

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

**Meeting Date: Tuesday October 2, 2018 (3:30 p.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 18<sup>th</sup>, 2018 meeting.
2. Authorize Snow & Ice Control Services agreement with Monroe County (10/1/18-9/30/19) (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute the 10/1/2018 to 9/30/2019 Snow and Ice Agreement with the Monroe County Department of Transportation (MCDOT), including annual renewals for up to four (4) additional years (see letter from M. Guyon).
3. Award bid for tree maintenance and removal services (Public Works) – Request from Mike Guyon for Town Board action to award the tree maintenance and removal bid and authorize a contract with the lowest responsible bidder Birchcrest Tree and Landscape, Inc. Also authorization requested to administratively renew this contract annually for 2019, 2020, and 2021(see letter from M. Guyon).
4. Declare certain fixed asset items as surplus and disposal as junk (Highway Dept.) – Request from Tim Anderson for Town Board action and approval to declare one (1)1998 40 cubic yard roll off container (asset #3730) and two (2) office chairs (asset #2248 and #4651) as surplus to be disposed of as junk (see letter from T. Anderson).
5. Budget Transfer for funds needed to purchase a multi-purpose bucket for #81 loader (Highway Dept.) – Request from Tim Anderson for Town Board action to transfer funds with in the Highway (D) Fund totaling \$13,350 and to authorize the purchase of a multi-purpose bucket for Loader #81. Transfer from account D.HWY.5142.4.09 Salt and Abrasives to account D.HWY.5130.2.30 Highway Equipment in the amount of \$13,350. The existing bucket is a 2005 and has reached the end of its useful life (see letter from T. Anderson).

6. Budget Transfer for computer and maintenance equipment (Public Works Dept.) – Request from Paula Parker for Town Board action and approval to make the following purchases and transfer funds for these purchases from A.DPW.1490.1.10 in the amount of \$30,390 to the following accounts:

A.DPW.1490.2.13	Computer Equipment	\$ 2,800
A.DPW.1490.4.15	Software/upgrade	\$12,290
A.DPW.8020.2.13	Computer Equipment	\$ 3,800
A.HWY.1490.2.40	Maintenance Equipment	\$11,500

This transfer to facilitate purchases identified during the 2019 budget process to be completed in the current year. Funds are available due to personnel changed in the Public Works Department (see letter from P. Parker).

7. Promotion of Police Officer Keith Woodard to Sergeant effective 10/27/2018 (Police Dept.) – Request from Police Chief Mark Henderson to Town Board action to approve the promotion of Police Officer Keith Woodard the Sergeant effective October 27, 2018 at an annual salary of \$104,895. Sergeant Woodard will serve a 26 week probationary period (see letter from Chief Henderson).
8. 2019 Operating and Special District Budgets

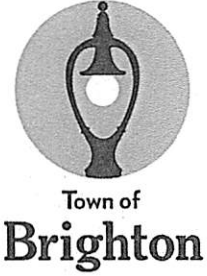
**The next regularly scheduled meeting of the FASC will be held on TUESDAY, October 16, 2018 at 3:30 p.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE\*\***

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Public Works  
Department

Mike Guyon, P.E.  
Commissioner of Public  
Works



September 25, 2018

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

Re: Monroe County Department of Transportation  
Intermunicipal Agreement  
Provision of Snow Removal and Ice Control Services

Dear Councilperson DiPonzio and Committee Members:

The current Town of Brighton Intermunicipal Agreement for Snow and Ice Control Services with the Monroe County Department of Transportation, MCDOT, expires this fall. The MCDOT, has provided a new agreement and requested that the Town of Brighton endorse this Intermunicipal Agreement. The term of this agreement is October 1, 2018 through September 30, 2019 with annual renewals upon mutual consent for up to four (4) additional years. The new agreement includes minor technical modifications shown in Table 1.

Table-1

Item	Old Agreement	New Agreement
Spreading rate speeds	15-25 mph	10-30 mph
Snow Fence	Historical Length	Based on 3-year average
WEB EOC	None/no input	New Language requiring input into the online system

I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse this agreement. I have forwarded a copy of this agreement to our attorney for review and comments. Three copies of the document are attached for your reference.

