0607-1853	
Scott Gas Detector	Asset #4808	-1
Scott Gas Detector	Asset #2022	
Material Spreader Control Boxes	See Attached	

I further recommend that I be authorized to dispose of the above listed equipment through Roy Teitworth, Inc. at a municipal auction scheduled for May 14th of this year.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

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

2b.

MATERIAL SPREADER CONTROL BOXES TO BE DECLARED SURPLUS:

S/N	ASSET NUMBER
310397	
310752	004774
310817	
310854	
310855	
311706	
311712	
311845	004676
9F0067	
WTY0061	

3a.



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
March 22, 2016

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

Re: Transfer of Funds – Park Maintenance Equipment

Honorable Members:

I would like to recommend that a budget transfer be approved from the following:

Parks Department Corbett's Glen Park Maintenance Supplies (A.DPW 7122 4.11) in the amount of \$2,800.

To the following:

Parks Department Buckland Park Maintenance Equipment (A.DPW 7115 2.40) in the amount of \$2,800.

The Parks Department currently needs to replace our 2004 Club Car Carryall 2 Utility Cart with electric dump bed. This cart is one of our most important pieces of equipment for our maintenance efforts within the parks and allows us to cover our vast park acreage for garbage pick-up, trail maintenance projects and various other tasks. The existing cart is 12 years old and has exceeded the useful life expectancy of 8 years. It is currently out of service with many issues that either cannot be repaired or would prove unreasonable to do so considering the age and condition of the unit. After much investigation I have discovered the following utility cart that can meet the current and future maintenance demands:

TORO GTX Gas Workman #07130 with 12v Electric Lift Bed: \$7,776.60 available through Grassland Equipment Corp as a NYS Bid item. Group 40625 Contract # PC66756

We currently have \$5,000 available in A.DPW 7115 2.40. This transfer from A.DPW 7122 4.11 would allow us to cover the difference needed to replace the existing utility cart while providing enough remaining funding to take care of the anticipated 2016 maintenance efforts at Corbett's Glen. The new cart will allow us to continue our maintenance efforts which will include the need to cover more trail distances with future trail construction projects such as the Brickyard Trail.

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

Sincerely,

Matt Beeman
Superintendent of Parks

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

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Quote ID: 2002758

315 Commerce Blvd.
 Liverpool, New York
 Phone: 1-315-467-0161
 Parts Fax: 1-800-950-4342
 Office Fax: 1-315-497-0312

892-600 Troy Schenectady Rd Latham, New York
 Phone: 1-518-705-5941
 Parts Fax: 1-800-950-4342
 Office Fax: 1-518-785-6740



Date:	February 25, 2016
Inquiry Date:	
Expiration Date:	4/25/2016
Estimated Delivery:	
Terms:	
F.O.B.:	
Shipped Via:	
Height of Cut:	
Purchase Order #	

To: Customer Name: Brighton Town Parks
 Address:
 City State Zip:
 Phone:

Salesman	Brent Lewis
Cell Phone	585-694-9948
Email	blewis@grasslandcorp.com

In Response to your inquiry, we submit the following Quotation;
 Purchase Orders should list the Vendor as Grassland Equipment & Irrigation Corp.

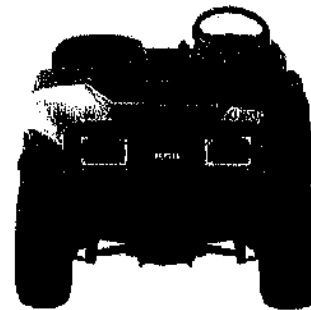
**Group 40625 Heavy Equipment. Award PGB-22792,
 Contract: PC66756**

Qty	Model Number	Description	Sugg. Retail Price *	NYS Contract Price	Extension
1	07130	Toro GTX Workman	\$9,286.00	\$7,243.08	\$7,243.08
1	07144	12V Electric Lift Bed	\$684.00	\$533.52	\$533.52

NOTES		TOTALS	
Delivery Contact Name		Equipment Total @ MSRP	\$9,970.00
Delivery Contact Phone Number		Discount	(\$2,193.40)
		Total Equipment	\$7,776.60
		Toro Protection Plus	\$ -
		Trade Ins	\$ -
		Set Up	\$ -
		Delivery Charges	\$ -
		Total	\$7,776.60
Customer Acceptance	Date:		\$7,776.60

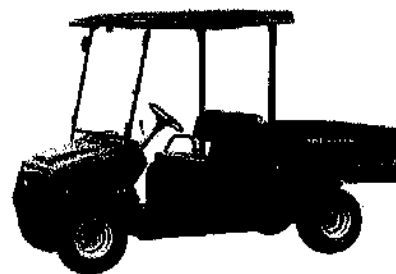
3c.

