

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

**Meeting Date: Tuesday, April 17, 2018 (2:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the April 3, 2018 meeting.
2. Review with Raymond F. Wager the Executive Summary of the draft 2017 audited financial statements as prepared by the independent audit and accounting firm of Raymond F. Wager CPA, P.C. A Division of Mengel Metzger Barr & Co., LLP
3. Add Deputy Court Administrator / Leave Office Clerk II Vacant (Town Court) – Request from Colleen Rogers for Town Board action to add one additional position of Deputy Court Administrator (full-time), leave one position of Office Clerk II as vacant and amend the Table of Organization for the Town Court System. Salary grade 3 is the same for both positions (see memo from C. Rogers).
4. Authorize hire date for Deputy Court Administrator one week prior to Office Clerk II Retirement (Town Court) (**DISCUSSION FASC APPROVAL ONLY**) – Request from Colleen Rogers to authorize the hire date for Deputy Court Administrator one week prior (7/24/18) to the retirement of June Schirmer effective 7/31/2018 to provide one week of overlap for training purposes (see memo from C. Rogers).
5. Authorize use of the Insurance Reserve to replace a damage 2009 Chevrolet Impala (Police Department) – Request from Chief Henderson for Town Board action to approve the use of \$30,000 for the insurance reserve account A.863 to replace a 2009 Chevrolet Impala (Mileage: 48,750) that sustained damage in an accident estimated at more than the value of the vehicle. The Board action will also include the appropriation to the accounts in the Police Department 2018 budget (see memo from M. Henderson).
6. Authorization for the solicitation of bids for sewer pipe relining (Public Works) – Request from Mike Guyon for Town Board action to authorize the solicitation of bids for sewer pipe relining. Bids will return to FASC for further action when appropriate (see memo from M. Guyon).

7. Authorization the addition of a part-time seasonal laborer and amend the Facilities Operations Department Organizational Table (Public Works) – Request from Mike Guyon for Town Board action to authorize the addition of one part-time seasonal position to the table of organization for the Facilities Operations Department. Salary/wage to be set at \$10.40 per hour (see memo from M. Guyon).
8. Bids for Replacement Ambulance (Finance Dept.) – Request from Paula Parker for Town Board authorization to seek bids for one replacement ambulance for the Ambulance Services Special District (see letter from P. Parker).

The next regularly scheduled meeting of the FASC will be held Tuesday, May 1, 2018 at 3:30 p.m. in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 Elmwood Avenue, Rochester, NY 14618

PHONE: (585)783-5152 FAX: (585)784-5380

<http://www.townofbrighton.org>

JUSTICES

KAREN MORRIS

JOHN A. FALK

COURT ADMINISTRATOR

COLLEEN M. ROGERS

ASSISTANT COURT CLERK

MARY KELLENBERGER

April 4, 2018

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

Re: Amendment to Authorized Table of Organization in the Court Department

Dear Honorable Members:

I am requesting that your Honorable Body authorize an amendment to the Authorized Table of Organization for the Court Department to include the following:

- Add an additional position of Deputy Court Administrator (there will now be 2 Deputy Court Administrator positions)
- leave the position of Office Clerk II as vacant (upon June Schirmer's retirement (7/31/18)

