

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

**Meeting Date: Wednesday, December 7, 2016, 2016 (8:30 am)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the November 15, 2016 meeting.
2. Executive Session – Employment of particular people and collective bargaining.
3. Contract with Monroe County for All Seasons Services (Highway Dept.) - Request from Tim Keef for Town Board authorization of the Supervisor to execute a renewal contract with Monroe County DOT for the Town to provide mowing, sweeping, and dead animal pickup on County roads in 2017 (see letter from T. Keef).
4. Budget Transfer (Highway) – Request from Tim Anderson for Town Board action to transfer \$9,705 within various highway accounts for various equipment, supplies and services as noted in the communication (see letter from T. Anderson).
5. Budget Transfer (Highway) – Request from Tim Anderson for Town Board action to transfer \$123,500 within the highway fund to purchase a replacement brush truck (see letter from T. Anderson).
6. Discussion with Steve Smagala of Paris-Kirwan Associates regarding cybersecurity insurance.
7. Contract Renewals for Workers' Compensation (Personnel) – Request from Tricia VanPutte for Town Board authorization to renew the agreements with NYS Municipal Workers' Compensation Alliance (Comp Alliance) for employee workman's compensation benefits for 2017 and Wright Risk Management for pre-existing workers' compensation claims (see letter from T. VanPutte).
8. Purchase Agreement and Trade-In of Tasers (Police Dept.) – Request from Chief Mark Henderson for Town Board authorization to enter into a purchase agreement with Taser International for 38 new tasers and related equipment and to authorize the trade-in of 35 existing tasers (see letter from M. Henderson).

9. Contract for Vehicle Striping (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement with Southpaw Designs for vehicle striping services for 2017 with options to renew for up to three years (see letter from M. Henderson).
10. Agreement for Animal Boarding and Veterinary Services (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2016 (see letter from M. Henderson)
11. Request for Qualifications for Professional Services (Planning) – Request from Ramsey Boehner for Town Board authorization to seek qualifications from professional consultants for the review of traffic impact studies (see letter from R. Boehner).
12. Contract Renewal with Brighton Volunteer Ambulance – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2017 to provide emergency medical services in the Town in an amount not to exceed \$272,000 (see letter from S. Zaso).
13. Contract for Affordable Care Act Compliance (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute an agreement with HB Solutions, LLC to provide tracking and reporting services relating to employer compliance for the Affordable Care Act for 2017 through 2019 (see letter from S. Zaso).
14. Contract Renewal for Independent Risk Management Services (Finance) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Holfoth Risk Management, a division of Aldrich & Cox, Inc., to provide risk management services in 2017 (see letter from S. Zaso).
15. 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).

The next regularly scheduled meeting of the FASC will be held **Tuesday December 20, 2016 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.



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

3.a.

December 5, 2016

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

re: 2017 - 2026 All Seasons Work Agreement
with the Monroe County Department of Transportation (MCDOT)

Dear Chairman DiPonzio and Committee Members:

The Town of Brighton provides some services (i.e. mowing, dead animal collection, various highway maintenance, etc.) along Monroe County roads via an agreement with the Monroe County Department of Transportation. At this time I am requesting your support to renew said agreement with the MCDOT for the upcoming 2017 - 2026 seasons in accordance with the attached. If the Finance and Administrative Services Committee concurs, please authorize the Supervisor to execute this document.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled December 7, 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

attachment

cc: T. Anderson
S. Zaso
A. Banker
M. Hussar
K. Gordon

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Department of Transportation

Monroe County, New York

Cheryl Dinolfo
County Executive

Terrence J. Rice, P.E.
Director

November 18, 2016

Tim Keef
Commissioner of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: ALL SEASONS COUNTY/MUNICIPALITY INTERMUNICIPAL WORK AGREEMENT

Dear Mr. Keef: *Tim,*

Enclosed are three (3) copies of the *ALL SEASONS' COUNTY/MUNICIPALITY INTERMUNICIPAL WORK AGREEMENT*. The term of the agreement is 10 years from January 1, 2017 through December 31, 2026. Please have the agreement authorized by your Town Board and signed/notarized accordingly.

If the Town's insurance documentation with Monroe County is currently up to date, then no additional insurance documentation will be necessary to execute the agreement. If the Town's insurance is out of date, new insurance documentation will be needed to execute the agreement. Refer to the attached 'Monroe County Summary of Vendor Insurance Requirement' Checklist for guidance. Call Joyce Cordello at 753-7717 if you have any questions on the insurance provisions and documentation for this agreement.

Once your Town Board authorizes the agreement, please return all signed copies of the agreement as well as copy of the resolution and insurance documents to me at the address below. Once all the documents are received and complete, I will execute the agreement and return a fully executed agreement to you.

If you have any questions regarding the agreement, please contact Tim Frelter at 753-7731 or me.