TORO Workman® GTX



SIMPLY SUPERIOR

The Workman GTX is a grounds and turf crossover vehicle that boasts an unequalled combination of comfort, utility and control, making it simply superior to the competition. Its increased power, improved steering and exclusive suspension and braking systems make the Workman GTX the most versatile, practical and comfortable utility vehicle in its class. Available in gas or electric, the Workman GTX features hundreds of configuration options; including front and rear attachments, a flat bed and a four-seat option. So whether you are setting cups, checking on irrigation, working around campus, or moving people or materials, the Workman GTX has the power and versatility to get the job done right.



toro.com/gtx

FEATURES

Power

Whether you choose the 429 cc gasoline or 48 volt A/C electric Workman GTX, power and performance come standard. An improved power to weight ratio boosts payload capacity and productivity by allowing you to do more, everyday!

Steering

An automotive-grade rack and pinion steering system provides more control and lowers steering effort, while operating loaded or empty. This allows operators to focus on the task at hand and nothing else.

Suspension

Coil-over shocks all around the vehicle deliver greater suspension travel and adjustability resulting in a smoother ride and minimized operator fatigue.

Versatility

The Workman GTX is adaptable for any task. Two or four-seat configurations come with bench or bucket seats. Front and rear attachment points for garbage cans, hose reels or walk spreaders free up the bed for more hauling capacity. 4 and 6-foot flat beds are also available.

Hydraulic Disk Brakes

Minimal maintenance, no cable adjustment and less pedal force than mechanical / cable brakes affords the Workman GTX reliable and consistent stopping power.

Durability

Virtually unbreakable exterior components and a powder coated frame and underbody give the Workman GTX superior durability. Run it hard, day after day.

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WORKMAN GTX

	PETROL - MODEL 07130	ELECTRIC - MODEL 07131
POWER SYSTEM	429 cc, air-cooled, single-cylinder Kohler® gasoline engine. Meets current EPA & CARB exhaust and evaporative emissions regulations.	48V brushless AC induction drive.
STEERING	Manual rack and pinion steering system with ergonomically positioned column. Steering wheel has 2.75 turns lock-to-lock with 13.75" (35 cm) diameter.	
TURNING RADIUS	Turning clearance circle: 20.7' (6.3 m) Inside turning radius: 60.25" (153 cm)	
BRAKES	Front and rear wheel hydraulic disc brakes	
SUSPENSION	FRONT - Modified MacPherson Strut. REAR - Articulating Swing Arm. Adjustable Coil Over Shocks at all four wheels.	
SUSPENSION TRAVEL	Front Suspension Travel: 3.5" Rear Suspension Travel: 4"	
FUEL CAPACITY	5 gallons (18.9 liters)	N/A
GROUND SPEED	16 mph (25.6 km/h) governed.	
TRANSAXLE	N/A	17:1 double-reduction high torque.
GROUND CLEARANCE	Front: 8.5" (21.6 cm), Rear: 6.1" (15.5 cm)	
TYRES	20 x 8-10, 4-ply	
BATTERIES	One 12-volt starter battery	Eight Trojan® Advanced Deep Cycle 6V batteries featuring a single port fill system and water level indicators.
CONTROLLER	N/A	540 amps max with regenerative motor braking, roll-away protection, thermal cutback, sealed/waterproof, status light and three power modes.
CHARGER	N/A	On-board high efficiency 1kW smart charger with 85-265VAC global input, temperature controlled, sealed & waterproof, remote indicator viewable at charge port.
ELECTRIC MOTOR	N/A	Brushless high-torque AC Induction motor with 5.0kW continuous power.
INSTRUMENTS/DASH	Hour meter, fuel gage, USB power port, headlight switch, on/off ignition key switch, gear selector and parking brake lever. Two cup holders, radio holder and three in-dash storage compartments.	Hour meter, battery level indicator, USB power port, headlight switch, on/off ignition key switch, gear selector and parking brake lever. Two cup holders, radio holder and three in-dash storage compartments.
STARTING	Pedal or key start capability standard.	

