

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

**Meeting Date: Wednesday, August 3, 2016 (8:30 am)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the July 20, 2016 meeting.
2. Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 8, 2016. Total amount for these services are not to exceed \$510 (see letter from M. Henderson).
3. Request to Rebid Contract for Mowing Services (Public Works) – Request from Tim Keef for Town Board authorize to rebid the 2016 mowing contract for Town Facilities and Parks (see letter from T. Keef).
4. Contract for Cooling Tower Treatment (Public Works) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute a contract with Metro Group, Inc. to provide treatment, testing, inspection and certification for the cooling tower in the Public Safety Wing (see letter from M. Guyon).
5. Budget Transfers and Appropriations (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve various budget transfers and appropriations to the 2016 budget (see letter from S. Zaso).
6. Capital Improvement Plan for 2017–2019 – Request from Suzanne Zaso for Town Board action to adopt the proposed 2017-2019 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts (see letter from S. Zaso).
7. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Wednesday, August 17, 2016 at 8:30 am**, 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 1, 2016

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

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians, for veterinary and related services to be performed at our annual Rabies Clinic on Saturday, October 8, 2016. The terms and rates for the services provided pursuant to this agreement are unchanged from last year, with a total amount for services not to exceed \$510.00. There is sufficient funding in the 2016 Animal Control budget to support this request.

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

Sincerely,

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

Mark T. Henderson
Chief of Police

MTH:dm

c: Captain David Catholdi
Bruce Blackman, Animal Control Supervisor



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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

August 1, 2016

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

re: Mowing Services Contract for 2016
Request to Rebid

Dear Chairman DiPonzio and Committee Members:

As you be aware, this year's contractor, Extreme Mowing, seriously underestimated the effort and commitment to perform the scope of work required for the contract. So much so, they have been relieved of most of the contract (Extreme continues to take care of property maintenance locations, Parks and Highway have assumed the balance of the contract). Based upon these developments, I respectfully request that authorization be given to rebid this contract, so we are able to procure a replacement contractor in a relatively timely manner. Reviewing with staff, I also anticipate restructuring the contract so that it is more conducive for attracting a broader range of interest and subsequent receipt of bids.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 3, 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

cc: T. Anderson
E. Heinsbergen
M. Beeman
M. Hussar
S. Zaso
A. Banker



Town of Brighton

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2300 ELMWOOD AVENUE ★ ROCHESTER, NEW YORK 14618 ★ PHONE (585)784-5250 ★ FAX (585)784-5368

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July 28, 2016

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

Re: Public Safety Wing
HVAC Improvements
Cooling Tower

Dear Councilperson DiPonzio and Committee Members:

The Public Safety Wing HVAC system includes a cooling Tower. New York State recently adopted new statewide regulations requiring registration, testing, inspection, and certification of cooling towers. Additionally, the cooling Tower must be treated in insure its operation and to prolong its useful life. Metro Group was awarded the contract to provide these services to the County of Onondaga in December 2012 with a 4 year renewal. Onondaga County has renewed this contract through December 2016. The county contract included the provisions allowing Municipalities to utilize the contract. A copy of the Onondaga County contract is attached and has been reviewed by the Town Finance Department and Attorney.

Metro Group has provided a proposal to treat and provide the necessary registration, testing, inspection and certification for the cooling tower through 2016 in compliance with the latest New York State regulations. The cost to provide these services includes the cost of equipment to treat the tower, \$1,825 plus the compliance cost of \$2,084. The total 2016 cost is \$3,909.00.

I am requesting that FASC recommend that the Town Board authorize the Supervisor to endorse a contract with Metro Group Inc. to provide the services described above through 2016 for a cost not to exceed \$3,909. This is not a budgeted number but there are sufficient money in Account A.DPW 1620 2.60 to fund this request.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 3, 2016 meeting in the event that you have any questions regarding this matter.

Respectfully,

Mike Guyon, P.E.
Town Engineer

Attachments

cc: S. Zaso
T. Keef
M. Hussar
Chad Roscoe
Laura Catracchia

5a.



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

August 2, 2016

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

RE: 2016 Budget Transfers and Appropriations

Dear Board Members:

I am requesting Town Board authorization to record the attached 2016 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect changes that have occurred since the adoption of the 2016 budget (see attached).

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

5b.

Transfers			FROM	TO
			(DEBIT)	(CREDIT)
Charges for Special Districts:				
Meridian Centre Park	A.DPW.7125 4.25	Special Dist. Charges	\$215	
Taxes & Assessments	A.UNDST.1950 4.25	Special Dist. Charges		\$215
Replace Sand Filters at Town Hall Swimming Pool:				
Contingent Fund	A.UNDST.1990 4.90	Contingent Fund	\$5,805	
Rec. Programs	A.REC.7310 4.41	Maintenance/Repair Services		\$5,805
New Park Signs:				
Contingent Fund	A.UNDST.1990 4.90	Contingent Fund	\$4,805	
Frankel Park	A.DPW.7126 2.66	Site Development		\$4,805
Light Pole Protective Pads at Town Park (extra cost):				
Brighton Town Park	A.DPW.7120 4.43	Landscaping Services	\$80	
Brighton Town Park	A.DPW.7120 2.50	Rec/Parks Equipment		\$80
Desk-top Scanner:				
Finance Dept.	A.FINCE.1310 1.10	Full-Time Wages	\$325	
Finance Dept.	A.FINCE.1310 2.11	Office Equipment		\$325
Court Employee Wages (staffing changes, additional court officers, cashouts)				
Undistributed	A.UNDST.9000 1.40	Other Wages	\$10,000	
Justice Court	A.JSTCE.1110 1.10	Full-Time Wages		\$5,000
Justice Court	A.JSTCE.1110 1.20	Part-Time Wages		\$5,000
Office Expenditures Relating to New Building Inspector Aide:				
Undistributed	A.UNDST.9000 1.40	Other Wages	\$1,500	
Building & Planning	A.DPW.8020 4.15	Computer Software		\$500
Building & Planning	A.DPW.8020 4.41	Maintenance Services		\$200
Building & Planning	A.DPW.8020 4.22	Cell Phone Charges		\$500
Building & Planning	A.DPW.8020 4.61	Gasoline		\$300
Appropriations			DEBIT	CREDIT
Collision Repair of Parks Truck (covered by insured):				
Parks Administration	A.DPW.7021 2680	Insurance Recoveries	\$1,400	
Parks Administration	A.DPW.7021 4.65	Vehicle Maintenance		\$1,400
House Demolition Costs (covered by property owner):				
Building & Planning	A.DPW.8020 2560	Contractor Exp Reimbursement	\$20,849	
Building & Planning	A.DPW.8020 4.49	Contracted Services		\$20,849
Building & Planning	A.DPW.8020 2560	Contractor Exp Reimbursement	\$22,949	
Building & Planning	A.DPW.8020 4.49	Contracted Services		\$22,949