Sincerely,

For **Terrence J. Rice, P.E.**
Director of Transportation

TJR:TPF:jlc

Enclosures

cc: T. Frelter
D. Crumb
File

3c.

APPENDIX B

**FRINGE RATES TO BE PAID PER LABOR HOUR FOR 2017
(Brighton)**

ALL HOURLY WORK	
Full Time/Regular Hours	63.79%
Full Time/Overtime Hours	32.14%
Part Time/Regular Hours	14.19%
Part Time/Overtime Hours	14.19%

APPENDIX C

MAR SERVICES

Roadside Mowing	\$85.25 / mile mowed each pass
Dead Animal Pickup	\$28.75 / center line mile
Roadside Pickup	N/A



Town Of Brighton

Operations Center

December 2, 2016

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

Re: Transfer of funds: Pavement markings/Monroe County, Facility repairs and Misc, equipment purchases

Honorable Members:

I recommend that a transfer be approved from the following:

Highway -- Parks -- Landscape Services (A. HWY.7110 4.43) in the amount of \$4,850
and
Highway -- Town Landfill -- Tires (A.HWY.8160 4.63) in the amount of \$4,255
and
Highway -- Road Repair -- Materials (D.HWY.5110 4.16) in the amount of \$600

To the following:

Highway -- Traffic Signs -- Road Materials (A.HWY.3310 4.16) in the amount of \$4,850
and
Highway -- Town Landfill -- Facility Improvements (A.HWY.8160 2.60) in the amount of \$1,155
and
Highway -- Machinery -- Highway Equipment (D.HWY.5130 2.30) in the amount of \$3,100
and
Highway -- Machinery -- Maintenance Equipment (D.HWY.5130 2.30) in the amount of \$600

The funds are needed to cover the cost of additional pavement marking services from Monroe County and to cover the cost of replacing damaged gutters on landfill building, purchasing a 12' wide snow pusher loader attachment, and hand operated hydraulic hoists for installing and removing plow equipment from snow plow vehicles. These expenditures were not originally budgeted. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



Town Of Brighton

Operations Center

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December 2, 2016

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

Re: Transfer of funds: Purchase of a replacement brush truck

Honorable Members:

I recommend that a transfer be approved from the following:

Highway – Road Repair – Road Materials (D. HWY.5110 4.16) in the amount of \$59,730
And
Highway – Snow/Ice Control – Salt & Abrasives (D.HWY.5142 4.09) in the amount of \$63,770

To the following:

Highway – Machinery – Truck/Van (D.HWY.5130 2.22) in the amount of \$122,500
And
Highway – Machinery – Vehicle Set Up (D.HWY.5130 2.29) in the amount of \$1,000

The funds are proposed to be used to purchase and set up costs for a replacement brush truck (43 Truck) that is used in Town's brush and leaf collection program. 43 Truck had an engine compartment fire and has been problematic since then. Replacement of this vehicle was not originally budgeted. I am available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



Personnel Department

Ta.

Tricia VanPutte
Director of Personnel

December 6, 2016

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

Re: Employee Workers' Compensation Plan for 2017

Dear Honorable Members:

I am requesting that the Town Board approve the renewal of the agreement with NYS Municipal Workers' Compensation Alliance (Comp Alliance) to provide workers' compensation benefits for 2017 along with third party administration from Wright Risk Management of any pre-existing workers' compensation claims of the Town. I am also requesting that the Town Board authorize the Supervisor to execute any related documents.

Attached is the renewal quote from Comp Alliance for our 2017 NYS Workers' Compensation coverage. The 2017 quote for \$264,977 is an approximate increase of \$4,200 from last year's cost of \$260,759.46.

I will be happy to respond to any questions you may have regarding this matter.

