

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

**Meeting Date: Wednesday, January 2, 2019 (1:00 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the December 4th, 2018 meeting.
2. Authorize contract with Mohawk Valley Community College Transportation Operations Institute (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to sign a contract with Mohawk Valley Community College Transportation Operations Institute to provide one person plow training to the Highway Department staff. Said contract in an amount not to exceed \$5,850 and has been budgeted in the 2019 budget (see letter from M. Guyon).
3. Authorization to solicit bids as necessary for goods and services as indicated and included in the 2019 budget (Public Works/Highway/Sewer Depts.) – Request from Mike Guyon for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2019 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).
4. Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2019 budget (Public Works/Facility Dept.) – Request from Mike Guyon for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2019 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from M. Guyon).
5. Acceptance of donation and authorize 2019 budget amendment (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a donation from Howard and Daphne Cohen in the amount of \$500. Further action to authorize a 2019 budget amendment to increase revenue account A.POLCE.3120.2705 Gifts and Donations and increase the expense account A.POLCE.3120.4.18 Programs and Supplies each by \$500 (see letter from M. Henderson).

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, JANUARY 15, 2019 at 3:30 p.m.** in the **DOWNSTAIRS MEETING 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



December 17, 2018

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

Re: One Person Plow Training
Request for Qualifications

Dear Councilperson DiPonzio and Committee Members:

The Town authorized the solicitation of a request for qualifications to be used to select a firm to conduct on-site training for one person plowing. The Town received two responses to the request for qualifications, Ground Force and Mohawk Valley Community College Transportation Operations Institute.

Town staff reviewed the responses for completeness, accuracy and price. A copy of the responses are attached for your reference. Town staff concluded that the response from Mohawk Valley Community College Transportation Operations Institute fulfilled the requirements of the RFQ and was the lowest price.

Therefore, I am requesting that FASC recommend that the Town Board award the one person plow training to Mohawk Valley Community College Transportation Operations Institute for a price not to exceed \$5,850. Money has been budgeted in the 2019 budget for one person plow training.

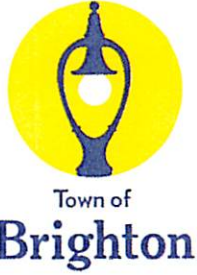
As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 18, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon

cc:

- B. Monroe
- P. Parker
- T. Anderson



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Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

December 19, 2018

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

Re: Authorization of Bids for 2019 (Highway/Sewer/DPW)

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2019 Budget:

- Sidewalk construction and repairs
- Public Safety Wing Door
- Replace Town Hall Flag Pole
- Street Lighting Repair and Electrical Services
- Pavement profiling (milling)
- Gutter Replacement
- Curb Replacement and Installation
- Paver rental
- Vehicle tires and appurtenances
- Cured-in-place pipe lining
- Equipment and Machinery
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Building Repair and Maintenance
- Mowing
- GIGP Maintenance Services
- Landfill Grinding and Hauling of Ground Materials Services
- Shredding Services
- Replace Existing Cobra Head Lights with LED Lights
- Bucket Truck with Operator

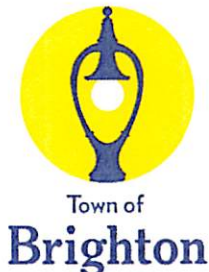
Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 15, 2019 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Michael E. Guyon, P.E.

cc: T. Anderson
S. Zimmer
P. Parker
A. Banker
B. Monroe
K. Gordon



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Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

December 19, 2018

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

re: Authorization of Bids/RFQ's for 2019
DPW/Town Facilities

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2019 Budget.

Hardware, Hand/Garden Tools, Paint, Electrical, Plumbing, HVAC and Miscellaneous Building Supplies
Furthermore, it is recommend that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 15, 2019 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Michael E. Guyon, P.E.

cc: C. Roscoe
T. Anderson
S. Zimmer
G. Donofrio
M. Beeman
P. Parker
A. Banker
B. Monroe
K. Gordon



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150

5a



Mark T. Henderson
Chief of Police

December 26, 2018

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

Dear Board Members:

Re: \$ 500.00 Donation to the Police Department from the Cohens

Recently, the Police Department received a donation of \$500.00 from Howard and Daphne Cohen.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2019 Police Department Operating Budget, I further request that the 2019 Police Department Operating Budget be amended to increase line **A.POLCE.3120 4.18 Programs and Supplies by \$500.00, to be fully supported by an increase in A.POLCE 3120.2705 Gifts and Donations.**

I have attached a copy of my letter to Mr. & Mrs. Cohen.

Sincerely,

Mark T. Henderson
Chief of Police

Attachment