

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

**Meeting Date: Wednesday, June 7, 2017 (8:30 am)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the May 16, 2017 meeting.
2. Budget Transfer (Parks) – Request from Matt Beeman for Town Board action to transfer \$5,000 from Corbett's Glen trail maintenance supplies to equipment repair in Buckland Park (see letter from M. Beeman).
3. Contract with Brighton Central School District for Summer Camp Aid (Recreation) – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute an agreement with Brighton Central School District to provide an aid for a participant in the 2017 Summer Playground Camp (see letter from R. Cotter).
4. Accept Donation of Clock (Recreation) – Request from Rebecca Cotter for Town Board action to accept a donation of a clock to be placed on the pool building behind Brighton Town Hall (see letter from R. Cotter).
5. Contract Extension with NYS DOT for Snow and Ice Control (Highway) - Request from Tim Keef for Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2018/19 season (see letter from T. Keef).
6. Execution of Grant Documents for Brickyard Trail (Public Works) – Request from Mike Guyon for Town Board authorization of the Supervisor to execute all related grant documents with the Dormitory Authority of the State of New York (DASNY) for a SAM grant received for the construction of the Brickyard Trail (see letter from M. Guyon).
7. Grant Acceptance and Budget Amendment (Police Dept.) – Request from Chief Mark Henderson for Town Board action to accept a grant in the amount of \$15,146.00 from the NYS Department of Criminal Justice Services (DCJS) for the purchase of police protective equipment and to authorize the Supervisor to execute any related documents. Action is also requested to amend the Police Dept. 2017 budget for law enforcement equipment to be supported by the grant (see letter from M. Henderson).
8. Executive Session – Employment of particular people.

The next regularly scheduled meeting of the FASC will be held **Wednesday, June 21, 2017 at 8:30 a.m.** in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



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## Parks Department

**Matthew Beeman**  
Superintendent of Parks

June 1, 2017

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

Re: Transfer of funds –park maintenance equipment repair

Honorable Members:

I would like to recommend that a budget transfer be approved from the following:

**Parks Department Corbett's Glen trail maintenance supplies (A.PARKS 7122 4.11) in the amount of \$5,000.**

**To the following:**

**Parks Department Buckland Park vehicle/equipment repair (A.PARKS 7115 4.65) in the amount of \$5,000.**

Various unexpected equipment and vehicle repairs so far in 2017 have depleted our equipment repair budget. The park tractors in particular were put under an enormous workload at the end of last year as we took over the park mowing as the contract was re-bid.

The \$5,000 is an estimated amount to finish some needed equipment repairs while keeping some funds available for the remainder of the budget year. It is also the annual amount we budget on trail chips for Corbett's Glen which will not be needed this year because of a surplus we have received from various tree companies at no cost. This transfer will still keep an ample amount available in the Corbett's Glen budget to complete any needed maintenance should the need arise. I would be happy to answer any questions regarding this matter.

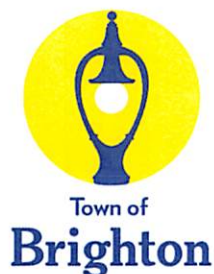
Sincerely,

Matt Beeman  
Superintendent of Parks

Cc: M. Hussar, S.Zaso, A. Banker

## Recreation Department

Rebecca Cotter  
Recreation Director



May 31, 2017


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

I respectfully request your permission to authorize Supervisor Moehle to approve and sign an contractual agreement between the Town of Brighton and the Brighton Central School District. This agreement will allow Brighton Central School District to recruit, hire, train, and employ a 1 to 1 Aid for a participant at a 2017 Summer Playground Camp Program. The Town of Brighton will in turn reimburse Brighton Central School District for this service at an hourly rate of \$15.25 per hour as outlined by the intermunicipal agreement.

Funding has been identified for this expenditure in the 2017 Recreation Playground Camp Budget, A. Rec. 7140 4.49.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

  
Rebecca J. Cotter  
Recreation Director  
Town of Brighton

4.

