

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

**Meeting Date: Wednesday, July 5, 2017 (8:30 am)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the June 20, 2017 meeting.
2. Budget Transfer for Building Code Review (Building & Planning) – Request from Ramsey Boehner for Town Board action to authorize a budget transfer totaling \$3,985 to support code compliance reviews for building permits to be performed with in-house staff (see letter from R. Boehner).
3. Modification to Grant Agreement for Comprehensive Plan Update (Building & Planning) – Request from Ramsey Boehner for Town Board action to authorize the Supervisor to sign a modification to the grant agreement with NYSERDA (Cleaner, Greener Communities Program) for the Town's Comprehensive Plan Update to extend the date until 6/30/18 and amend the payment schedule (see letter from R. Boehner).
4. Amend Seasonal Employee Wage Rates (Finance) – Request from Suzanne Zaso for Town Board action to adopt new wage rates for seasonal employees effective 12/31/17 to be in compliance with the increase in the New York State minimum wage (see letter from S. Zaso).
5. Clean Sweep 2017 Program Sponsorships – Request from Suzanne Zaso for Town Board action to accept sponsorships of cash and in-kind services for the 2017 Clean Sweep Program (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held Wednesday, July 19, 2017 at 8:30 a.m. in the Stage Conference Room of the Brighton Town Hall. The FASC will hold a special meeting on Friday, July 21, 2017 at 8:30 a.m. in the Downstairs Meeting Room to review the 2018-2020 Capital Improvement Plan (CIP). All members of the public are invited to attend FASC meetings.



Town of
Brighton

Building and Planning Department

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

2
Ramsey Boehner
Town Planner

June 19, 2017

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

Re: Budget transfers

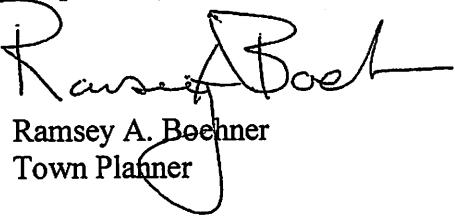
Honorable Members:

I request that the Town Board authorize the following budget transfer to be made from the Building and Planning 2017 Budget:

From: A.DPW.8020 4.52 (engineering fees) \$3,985
To: A.DPW 8020.1.20 (part time wages) \$3,700 and;
A.DPW 8020.8.20 (FICA) \$285.

The funds to be transferred were adopted as part of the 2017 budget for professional services needed for the required NYS Building Code compliance review for building permit submissions. Due to anticipated work load and required training these funds are needed to pay part time staff for compliance review for existing and future building permit submissions. It has been determined that these services can be performed with in-house staff more cost effectively.

Respectfully Submitted,


Ramsey A. Boehner
Town Planner

cc: Tim Keef
Suzanne Zaso

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Town of
Brighton

Building and Planning Department

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

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Ramsey Boehner
Town Planner

June 22, 2017

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

Re: Comprehensive Plan Update
New York State Energy Research and Development Authority Grant Agreement
Cleaner, Greener Communities Program, Phase II: Category 2

Dear Committee Members;

I recommend that your Honorable Body receive and file this letter along with the attached letter from Cheryl M. Glanton, dated June 6, 2017 regarding modification to the grant agreement between the Town of Brighton and the New York State Energy Research and Development Authority (NYSERDA).

I further recommend that the Town Board authorize the Town Supervisor to sign the above referenced modification of the grant agreement between the Town of Brighton and NYSERDA.

I will be in attendance at your July 5, 2017 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of this matter is greatly appreciated.

Respectfully Submitted,



Ramsey A. Boehner
Town Planner

attachment
cc: Suzanne Zaso

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ANDREW M. CUOMO
Governor

NYSERDA

RICHARD L. KAUFFMAN
Chair

JOHN B. RHODES
President and CEO

June 6, 2017

Ramsey Boehner
Town of Brighton
2300 Elmwood Avenue
Rochester, NY, 14618
ramsey.boehner@townofbrighton.org

SUBJECT: Modification No. 2 to Agreement No. 39515

Dear Mr. Boehner:

Reference is made to the subject Agreement between us dated August 19, 2014 and Modification No. 1 dated March 30, 2016 (the "Agreement"), wherein the following changes are hereby incorporated:

1. Agreement, Page 1, Item 6, Project Period. Delete the date "March 31, 2017" and Substitute the date "June 30, 2018".
2. Exhibit A, Statement of Work, Milestone Payment Schedule. Delete in its entirety and Substitute the attached Milestone Payment Schedule revised June 6, 2017.

