

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

**Meeting Date: Thursday, February 20, 2020
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the February 4th, 2020 meeting.
2. Waive Procurement Policy, Authorize short-term contract with S & S Limousine, Authorize to seek bids for Senior Program Transportation Services (Recreation Dept.) – Request from Rebecca Cotter for Town Board action for the following:
 - a. Waive Town Procurement policy in the short term for the Brighton Senior Program to utilize S & S Limousine due to the sudden sale of Platinum Limousine of WNY, Inc. to S & S.
 - b. Authorization for the Supervisor to execute a new contract with S&S Limousine, Nunc Pro Tunc effective February 1 through June 30, 2020 to provide uninterrupted service to the Seniors' Transportation Program.
 - c. Authorization to seek bids for the remainder of 2020 for transportation services for the Brighton Senior Program from July 1 through December 31,2020.
(See letter from R. Cotter).
3. Adopt Bond Resolution in the amount of \$840,000 for the purchase of Highway Equipment in the 2020 Fiscal year (Sewer/Finance Depts.) – Request from Paula Parker for Town Board action to adopt a bond resolution in the amount of \$840,000 to purchase needed Highway and Parks equipment as planned in the 2020-2022 CIP and the 2020 adopted budget with the addition of one additional front end loader. A full list is attached to the communication (see letter from P. Parker).
4. **IF NEEDED:** Authorize final appropriations and transfers for the 2019 budget year end processing (Finance Dept.) – Request from Paula Parker for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2019 amended budget. **The list will be completed, if necessary, after closing 2019 purchase orders to carry over to 2019** (see letter from P. Parker).

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, MARCH 3, 2020 at 3:30 p.m.** in the DOWNSTAIRS Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings. **(Note different meeting room)**

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



Rebecca Cotter
Recreation Director

February 5, 2020

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

Re: Brighton Senior Transportation


Dear Finance Committee Members:

I respectfully request your attention to the following three items as it relates to our 2020 transportation provider for the Brighton Seniors Program:

1. I request authorization to waive the Town Procurement policy in the matter involving 2020 transportation for our Brighton Senior Program based on the sudden, unexpected sale of our previous transportation provider to a new transportation provider. This change didn't leave us time to follow policy, without a large lapse in services to the Brighton Seniors.
2. I request authorization for the Supervisor to sign a new contract with S & S Limousine Nunc Pro Tunc effective, February 1, 2020 through June 30, 2020.
3. I request authorization to seek bids for the remainder of 2020 transportation services for the Brighton Senior Program effective July 1, 2020 through December 31, 2020. Funding is available in our 2020 budget to cover this expense.

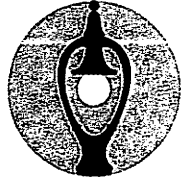
I am happy to answer any questions you may have regarding the above requests.

Respectfully,


Rebecca J. Cotter
Recreation Director
Town of Brighton

3a.

Finance Department



Town of
Brighton

Paula Parker
Director of Finance

February 20, 2020

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

Dear Honorable Members,

As part of the 2020 through 2022 Town Capital Improvement Plan and the 2020 Adopted Town Budget, several purchases were identified for funding in 2020 through the issuance of bonds. I am recommending that the Town Board adopt a bond resolution as prepared by Bond Counsel totaling \$840,000 that will provide financing to purchase six (6) pieces of equipment as identified:

Bond Resolution for \$840,000 (Highway & Park Vehicles) (10 & 5 year repayment period)

10 Year Useful Life Equipment:

- 1.) Purchase One 6-Wheel Heavy Duty Dump Truck with Plow Equipment - \$265,000
- 2.) Purchase One 6-Wheel Truck (medium) – Dump Body with Plow Equipment - \$125,000
- 3.) Purchase two (2) each Front end Loaders with new buckets @\$185,000 ea. - \$370,000*

5 Year Useful Life Equipment:

- 1.) Purchase Pickup Truck with Plow Equipment (Highway Department) - \$43,000
- 2.) Purchase Pickup Truck with Plow Equipment (Parks Department) - \$37,000

*As a note, only one front end loader was scheduled to be purchased in 2020, however due to the continued use of these loaders and the declining condition of a second loader, it was determined to purchase two loaders instead of one.

A bond resolution should be adopted at the February 26, 2020 meeting. The bond repayment period is more than five years and for that reason is subject to permissive referendum. This also will require 2/3rds majority vote by our Town Board (four of the five members). After the permissive referendum and estoppel period has past, the borrowing process can be done.

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,

Paula Parker
Director of Finance

3b.

2020 Bonded Items Description and Estimated Costs

Plow/Salt Truck: Replace Class 8 6 WH dump/plow truck with new. Truck includes cab and chassis, all season dump body with plow equipment, including incidental set up costs.

Est Cost: \$265,000

Dump Truck: Replace a medium size Class 6 6 WH dump/plow truck with new. Truck includes cab and chassis, plow frame, transfer of existing dump body, and hydraulics & electrical plow & salter systems from existing truck to new, including incidental set up costs.

Est Cost: \$125,000

Pick Up Truck: Replace existing 4WD pickup truck with new. New truck includes standard cab and chassis with 8' pickup truck body, reversible plow, and incidental set up costs.

Est Cost: \$43,000

2 Loaders: Replace two existing wheeled front end loaders with new. New loaders include loader, multi-purpose bucket and incidental set up costs.

Est Cost: \$185,000 EA x 2 = \$370,000 (only one was planned to be funded in the 2020 budget)

Pickup Truck for Parks Department:

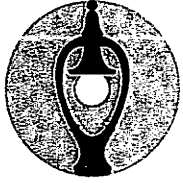
Ford F250 & plow Pickup truck will include Standard box with snow plow equipment.

Est Cost: \$37,000

Estimated Total bond for Equipment: \$840,000

Finance Department

Paula Parker
Director of Finance



Town of
Brighton

February 20, 2020

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

RE: 2019 Budget Transfers and Appropriations

Dear Board Members:

I am requesting Town Board authorization to record the attached 2019 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect actual activity that has occurred relative to the 2019 amended budget (see attached). This list represents any activity that has occurred after the actual closing of the 2019 transactions and carrying over the 2019 open/in processes purchase orders to the 2020 fiscal year.

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,

Paula Parker
Director of Finance

Attachment