## Recreation Department



Rebecca Cotter  
Recreation Director

May 31, 2017

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

I respectfully request your permission to authorize the Brighton Town Board to accept a donation of a clock from Ms. Christine Corrado and Mr. Andy Green. This donation will be for an exterior clock to be mounted on an outside wall of the Brighton Town Pool building. The Recreation Department will have input on the clock chosen, and determine proper placement.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

Rebecca J. Cotter  
Recreation Director  
Town of Brighton



# 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

59

May 30, 2017

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

re: Snow and Ice Control Agreement Extension  
with the New York State Department of Transportation (NYSDOT)  
2018/2019 Season

Dear Chairman DiPonzio and Committee Members:

The Town of Brighton provides snow and ice control for local New York State highways via an agreement with the New York State Department of Transportation. At this time I am requesting that said agreement with the NYSDOT be amended per the attached communication from the State and recommend that the Finance and Administrative Services Committee approve the Supervisor to execute these documents.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 7, 2017 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wpd

attachments

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

56.

Contract #	Municipality	Ext. season	Region #
D012050	Town of Brighton / Monroe East County	2018/19	4

#### AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between THE PEOPLE OF THE STATE OF NEW YORK (hereinafter referred to as "STATE"), acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"), and the \_\_\_\_\_ of the **Town of Brighton** of **Monroe East County** (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, the COMMISSIONER and the MUNICIPALITY have entered into an Agreement No. **D012050** entitled "Indexed Lump Sum Snow and Ice Agreement between the New York State Department of Transportation and the Municipality of **Town of Brighton** " dated **October 8, 1998**; and

WHEREAS, the term of the said Agreement is for a period of three years commencing July 1, **1998** and the said Agreement provides that the parties may at the end of each year of the term of the Agreement extend such term for an additional year; and

WHEREAS, the present term of the Agreement, as extended, expires June 30, **2018**; and

WHEREAS, Section 7 of the said Agreement provides that the COMMISSIONER shall furnish the MUNICIPALITY with a suitable map for each term of the Agreement, or for any extended term thereof, modified to show the changes, if any, to the State Highways affected by this Agreement.

WHEREAS, Section 9 of the said Agreement provides for an annual update of the estimated expenditure to be determined by the COMMISSIONER subject to the provisions of Section 9 at the time for extension of the Agreement;

WHEREAS, Section 9 of the said Agreement also provides for an adjustment to the actual payment amount based on the intensity and severity of the winter season;

NOW, THEREFORE, in consideration of the mutual covenants and benefits between the parties,

WITNESSETH:

1. The aforementioned "Indexed Lump Sum Snow and Ice Agreement Between New York State Department of Transportation and the MUNICIPALITY" is hereby extended for a period of one year; now to expire on June 30, **2019**, unless further extended.

2. The State Highways or parts thereof affected by this Agreement are as delineated on the attached map, agreed upon by the COMMISSIONER and the MUNICIPALITY, which shall be effective for the remainder of the term of the Agreement commencing July 1, **2018**, unless changed by future agreement between the COMMISSIONER and the MUNICIPALITY.

3. All the terms and conditions of the original contract remain in effect except as follows. The indexed lump sum estimated expenditure specified in Section 9 of the aforementioned Agreement shall be **\$5,554.4366** per lane mile for **41.00** lane miles for a total of **\$227,731.90** for the **2016/17** season and for the remainder of the term of the Agreement commencing July 1, **2016**, unless changed by future update.

IN WITNESS WHEREOF, This Agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

Over

5c.

Agency Certification Contract No. D012050

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY

BY \_\_\_\_\_  
for Commissioner of Transportation

BY \_\_\_\_\_

ATTORNEY GENERAL'S SIGNATURE

COMPTROLLER'S SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_

STATE OF NEW YORK )

) SS:

COUNTY OF )

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me personally came \_\_\_\_\_ to me known who, being by me duly sworn, did depose and say that he resides in \_\_\_\_\_, New York; that he is the \_\_\_\_\_ of \_\_\_\_\_ the municipality described in and which executed the above instrument; that he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on \_\_\_\_\_; a certified copy of such resolution attached hereto and made a part hereof.

\_\_\_\_\_  
Notary Public



5d.