No other provision of this Agreement is otherwise changed or modified.

The parties hereto do hereby indicate their acceptance of and agreement to the foregoing by causing their duly authorized representatives to execute this Modification No. 2 in the respective spaces provided below.

TOWN OF BRIGHTON

NEW YORK STATE ENERGY RESEARCH
AND DEVELOPMENT AUTHORITY

Signature: _____

Signature: _____

Cheryl M. Glanton
Director of Contract Management

Name: _____

Title: _____

New York State Energy Research and Development Authority

Albany
17 Columbia Circle, Albany, NY 12203-6399
(P) 1-888-NYSERDA (F) 518-862-1091
nyserda.ny.gov | info@nyserda.ny.gov

Buffalo
725 Exchange Street
Suite 821
Buffalo, NY
14201-1404
(P) 716-842-1322
(F) 716-842-0156

New York City
1359 Broadway
19th Floor
New York, NY
10018-7942
(P) 212-971-5342
(F) 518-862-1091

West Valley Site
Management Program
9030-B Route 219
West Valley, NY
1471-9530
(P) 716-942-9960
(F) 716-942-9961

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Milestone Payment Schedule – Revised: June 6, 2017

Milestone #	Deliverable	Due Date	NYSERDA Contribution Not to Exceed	Contractor Cost Share	Total Cost
1	Contract Management				
1.1	PEP with Draft PBMR	Q2 2017	\$3,250.00	\$875.00	\$4,125.00
1.2A	Contract Management and Quarterly Progress Report #1	Q1 2015 (approved)	\$500.00	\$234.30	\$734.30
1.2B	Contract Management and Quarterly Progress Report #2	Q2 2015 (approved)	\$500.00	\$234.30	\$734.30
1.2C	Contract Management and Quarterly Progress Report #3	Q4 2015 (approved)	\$500.00	\$234.40	\$734.40
1.2D	Contract Management and Quarterly Progress Report #4	Q2 2017	\$500.00	\$234.40	\$734.40
Milestone #	Deliverable	Due Date	NYSERDA Contribution Not to Exceed	Contractor Cost Share	Total Cost
1.2E	Contract Management and Quarterly Progress Report #5	Q2 2017	\$500.00	\$234.40	\$734.40
1.2F	Contract Management and Quarterly Progress Report #6	Q3 2017	\$500.00	\$234.40	\$734.40
1.2G	Contract Management and Quarterly Progress Report #7	Q4 2017	\$500.00	\$234.40	\$734.40
1.3	Final Report with Final PBMR	Q1 2018	\$3,250.00	\$1,234.40	\$4,484.40
	Total Task 1		\$10,000.00	\$3,750.00	\$13,750.00
2	Key Issue Identification				
2.1	Summary report of key issues identified	Q3 2016 (Approved)	\$31,500.00	\$6,862.50	\$38,362.50
	Total Task 2		\$31,500.00	\$6,862.50	\$38,362.50

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	Vision Statement Development				
3.1	Vision statement	Q2 2017 (Approved)	\$8,000.00	\$1,800.00	\$9,800.00
	Total Task 3		\$8,000.00	\$1,800.00	\$9,800.00
4	Goals and Recommendations				
4.1	Summary report of goals and recommendations	Q3 2017	\$30,000.00	\$6,750.00	\$36,750.00
	Total Task 4		\$30,000.00	\$6,750.00	\$36,750.00
5	Park Plan Preparation				
5.1	Plan for acquired open space/parkland	Q4 2016 (approved)	\$12,000.00	\$4,000.00	\$16,000.00
	Total Task 5		\$12,000.00	\$4,000.00	\$16,000.00
6	Public Participation				
6.1	Steering Committee	Q2 2017	\$2,000.00	\$450.00	\$2,450.00
6.2	Draft Comprehensive Plan	Q4 2017	\$8,500.00	\$1,912.50	\$10,412.50
6.3	Public Meetings	Q1 2015- Q2 2017	\$2,000.00	\$450.00	\$2,450.50
6.4	Website design Document	Q2 2017 (approved)	\$1,00 0.00	\$0.00	\$1,000. 00
6.5	Website	Q2 2017	\$1,500.00	\$562.50	\$2,062.50