Sincerely,

Tricia VanPutte
Director of Personnel

Cc: Suzanne Zaso, Director of Finance

Comp Alliance Breakout Entry Report

Town of Brighton

Jan-17

Description	WC Code	2016 Payrolls	2016 Rates	2016 Premiums	2017 Renewal Payrolls	2017 Renewal Rate	2017 Renewal Premium	% Payroll Change	% Rate Change
Street or Road Construction Highway Repair	5506	\$ 189,277.00	13.69	\$ 25,916.52	\$ 180,582.00	11.80	\$ 21,306.98	-4.59%	-13.83%
Sewer Dept.	7580	\$ 671,550.00	4.20	\$ 28,230.22	\$ 739,841.00	3.43	\$ 25,388.15	10.17%	-18.37%
Garbage Works	7590	N/A	N/A	N/A	\$ 521,555.00	3.96	\$ 20,670.38	100.00%	100.00%
Police Officers & Drivers	7720	\$ 3,842,573.00	1.48	\$ 56,768.37	\$ 4,376,582.00	1.53	\$ 66,895.96	13.90%	3.46%
Auto Gasoline Station, Machinery, Road Markings	8391	\$ 280,582.00	3.47	\$ 9,722.35	\$ 203,235.00	2.74	\$ 5,562.13	-27.57%	-21.02%
Clerical Office Employees & Drivers - NOC	8810	\$ 2,722,451.00	0.13	\$ 3,656.38	\$ 2,549,278.00	0.11	\$ 2,772.26	-6.36%	-19.03%
Animal Control	8831	\$ 45,833.00	1.33	\$ 609.40	\$ 53,390.00	1.05	\$ 558.02	16.49%	-21.39%
Public Library or Museum	8838	\$ 1,161,320.00	0.44	\$ 5,147.04	\$ 1,228,910.00	0.35	\$ 4,306.18	5.82%	-20.94%
Bathhouse - Beach	9015	\$ 124,424.00	2.34	\$ 2,907.67	N/A	N/A	N/A	-100.00%	-100.00%
Building Operation - Commercial	9026	\$ 164,905.00	3.60	\$ 5,935.00	\$ 135,835.00	3.24	\$ 4,406.87	-17.63%	-9.86%
YMCA - All Employees & Clerical	9063	\$ 316,295.00	0.95	\$ 2,994.84	\$ 243,165.00	0.90	\$ 2,188.93	-23.12%	-4.93%
Crossing Guards	9101	\$ 157,604.00	3.39	\$ 5,344.66	\$ 118,350.00	2.60	\$ 3,081.70	-24.91%	-23.22%
Parks noc - All Employees & Drivers	9102	\$ 1,214,470.00	2.66	\$ 32,295.62	\$ 760,642.00	2.27	\$ 17,232.80	-37.37%	-14.80%
Street Cleaning & Drivers	9402	\$ 492,840.00	5.71	\$ 28,164.18	\$ 611,646.00	4.77	\$ 29,192.51	24.11%	-16.48%
Municipal Township - NOC	9410	\$ 534,475.00	4.53	\$ 24,190.72	\$ 609,930.00	4.66	\$ 28,410.47	14.12%	2.91%
Painting: Shop Only & Drivers	9501	\$ 49,630.00	2.19	\$ 1,086.49	\$ 66,980.00	1.51	\$ 1,011.66	34.96%	-31.01%
Experience Modification Factor (Use for 3 yrs)			0.86			0.86			0.00%
		\$ 11,968,229.00		\$ 232,969.46	\$ 12,399,921.00		\$ 232,985.00	3.61%	
	NYS Assessment			\$ 27,790.00			\$ 31,992.00		
	TOTAL PAYMENT COST			\$ 260,759.46			\$ 264,977.00		

Policies are NON-AUDITABLE

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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

November 28, 2016

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

Re: Taser X26P Purchase

Dear Board Members:

I hereby request that the Supervisor be authorized to enter into an agreement with Taser International to provide 38 Taser X26P Electronic Control Devices (ECD), 36 holsters, 72 simulation training cartridges and extended warranties.

The price of the new Taser X26P ECD is contingent upon the trade-in of our current inventory of Taser X26 ECDs (*inventory attached*). The total purchase price (net trade-in) is \$44,300.21; this amount may be amortized over a 5 year period with no interest being charged. Sufficient funding is available in the 2016 and 2017 Police Department budget for years one and two.

Respectfully,

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

Mark T. Henderson
Chief of Police



Town of Brighton

POLICE DEPARTMENT
2300 Elmwood Avenue
Rochester, New York 14618-2196



Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

Mark T. Henderson
Chief of Police

December 5, 2016

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

RE: Vehicle Striping Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between Southpaw Designs and the Town of Brighton for the provision of vehicle striping services. This contract is for the period beginning January 1, 2017 through December 31, 2017 with the option to renew for up to three years.

In accordance with the Town's procurement policy, three written requests for pricing were sought. Southpaw graphics submitted the lowest price per unit. The total cost to stripe a vehicle with Southpaw Designs will be \$540.

Please do not hesitate to contact me should have any further clarification or have any questions.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment



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

December 5, 2016

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

RE: 2017 Boarding and Veterinary Services Agreement

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between the Animal Hospital of Pittsford and the Town of Brighton for the provision of boarding and veterinary services. This contract is for the period beginning January 1, 2017 through December 31, 2017. This year's proposed contract represents a slight increase in some of the fees for services provided by the Pittsford Animal Hospital.

Possible alternatives to Pittsford Animal Hospital have been researched; however no other animal hospital offers a 24 hour emergency service site to compare to the Animal Emergency Services. AES is a division of Pittsford Animal Hospital.

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

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo
Attachment

c: Captain Robert Cline
Bruce Blackman, Animal Control Supervisor



10b.