**AGREEMENT ADJUSTMENT WORKSHEET  
2018/19 EXTENSION YEAR**

<b>Municipality</b>	Town of Brighton	<b>Contract</b>	D012050
<b>County</b>	Monroe East	<b>Region</b>	4

2017/18 Extension's Estimated Expenditure					\$221,323.33	
%	Labor	47.10%	Materials	28.62%	Equipment	24.28%
Value	\$104,245.96		\$63,341.70		\$53,735.67	
Contract Snow & Ice Lane Miles of Responsibility						
Existing Lane Miles of Contract			41.00	New Lane Miles of Contract		41.00
% Change in Lane Miles of Contract						0.00%
(1) - The % change in LM's is used in the calculation of Labor, Material & Equipment						

**LABOR \***

Labor Portion of 2017/18 Extension's Estimated Expenditure	\$104,245.96
% Labor Increase includes (+/-) Fringe Benefits for 2016/17 Season	x 2.50%
Additional Labor Costs for 2018/19	\$2,606.15

Wages: 2016 = +2.50% (FBRs: 2014 = 75.81% & 2015 = 81.01% used on 2017/18 Extension)

<b>Labor Portion of 2018/19 Extension's Estimated Expenditure (1)</b>	\$106,852.11
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\* Attach Municipality's certification of applicable labor cost increase

**MATERIALS**

Materials Portion of 2017/18 Extension's Estimated Expenditure \$63,341.70

	<b>Salt</b>	<b>Sand</b>	<b>Other</b>
% Materials	100.00%	0.00%	0.00%
2017/18 Total Material \$	\$63,341.70	\$63,341.70	\$63,341.70
Proportionate \$ Amount (1)	\$63,341.70	\$0.00	\$0.00
2015/16 Price Per Ton	\$49.09	\$0.00	\$0.00
2014/15 Price Per Ton	\$46.31	\$0.00	\$0.00
Difference (Show +/-)	\$2.78	\$0.00	\$0.00
+/- ▲ % (2)	6.00%	#DIV/0!	#DIV/0!
(1) x (2) Increase/Decrease	\$3,802.42	#DIV/0!	#DIV/0!
Materials Total	\$67,144.12	\$0.00	\$0.00

<b>Materials Portion of 2018/19 Extension's Estimated Expenditure</b>	\$67,144.12
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5e.

### EQUIPMENT

Equipment Portion of 2017/18 Extension's Estimated Expenditure		\$53,735.67
% Equipment Increase for 2016/17 Season	x	0.00%
Additional Equipment Cost for 2018/19		\$0.00

Equipment Portion of 2018/19 Extension's Estimated Expenditure	\$53,735.67
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Sub Total (Before Fixed Cost)	227,731.90
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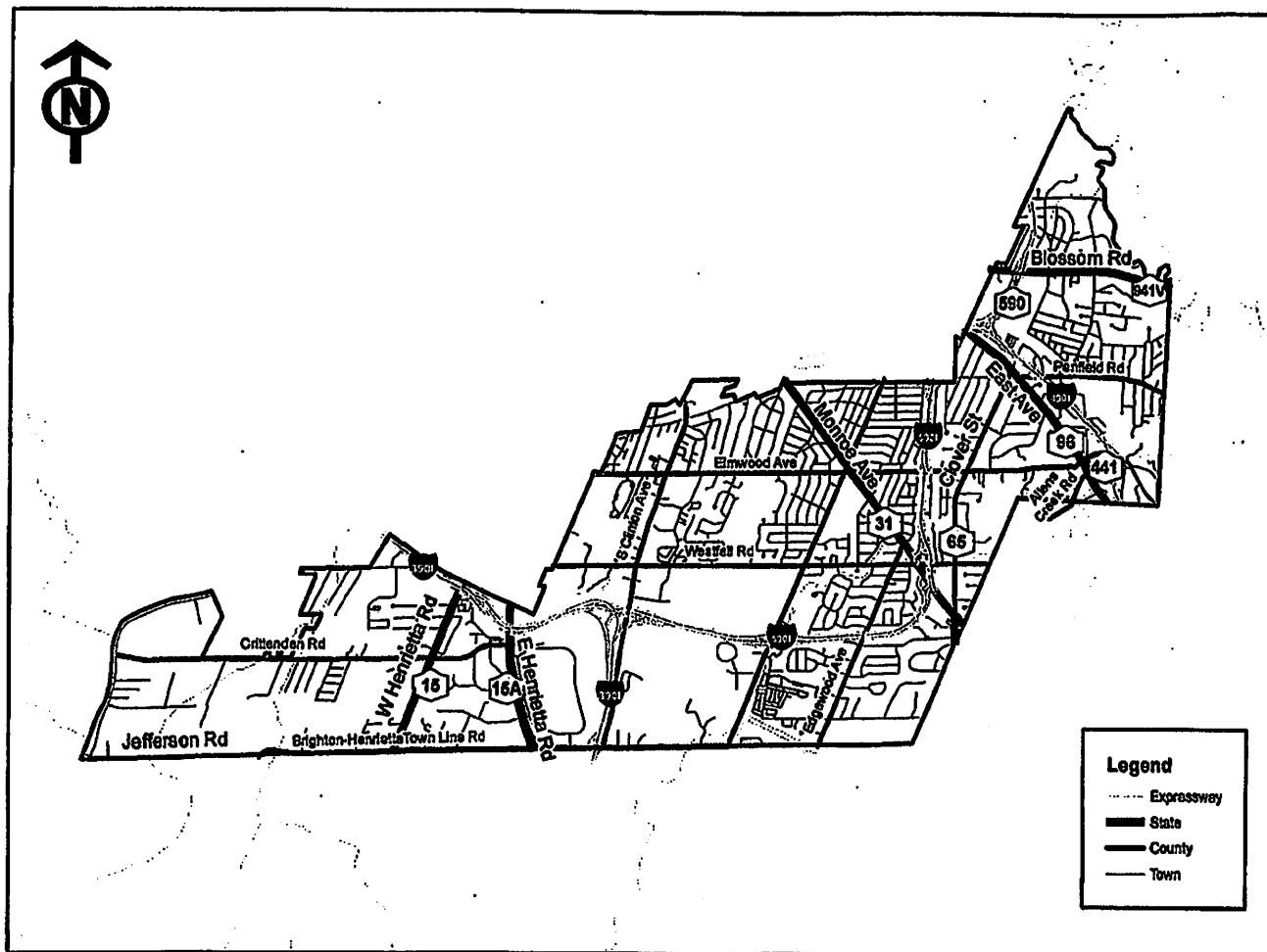
### FIXED COSTS ADD-ONS