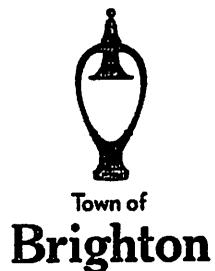
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	Total Task 6		\$15,000.00	\$3,375.00	\$18,375.00
7	Final Comprehensive Plan				
7.1	Final Comprehensive Plan	Q1 2018	\$30,000.00	\$6,750.00	\$36,750.00
7.2	Documentation of formal adoption of the Comprehensive Plan	Q2 2018	\$4,500.00	\$1,012.50	\$5,512.50
	Total Task 7		\$34,500.00	\$7,762.50	\$42,262.50
8	SEQRA				
8.1	SEQRA Documentation; completion of SEQRA Statement of Findings and motion to approve by the Lead Agency.	Q2 2018	\$9,000.00	\$3,200.00	\$12,200.00
	Total Task 8		\$9,000.00	\$3,200.00	\$12,200.00
	Total Project Budget		\$150,000.00	\$37,500.00	\$187,500.00

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Finance Department

Suzanne Zaso
Director of Finance



June 30, 2017

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

Re: New Seasonal Employee Wage Rates Effective 12-31-17

Dear Honorable Members:

The New York State minimum wage will be increasing on December 31, 2017 from \$9.70 per hour to \$10.40 per hour. To meet this new minimum requirement, a revised schedule for seasonal employees is being proposed. Attached is a schedule showing the existing hourly rates for seasonal employees along with the proposed new hourly rates for these positions beginning December 31, 2017.

My formal request to the Town Board is to adopt the attached wage rates to be effective December 31, 2017 for seasonal Town employees.

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

Sincerely,

A handwritten signature in black ink that reads "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance

Attachment: Seasonal Employee Hourly Wages

Cc: Tricia VanPutte, Director of Personnel
Anna Bowles, Senior Payroll Clerk
Department Heads



Suzanne
Finance Department

Suzanne Zaso
Director of Finance

June 30, 2017

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

Re: Acceptance of Cash and In-Kind Sponsorships – 2017 Clean Sweep

Dear Board Members:

I am recommending that Your Honorable Body accept the attached sponsorships of cash and in-kind services for the Clean Sweep event held on May 13, 2017. A total of \$3,150 was received in cash support and \$1,078.50 as in-kind support (see attached lists for complete details). The estimated total expenditures for the 2017 Clean Sweep Program are approximately \$2,200.

I will 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

Cc: L. Novros, Councilmember and Event Coordinator

Attachment: Cash & In-Kind Sponsor Listings

Y:\Clean Sweep\2017\Clean Sweep 2017 Donation Acceptance.docx

5b

BRIGHTON CLEAN SWEEP – 2017

Cash Sponsorships

Sponsor	Amount
Brighton Chamber of Commerce	\$200.00
Brighton Fire District	200.00
Brighton Kiwanis	200.00
Brighton Rotary	200.00
Brighton Volunteer Ambulance	200.00
Canandaigua National Bank	200.00
Dollinger Associates, PC	200.00
Donna Matthews	100.00
Microworx	200.00
Ontario Hearing	200.00
Roselawn Neighborhood Assoc.	200.00
Assemblyman Joseph Morelle	250.00
Senator Joseph Robach	250.00
Tri-City Apartments. (Rustic Village)	200.00
Waste Management	350.00
	\$3,150.00

Sc.

In-Kind Sponsors—Clean Sweep 2017

Contact Person	Donation	Approx. Value
Bagel Land Bob Juliano 1896 Monroe Ave	20 dozen bagels @ \$9.00/doz	\$180.00
Delta Labs Kaeti Stoss 410 White Spruce Blvd. Rochester, NY 14623	Garbage Bags	50.00
Great Harvest Bread Co. Wendy Russell, Mgr. 1890 Monroe Avenue	4 desert platters @ \$39.95 ea	159.80
Starbucks Danielle, Mgr. Starbucks	6 coffee cartons , 4 reg, 2 decaf @15.95 ea.	95.70
Tops Friendly Markets 1900 So. Clinton Ave. Davonte, Mgr.	10 doz donuts @ \$4.99/doz 6 gal. orange juice cream cheese butter	\$93.00
Wegmans Linda Piccirilli	48 subs, chips, condiments, mini apples	500.00
	In-Kind Donations	\$1078.50