DIMENSIONS	Vehicle Configuration	Width	Length	Height	Wheel Base
	2-Seat with Bed	47" (1.2 m)	119" (3 m)	50.2" (1.3 m)	86.6" (2.2 m)
4-Seat with Bed	47" (1.2 m)	144" (3.6 m)	50.2" (1.3 m)	114" (2.9 m)	
2-Seat with 6' Flat Bed	47" (1.2 m)	156" (3.9 m)	50.2" (1.3 m)	114" (2.9 m)	

WEIGHT	Vehicle Configuration	Weight	Vehicle Configuration	Weight
	2-Seat with Bed	875 lbs. (397 kg)	2-Seat with Bed	1395 lbs. (633 kg)
4-Seat with Bed	1150 lbs. (522 kg)	4-Seat with Bed	1670 lbs. (757 kg)	
2-Seat with 6' Flat Bed	1264 lbs. (573 kg)	2-Seat with 6' Flat Bed	1784 lbs. (809 kg)	

CARGO BED	Width	Length	Height	Capacity
	38.5" (97.8 cm)	40" (101.6 cm)	11" (27.9 cm)	800 lbs. (363 kg)

VEHICLE CAPACITY 2-seat with bed: 1200 lbs. (544 kg).

TOWING CAPACITY 1,000 lbs. (454 kg) Class 1 - 32mm receiver standard.

OPTIONAL ACCESSORIES Canopy, solid folding windshield, 4-seat configuration, flat bed, 6-foot flat bed, bench seat, storage box, ball picker mounting bracket, hose reel mounting bracket, walk spreader carrier, trash can mount, bed racking, electric bed lift, brush guard, 12V outlet, Brake/tail/signal lights, ROPS certified hard cab, horn kit, back up alarm kit, parking brake alarm kit, L-track attachment system and all-terrain tyre kit.

WARRANTY Two-year or 1500 hour limited warranty. Three-year engine warranty. Refer to the Operator's manual for further details.

toro.com
 Worldwide Headquarters
 The Toro Company
 8111 Lyndale Ave. So.
 Bloomington, MN 55420 U.S.A.
 Phone: (1) 952 888 8801
 Fax: (1) 952 887 8258



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TORO
 Count on it.

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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

March 28, 2016

Brighton Town Board
Attn: Finance Committee
2300 Elmwood Avenue
Rochester, NY 14618

Dear Finance Committee Members:

In the Park and Highway Department's 2016 budgets, funding is available for mowing and landscape services. These services are utilized for the mowing and maintenance of park properties as well as neighborhood parks and cul-de-sacs throughout the Town. The Town's procurement policy in regards to the bidding process was followed. Bid notices were mailed to several firms along with publishing of a public notice in the Brighton-Pittsford Post on March 10th.

Bids were opened on Thursday March 24, with Extreme Lawn Care & Landscape submitting the only proposal. Attached is an itemized price list. This company would be a new mowing contractor but they come highly recommended by the Town of Henrietta which currently contract services with them and their prices are lower or equal to the rates we received in 2013 from Woodgate Landscape who held the previous mowing contract.

I respectfully recommend that you award the 2016 mowing and landscape contract to Extreme Lawn Care & Landscape and authorize the Supervisor to execute a contract for these services. I would also note that the Town has the option to extend this agreement for two additional one-year terms.

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

Sincerely,

Matt Beeman
Superintendent of Parks

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

Mowing Award 2016

COMPANY	GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
	Meridian Centre	Brighton Town Park	Buckland Park	Blossom Road	11 Parcels	20 Parcels
Extreme Lawn Care & Landscape	\$225.00	\$128.00	\$695.00	\$65.00	\$682.00	\$221.00

46.



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

3/23/16

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

Re: Award of Project
Green Innovation Grant Program Program
Four Bus Shelters and Four Stormwater Planters

Dear Councilperson DiPonzio and Committee Members:

Pursuant to prior authorization, the above bid was publicly advertised and opened on March 4, 2016. Nine bus shelter vendors downloaded the contract documents for this project. However, Brasco International Inc. was the lone bidder. Attached is a copy of the public notice along with the Bid Result. Below is Table-1 which lists the bids that were received from contractors.

Table - 1

Description	Brasco International, Inc.		
	Quantity	\$/shelter	Total
Bus Shelter Complete	4	\$7,875.00	\$31,500.00
Stormwater Planter Complete	4	\$3,000.00	\$12,000.00
		Total =	\$43,500.00

Town staff reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by **Brasco International, Inc., 32400 Industrial Drive, Madison Heights, MI 48071** is representative of the costs necessary to supply the bus shelter and stormwater planter and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, **Brasco International, Inc.**, for a lump sum price not to exceed **\$43,500.00**.

We are also requesting that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the funds allocated for the GIGP bus shelter and stormwater planter project.

56.