November 30, 2016

Town of Brighton
Attn: Supervisor William Moehle
2300 Elmwood Avenue
Rochester, NY 14618

Dear Supervisor Moehle:

Provided herein you will find an updated proposal for shelter and professional veterinary services. I wanted to point out that the structure of some of the fees has changed.

We take great pride in offering these services to you and as our volume has increased we are implementing a more efficient method for billing these services. We will no longer have a first day differential fee, instead we have an average blended fee. Another service that will have streamlined fees is cremation. The per pound fee will be replaced by a single average fee differentiated for dogs and cats. I am optimistic you will welcome these changes as it will streamline the billing logistics and should reduce any questions or confusion.

Additionally, there are unique fees for Veterinary Specialists & Emergency Services located at 825 White Spruce Blvd.

The language in the proposal remains the same except for the addition of a 10:00 am pickup time from Veterinary Specialists & Emergency Services. This language change is in Section 7.

There are two signed copies of this proposal. Please sign both copies and return one to us at your earliest convenience. Should you have any questions please feel free to contact me by telephone or email using the details below.

Sincerely,

Chadwick Roy
585-271-2733 x133
croymva@gmail.com



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

(11)

December 5, 2016

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

Re: Request for Qualifications for Professional Consulting Services for Review of
Traffic Impact Studies

Dear Committee Members:

New development within the Town may result in a substantial increase in traffic. This additional traffic may impact roadway capacity, intersection level of service, access to the project and surrounding properties, degrade bicycle and pedestrian accommodations and alter the existing pattern of movement.

I am requesting authorization to prepare and solicit a request for qualifications from NYS licensed consulting firms to assist the Town's various Boards in the review of Traffic Impact Studies for various projects/applications within the Town of Brighton.

It is anticipated that the costs for the consulting services will be reimbursed by the applicant. No action as to awarding a contract will be considered without returning to this committee.

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

Respectfully,

Ramsey A Boehner
Town Planner

cc: S. Zaso
T. Keef



12.

Finance Department



Suzanne Zaso
Director of Finance

December 5, 2016

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

RE: Brighton Volunteer Ambulance 2017 Contract Renewal

Dear Board Members:

I recommend that Your Honorable Body authorize the Supervisor to execute a contract for 2017 with Brighton Volunteer Ambulance, Inc. to provide emergency medical services within the Town of Brighton. The annual contract amount will remain that same as in 2016 at \$272,000 (as approved and adopted in the 2017 Town Budget). Also note that the Town will retain \$30,000 to be applied towards fuel usage by BVA in 2017.

I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

Suzanne Zaso
Suzanne Zaso
Director of Finance



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Finance Department

Suzanne Zaso
Director of Finance

December 5, 2016

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

RE: Contract for ACA Tracking & Reporting – HB Solutions, LLC

Dear Board Members:

I recommend that Your Honorable Body authorize the Supervisor to execute a contract with HB Solutions, LLC to provide tracking and reporting services for employer required compliance with the Affordable Care Act. The term of this agreement will be from January 1, 2017 through December 31, 2019. Pricing, as set forth in Annex A of the attached agreement, will be \$1.25 per employee per month plus additional fees for any optional services. Funding has been provided in the 2017 budget for these services.

HB Solutions has been tracking and reporting data as provided by the Town going back to November 2013, as required by the Affordable Care Act. These services had been provided through an agreement between the Finger Lakes Municipal Health Insurance Trust (FLMHIT) and HB Solutions at no direct cost to the participating municipalities. This arrangement will end January 2017, yet the need for employer compliance with the ACA requirements will continue. HB Solutions has agreed to discount its pricing to the FLMHIT members who agree to a three-year contract for these services. It is noted in the contract that if such services are no longer required should the ACA be repealed or amended, then the contract would cease.

Thank you for your consideration, and I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

Suzanne Zaso
Director of Finance

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Finance Department



Suzanne Zaso
Director of Finance

December 6, 2016

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

Re: Renewal Agreement with Holfoth Risk Management for Independent Risk Management Services

Dear Honorable Members:

I am requesting that the Town Board authorize the Supervisor to execute a renewal agreement with Holfoth Risk Management for the continued provision of independent risk management consulting services in 2017. Requested services would be provided at the rate of \$125 per hour (no increase from 2016). The Town's 2017 budget provides funding for these services.

For a number of years the Town has utilized the services of Holfoth Risk Management to obtain an objective third-party assessment of all risk related matters. The Administration's Insurance Committee has greatly valued the good counsel and wealth of experience provided in the past from Jim Hood and now Charlie Cox in helping to manage the Town's many and varied risks.

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,

Suzanne E. Zaso
Director of Finance

cc: D. Aman

15.

Finance Department



Suzanne Zaso
Director of Finance

December 6, 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,

Suzanne Zaso
Director of Finance

Attachment