I will be in attendance at your regularly scheduled October 2, 2018 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Respectfully,

Michael E. Guyon  
Department of Public Works

Cc Paula Parker  
Angela Borsa  
Tim Anderson

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## Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

**Chad Roscoe**  
Junior Engineer



Town of

# Brighton

September 28, 2018

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

Re: Tree Maintenance & Removal Services  
Recommendation of Award

Dear Councilperson DiPonzio and Committee Members:

Pursuant to previous authorization, the above bid was publicly advertised and opened on September 28, 2018. Bids were solicited from eighteen companies (see attached) for the above services. Two companies submitted bids for the proposed work. Based upon the unit prices provided from Birchcrest Tree and Landscape Inc., it is recommended that an agreement be entered into with Birchcrest Tree and Landscape Inc. Funds to provide this service have been included in the 2018 budget. It is also recommended that authorization be given to administratively renew this agreement annually for 2019, 2020 and 2021.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled October 2, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad Roscoe  
Junior Engineer

cc: A. Borsa  
M. Guyon  
T. Keef  
S. Zaso  
T. Anderson

**BID TABULATION**

**Opening Date:**

<b>Project Name:</b>	2018 Tree Maintenance & Tree Removal
<b>Contract For:</b>	Highway

<b>Work Order #:</b>	
<b>Time:</b>	4:00 PM

**9/28/2018**

**COMPANY INFO**

Item No.	Size	Unit Price
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**SECTION CHECKLIST**

<b>Company:</b>	Flower City Tree Inc.			
<b>Contact:</b>				
<b>Address:</b>	2142 Kendall Road			
<b>City:</b>	Kendall	<b>State:</b>	NY	<b>Zip:</b> 14476
<b>Phone:</b>		<b>Fax:</b>		
<b>email:</b>				
<b>website:</b>				
<b>Comments:</b>				

<b>001</b>	14" and <	\$ 1,595.00
	15"-24"	\$ 3,195.00
	25"-36"	\$ 3,795.00
	37"-48"	\$ 4,400.00
	49" and >	\$ 5,900.00
<b>002</b>	Tree Trimming	\$ 425.00
<b>003</b>	Stump Removal	\$ 375.00
<b>004</b>	Emergency Call Surcharge	\$ 2,295.00
<b>005</b>	Cabling & Bracing	\$ 375.00

<input type="checkbox"/>	300-1.3 Bid Security 5%
<input type="checkbox"/>	300-1.4 Addendums
<input type="checkbox"/>	300-2.4 Signatures
<input type="checkbox"/>	410 Bid Security Form
<input type="checkbox"/>	440 EEO
<input type="checkbox"/>	450 Bidder Responsibility
<input type="checkbox"/>	470 Corporate Resolution
<input type="checkbox"/>	480 Non-Collusive
<input type="checkbox"/>	485 MacBride
<input type="checkbox"/>	490 Site Investigation

**COMPANY INFO**

Item No.	Size	Unit Price
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**SECTION CHECKLIST**

<b>Company:</b>	Birchcrest Tree and Landscape Inc.			
<b>Contact:</b>				
<b>Address:</b>	1028 Bay Road			
<b>City:</b>	Webster	<b>State:</b>	NY	<b>Zip:</b> 14580
<b>Phone:</b>		<b>Fax:</b>		
<b>email:</b>				
<b>website:</b>				
<b>Comments:</b>				

<b>001</b>	14" and <	\$ 330.00
	15"-24"	\$ 770.00
	25"-36"	\$ 1,540.00
	37"-48"	\$ 2,500.00
	49" and >	\$ 4,000.00
<b>002</b>	Tree Trimming	\$ 440.00
<b>003</b>	Stump Removal	\$ 450.00
<b>004</b>	Emergency Call Surcharge	\$ 500.00
<b>005</b>	Cabling & Bracing	\$ 35.00

<input type="checkbox"/>	300-1.3 Bid Security 5%
<input type="checkbox"/>	300-1.4 Addendums
<input type="checkbox"/>	300-2.4 Signatures
<input type="checkbox"/>	410 Bid Security Form
<input type="checkbox"/>	440 EEO
<input type="checkbox"/>	450 Bidder Responsibility
<input type="checkbox"/>	470 Corporate Resolution
<input type="checkbox"/>	480 Non-Collusive
<input type="checkbox"/>	485 MacBride
<input type="checkbox"/>	490 Site Investigation



Highway Department  
Commissioner of Public Works – Michael Guyon, P.E.

Tim Anderson  
Deputy Highway  
Superintendent

September 26, 2018

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

Re: Authorize Disposal of Equipment and Material

Honorable Members:

I recommend the disposal of certain fixed asset items as listed below. The items listed are no longer needed or able to support departmental operations.