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

As always, thank you for your consideration. I will be in attendance at the April 5, 2016 FASC meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael Guyon
Town of Brighton

- cc: S. Zaso
T. Keef
M. Hussar
M. Guyon



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

Lea

March 22, 2016

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

Re: Highland Crossing Trail, (aka Highland Park/Canalway Trail)
Supplemental Agreement #4 to Master Federal Aid/Marchiselli Aid Project
New York State Department of Transportation, NYSDOT

Dear Councilperson DiPonzio and Committee Members:

The Genesee Transportation Council authorized supplemental agreement #4 to the Highland Crossing Trail agreement. The supplemental agreement will fund the construction and construction inspection for the project and will increase the total project cost by \$1,674,000.00 of which \$1,331,200.00 is funded by a federal Transportation Enhancement Program, TEP, grant. The remaining balance \$342,800 represents the local match and will be reimbursed by the Town of Brighton and the City of Rochester. The construction bid documents will be developed to identify the cost of construction within the City and the cost of construction in the Town. The City and Town share distribution will be based on the costs identified in the bidding documents. Fisher associates prepared a probable cost of construction which suggests that the Town share will be 63% and the city share will be 37% or \$215,964 and \$126,836 respectively.

The NYSDOT administers the TEP funding and recently provided Supplemental No. 4 to the Federal-Aid Local Project Agreement for this project and requested that the Town endorse this agreement. This agreement will allow the NYSDOT to reimburse the Town of Brighton eighty percent of the construction and construction inspection phase fees for this project.

In addition, the NYSDOT requested that the Town approve a resolution which:

1. Identifies who is authorized to execute Agreements, certifications, and reimbursement requests on behalf of the Municipality/Sponsor
2. Confirm that the Municipality/Sponsor understands and accepts the stipulations on the agreement including it's associated schedule, appendices, exhibits and attachments
3. Confirm that the Municipality/Sponsor has appropriated the funding necessary to deliver the project as described in Schedule A of the Agreement.



(6b)

I am requesting that the FASC recommend that the Town Board authorize the Town Supervisor to endorse Supplemental Agreement No. 4 to the Master Federal Aid/Marchiselli Aid Project for the above referenced project and authorize the Town Board to consider the resolution described above at the next Town Board meeting.

I will be in attendance at your regularly scheduled April 5, 2016 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,

A handwritten signature in black ink, appearing to read "MEG", written over a horizontal line.

Michael E. Guyon, P.E.
Department of Public Works

Cc: Suzanne Zaso
Tim Keef



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

Mark T. Henderson
Chief of Police

March 31, 2016

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

RE: PURCHASE USING SEIZED ASSETS ACCOUNT

Dear Board Members:

On September 10, 2007 the Honorable Town Board approved the use of \$3,213.00 worth of seized assets to purchase seven (7) EO Tech 552 Holographic rifle sighting optics (this purchase was made via the seized asset account A. **POLCE 3125 2.17**). On December 1, 2009 an additional three (3) EO Tech 552 Holographic rifle optics were purchased totaling \$1,283.52 (from account Police Equipment A. **POLCE 3120 2.17**). The total amount expended on the EO Tech sights was \$4,496.52.

It was recently learned that the EO Tech Holographic rifle sights were recalled due to performance issues. The manufacturer requested that we return the optics to them for full reimbursement. On March 11, 2016 the Brighton Police Department received a check in the amount of \$4,605.00.

I hereby request that \$3,890.00 (*of the \$4,605.00*) be appropriated into budget line A.**POLCE 3120 2.17** to allow for the purchase of ten (10) replacement rifle sights and the remaining \$715.00 be appropriated back into the seized asset account A. **POLCE 3125. 2.17**.

Respectfully,

Mark T. Henderson
Chief of Police

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SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5398

April 5, 2016

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

Re: Closing of Completed Capital Projects

Dear Honorable Members,

I am recommending that your Honorable Body approve the closing of the following completed Capital Projects to the stated reserve funds and authorize the Finance Director to make all related accounting entries as all expenses and permanent financing have been completed:

- Library HVAC Replacement Unit (2013) to the Repair Reserve in the amount of \$13,070.16 (note: \$58,000 was appropriated from the Repair Reserve to help finance this project in 2013)
- Alarm System at Town Hall and DPW Operations Center to the Debt Service Fund in the amount of \$22,788.23
- Highway Dump Truck (2014) to the Debt Service Fund in the amount of \$3,801.55
- Street Sweeper (2014) to the Debt Service Fund in the amount of \$2,693.06

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,

Suzanne Zaso
Director of Finance