Salt Storage (Barns)	\$0.00
DTN Weather Service	\$0.00
Snow Fence	\$0.00
Total Fixed Costs	\$0.00

FINAL 2018/19 ESTIMATED EXPENDITURE	\$227,731.90
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Recommended By: \_\_\_\_\_  
Transportation Maintenance Division Representative

# Town of Brighton



MAP SHOWING **TOWN OF BRIGHTON**  
RESPONSIBILITY FOR SNOW AND ICE CONTROL ON  
STATE HIGHWAYS FOR SEASON OF 2016/2017

MILES - CONTRACT

C.L.	LANE
9.3	41.0

SNOW & ICE  
CONTROL  
  
PLOWING  
ONLY

SIGNED

REGIONAL DIRECTOR  
OF OPERATIONS

DATE

SIGNED

FOR MUNICIPALITY

DATE



## Public Works Department

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

Michael Guyon, P.E.  
Town Engineer

June 5, 2017

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

Re: Brickyard Trail  
State and Municipal Facilities Program Grant  
Grant Disbursement Agreement, GDA

Dear Councilperson DiPonzio and Committee Members:

The Town of Brighton applied for and received a State and Municipal Facilities Program Grant in the amount of \$125,000 to fund a portion of the Brickyard Trail Construction. The funding agency, DASNY, has indicated the Town has fulfilled all of the criteria necessary to receive the SAM grant and has requested that the Town execute the Grant Disbursement Agreement, GDA. I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse two original GDA's. Copies of these documents are attached for your reference.

I will be in attendance at your regularly scheduled June 7, 2017 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 Tim Keef  
Mary Ann Hussar  
Suzanne Zaso

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

June 5, 2017

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

**RE: DCJS SFY 2016-2017 Police Protective Equipment Program (PPEP)  
Grant Application**

Dear Board Members:

I hereby request that the Town Board accept the grant in the amount of \$15,146.00 from NYS Department of Criminal Justice for the purchase of 26 ballistic helmets and five Department of Criminal Justice Services approved patrol rifles.

I am also requesting formal Town Board action to amend the 2017 Police Department budget to increase appropriations in **law enforcement equipment A.POLCE.3120 2.17** by \$15,146.00 to be fully supported by an increase in NYS DCJS grant revenues **A.POLCE.3120 3388**.

Respectfully,

Mark T. Henderson  
Chief of Police

MTH:jpo