- 1 – 1998 40 CY Roll off container, Asset #3730
- 2 – Office chairs, Asset #2248 and Asset #4651

The items listed have no remaining value and/or no longer serviceable and should be disposed of as junk.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

Cc: A.Borsa  
P. Parker  
M. Guyon  
A. Banker



**Highway Department**  
Commissioner of Public Works – Michael Guyon, P.E.

Tim Anderson  
Deputy Highway  
Superintendent

September 28, 2018

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

Re: Proposal for transfer of funds: Purchase of a replacement loader bucket

Dear Councilperson DiPonzio and Committee Members:

I recommend that a transfer of funds to be approved from the following:

Highway – Snow/Ice Control – Salt (D.HWY.5142 4.09) in the amount of \$13,350

To the following:

Highway – Machinery – Highway Equipment (D.HWY.5130 2.30) in the amount of \$13,350

The funds are proposed to be used to purchase a replacement multi-purpose bucket for 81 loader. The existing bucket is a 2005 model which has been rebuilt a couple of times and has reached the end of its useful life. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

Cc:  
A. Borsa  
P. Parker  
M. Guyon  
A. Banker

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Finance Department

Paula Parker  
Director of Finance



Town of  
**Brighton**

October 2, 2019

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

Dear Honorable Members,

RE: Transfer of Funds for purchases eliminated from the 2019 Budget

Dear Board Members:

During the 2019 budget process and before the tentative budget was filed, there were some items identified that are able to be purchased in the current fiscal year. The items consist of staff computer equipment (\$6,600); software purchase/upgrades for DPW (\$12,290); riding lawn mower for the Landfill (\$11,500). Funds are available due to personnel changes in the Public Works Department.

My formal request to the Town Board is to authorize the transfer of \$30,390 as follows:

To:	A.DPW.1490.2.13	COMPUTER EQUIPMENT	\$ 2,800
	A.DPW.1490.4.15	SOFTWARE / UPGRADE	\$12,290
	A.DPW.8020.2.13	COMPUTER EQUIPMENT	\$3,800
	A.HWY.8160.2.40	MAINTENANCE EQUIPMENT	\$11,500
From:	A.DPW.1490.1.10	SALARY & WAGES	\$30,390

I would also request that the Board also authorize all of the purchases as indicated as well.

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,

Paula Parker  
Director of Finance

Cc: M. Guyon



\*LIVE\* Town of Brighton \*LIVE\*

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A.DPW.1490.2.13	BUY COMPUTER EQUIPMENT THIS YEAR	1.0000	(2,800.00)	(2,800.00)
A.DPW.1490.4.15	BUY/UPGRADE SOFTWARE THIS YEAR	1.0000	(12,290.00)	(12,290.00)
A.DPW.8020.2.13	BUY COMPUTER EQUIPMENT THIS YEAR	1.0000	(2,800.00)	(2,800.00)
A.DPW.8020.2.13	BUY COMPUTER EQUIPMENT THIS YEAR SCANNE	2.0000	(500.00)	(1,000.00)
A.HWY.8160.2.40	BUY RIDING LAWN MOWER THIS YEAR	1.0000	(11,500.00)	(11,500.00)

\*ALREADY IN SYSTEM - NOT PART OF TOTAL (30,390.00)

bc

**A.DPW.1490: Analysis of 2018 Wages & Medical Expenses**

**Wages**

current balance available	\$	154,883
PR#18-26	\$	(92,457)
GIS PR#20-26 (Gr.4 St.4)	\$	(14,010)
Cashout Comm	\$	(4,215)
Excess Longevity - Comm	\$	635
<b>YE 2018 Est. Balance Remaining</b>	<b>\$</b>	<b>44,836</b>

**Medical/Dental**

current balance available	\$	32,770
Oct. - Dec. (Est.)	\$	(20,220)
<b>YE 2018 Est. Balance Remaining</b>	<b>\$</b>	<b>12,550</b>

\$11,580 modifier

sez 8/30/18

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# 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

September 25, 2018

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

**Re: Promotion of Officer Keith Woodard to Sergeant**

Dear Board Members,

With the retirement of Sergeant David Molisani there currently exists a vacancy at the rank of Sergeant. I am recommending that Officer Keith Woodard be promoted to fill this vacancy. Officer Woodard is currently ranked 2<sup>nd</sup> on the Civil Service list of eligible candidates for the rank of Police Sergeant.

Officer Woodard has been with the Brighton Police Department since April 9, 2011.

I request that the Honorable Town Board approve the promotion of Officer Keith Woodard to the rank of Sergeant, effective October 27, 2018 for a probationary period of twenty-six (26) weeks, at an annual salary of \$104,895. I am confident that Keith, will demonstrate exemplary standards of leadership as a Sergeant in the Brighton Police Department.

Respectfully,

Mark T. Henderson  
Chief of Police

xc: Tricia Van Putte, Director of Personnel  
Paula Parker, Finance Director  
Daniel Aman, Town Clerk