

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

Meeting Date: Tuesday, November 19, 2013 (3:30 pm)

Location: Stage Conference Room, Brighton Town Hall

1. Request to Seek Proposals for Cable Television & Video Production Services (Cable) – Request from MaryAnn Hussar for Town Board authorization to seek proposals for professional services for cable television operations for Brighton public access and government channels and video production services for calendar year 2014 (see memo from M. Hussar).
2. Request to Seek Proposals for Vehicle Striping (Police) – Request from Chief Mark Henderson for Town Board authorization to seek proposals for police vehicle striping for 2014 with options to renew for up to 3 additional years (see letter from M. Henderson).
3. Promotion to Police Captain (Police Dept.) – Request from Chief Mark Henderson for Town Board approval of the promotion of Lt. Charles David Catholdi to the rank of Captain effective 12/5/13 (see letter from M. Henderson).
4. Budget Transfer for Lift Repairs (Highway) – Request from Tim Keef for Town Board authorization to transfer \$15,600 from Road Repairs (materials) to Machinery (repairs) in the Highway Fund help fund repairs needed to the hydraulic lift in the mechanics shop (see letter from T. Keef).
5. Executive Session – Employment of particular people.
6. Contract Renewal with Brighton Volunteer Ambulance (Ambulance Special District) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2014 in an amount not to exceed \$306,000. Sufficient funding is provided for this service in the 2014 budget (see letter from S. Zaso).
7. Appoint Trustee for Service Awards Program Funds (Finance/WBFPD) – Request from Suzanne Zaso for Town Board action to amend the 9/11/13 Town Board resolution to appoint Comerica Bank instead of RBC Wealth Management as trustee of the W. Brighton Fire Protection District's Service Awards program and to authorize the Supervisor to execute any related documents (see memo from S. Zaso).
8. Discussion - Discussion with Suzanne Zaso regarding refund of credit card payments for Recreation programs.
9. Discussion – Discussion regarding upcoming FASC meeting dates.

The next regularly scheduled meeting of the FASC will be held **Tuesday, December 3, 2013, 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.



MARYANN HUSSAR Assistant to the Supervisor
2300 Elmwood Avenue
Rochester, NY 14618

1.

MEMORANDUM

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TO: Members of the Finance and Services Committee
The Honorable Town Board
Date: November 12, 2013
Subject: Approval to request proposals to provide professional services for cable television operations for Brighton Public Access and government Channels 12 and 15 on time Warner Cable and for video production services for the period January 1, 2014 – December 31, 2014.

The Town's current agreement with Electronic Field Production Inc. is due to expire on December 31, 2013. Since the Town is desirous in continuing to outsource these services to an outside contractor/provider, I request authorization at this time to solicit for proposals for these services.

These Services will be as required by the Town and will include, but will not be limited to, the following:

- Live Cablecast of Brighton Town Board Meetings (per scope of services to be included in RFP)
- Location Video Production
- Cable Television Operations (per scope of services to be included in RFP).
- Full Service Video Production and Editing

Thank you.

c.c. Susan Wentworth, IT Coordinator

mah



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

November 18, 2013

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

RE: Vehicle Striping Request

Dear Board Members:

In accordance with the Town's procurement policy, the purchase of professional services greater than \$1,000 requires a Request for Pricing with at least three written responses. Currently the police department has an agreement for vehicle striping which is to expire at the end of this year.

With your permission we would like to seek vendors for this service. The term of the awarded contract would be through the end of 2014, with an option to renew the contract for up to three additional years with the consent of both parties.

Sincerely,

Mark T. Henderson
Chief of Police

MTH:jpo



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

4.

November 18, 2013

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

re: Proposed Transfer of Highway Funds
for Hydraulic Lift Repair

Dear Chairman Werner and Committee Members:

One of the hydraulic lifts in the mechanics shop requires repair as it is malfunctioning and does not fully return to the resting position. Therefore, I would recommend, and ask your consideration, for the transfer of monies as follows:

- 1) transfer \$15,600.00 from Road Repairs (D.HWY.5110 4.16) account to Highways Machinery - Maintenance/Repair Services (D.HWY.5130 4.41); and
- 2) utilize \$7,700.00 from Sewer Operations (SS Sewer 8120 4.41) for miscellaneous repairs.

Please note, that there is a shared cost between the Highway and Sewer Departments for common elements at the Operations Center, which is based upon an approximate 67/33 split, respectively. The repair services will utilize a vendor from the State bid for these services.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled November 19, 2013 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
S. Zimmer
S. Zaso
A. Banker
M. Hussar
K. Gordon



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

6.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance
Date: November 18, 2013
Subject: Brighton Volunteer Ambulance
2014 Contract Renewal

I recommend that Your Honorable Body authorize the Supervisor to execute a renewal agreement for 2014 with Brighton Volunteer Ambulance, Inc. in the amount of \$306,000 as approved and adopted in the 2014 Town Budget. This represents an increase of \$56,000 from the 2013 contract to support an increase in the amount of out-of-pocket costs that would otherwise be the responsibility of Brighton residents who utilize ambulance services. Also note that the Town will retain \$30,000 to be applied towards fuel usage by BVA in 2014. Per the contract an updated certificate of insurance will be on file.


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.



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

7a.

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
From: Suzanne Zaso, Director of Finance 
Date: November 19, 2013
Subject: West Brighton Fire Protection District Service Award Program –
Trustee Appointment

At the September 11, 2013 meeting of the Town Board a resolution was adopted to appoint RBC Wealth Management to act as trustee of the Service Awards Program in the West Brighton Fire Protection District with Comerica Bank to act as paying agent for the program. It has recently come to my attention that RBC cannot act as trustee for this plan. Therefore, I am recommending that the Town Board amend the resolution to appoint Comerica Bank as trustee of the Service Awards Program and authorize the Supervisor to execute any related documents. The fees for this service are detailed in the attached fee schedule from Comerica Bank.

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.

Attachments: Resolution of Corporate Board and
Comerica Bank Trustee Services Fee Schedule

Copy: K. Gordon