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

Sincerely,

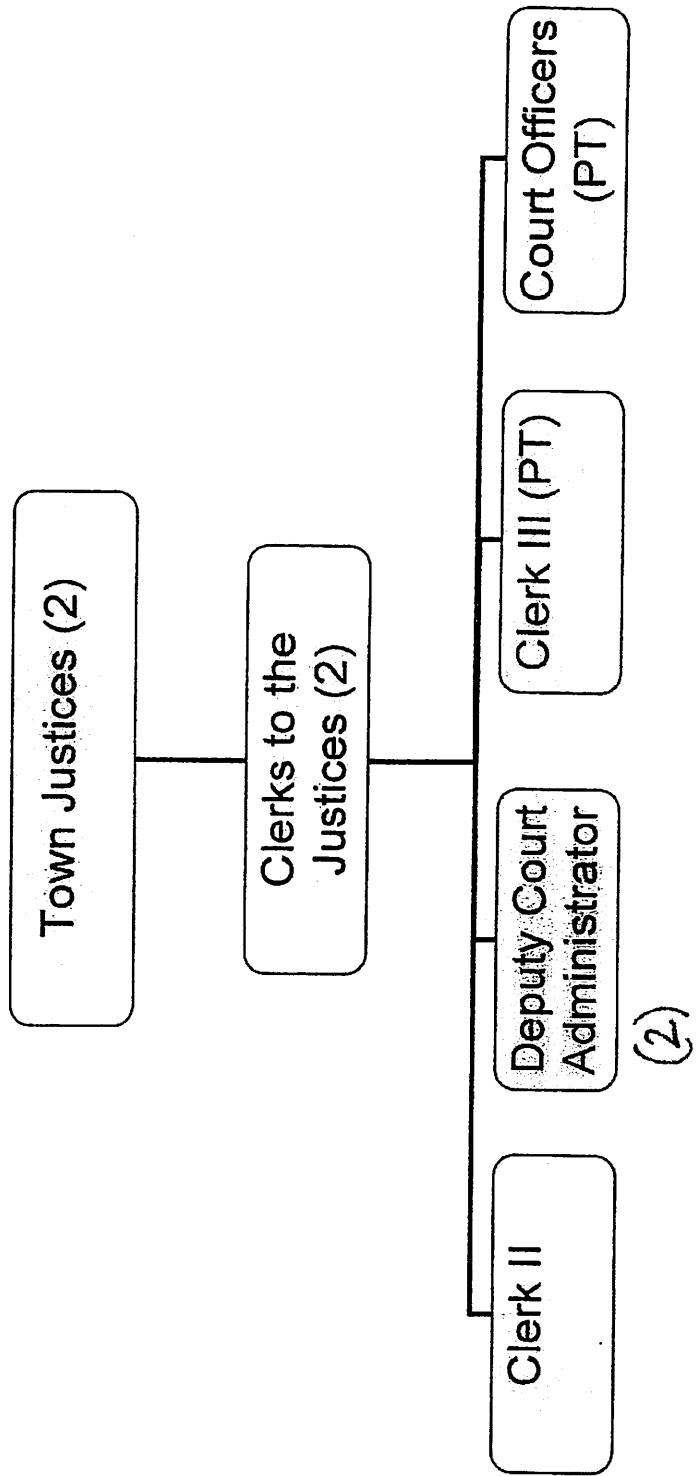


Colleen Rogers
Clerk to the Town Justice Administrator

Attachment: Proposed Authorized Table of Organization for the Court Department

Cc: Tricia Van Putte, Director of Personnel
Paula Parker, Director of Finance

TOWN JUSTICES



DEPARTMENT: TOWN JUSTICES

SUB-DEPARTMENT: TOWN JUSTICES

(A.JSTCE.1110)

SUB-DEPARTMENT DESCRIPTION

There are two Town Justices who are elected for four-year terms of office and are vested with civil and criminal adjudication powers in cases of original jurisdiction. As mandated by New York State Law, the Town is obligated to provide the justices with staffing and an operating budget sufficient enough to ensure that the duties of the office can be met. The Clerk to the Town Justice Administrator serves as the Administrative Coordinator and has a staff to assist in conducting court business.

BUDGET INDICATORS

	2016 Actual	2017 Est.	2018 Est
Completed Cases	12,379	11,800	12,100
Vehicle & Traffic Violations & Misdemeanors	10,715	10,200	10,500
Driving While Intoxicated Cases	324	525	500
Fines & Surcharges Collected	\$795,000	\$960,000	\$950,000
Total Reimbursement to Town	\$257,900	\$295,000	\$280,000

BUDGET SUMMARY

<u>APPROPRIATIONS</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Personal Services	351,915	357,840
Equipment & Capital Outlay	9,181	3,600
Supplies & Contractual Services	33,918	38,760
Utility Expenses	420	420
Employee Benefits	148,840	170,905
 Total	 544,274	 571,525
<u>REVENUES</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Intergovernmental Changes	4,000	5,000
Fines, Sales, Comp. for Losses	269,600	269,600
New York State Aid	2,381	0
 Total	 275,981	 274,600

AUTHORIZED TABLE OF ORGANIZATION

<u>Positions</u>	<u>Title</u>	<u>Group</u>
2	Town Justices	Flat
1	Clerk to the Justice Administrator	7
1	Clerk to the Justice	4
1	Office Clerk II	3
1 - 2	Deputy Court Administrator	3
6	Court Attendants (P.T.)	Hourly
1	Office Clerk III (P.T.)	Hourly
	Court Attendants (On-Call)	Hourly

3d

TOWN OF BRIGHTON
NON-REPRESENTED EMPLOYEE SALARY AND WAGE SCHEDULE - 2018 BUDGET

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Group 1: Annual Wage (40 Hour/Week) for Title of: Annual Wage (35 Hour/Week) for Title of:	\$ 33,238.40 \$ 29,083.60	\$ 34,840.00 \$ 30,485.00	\$ 36,691.20 \$ 32,104.80	\$ 38,500.80 \$ 33,688.20	\$ 40,435.20 \$ 35,380.80	\$ 42,452.80 \$ 37,146.20
Clerk IV Laborer Office Clerk IV Receptionist						
Group 2: Annual Wage (40 Hour/Week) for Title of: Annual Wage (35 Hour/Week) for Title of:	\$ 38,209.60 \$ 33,433.40	\$ 40,206.40 \$ 35,180.60	\$ 42,244.80 \$ 36,964.20	\$ 44,387.20 \$ 38,838.80	\$ 46,571.20 \$ 40,749.80	\$ 48,900.80 \$ 42,788.20
Clerk III Office Clerk III Secretary to the Commissioner of Public Works						
Group 3: Annual Wage (40 Hour/Week) for Title of: Annual Wage (35 Hour/Week) for Title of:	\$ 44,137.60 \$ 38,620.40	\$ 46,363.20 \$ 40,567.80	\$ 48,734.40 \$ 42,642.60	\$ 51,105.60 \$ 44,717.40	\$ 53,684.80 \$ 46,974.20	\$ 56,430.40 \$ 49,376.60
Clerk II Deputy Court Administrator * Maintenance Mechanic Office Clerk II * Senior Account Clerk						
Group 4: Annual Wage (40 Hour/Week) for Title of: Annual Wage (37.5 Hour/Week) for Title of: Annual Wage (35 Hour/Week) for Title of:	\$ 51,376.00 \$ 48,165.00 \$ 44,954.00	\$ 53,934.40 \$ 50,563.50 \$ 47,192.60	\$ 56,659.20 \$ 53,118.00 \$ 49,576.80	\$ 59,467.20 \$ 55,750.50 \$ 52,033.80	\$ 62,420.80 \$ 58,519.50 \$ 54,618.20	\$ 65,520.00 \$ 61,425.00 \$ 57,330.00
Clerk I Clerk to Town Justice Deputy Receiver of Taxes Engineering Assistant Recreation Supervisor Senior Network Technician						

4a

JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

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JUSTICES
KAREN MORRIS
JOHN A. FALK

COURT ADMINISTRATOR
COLLEEN M. ROGERS

ASSISTANT COURT CLERK
MARY KELLENBERGER

April 12, 2018

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

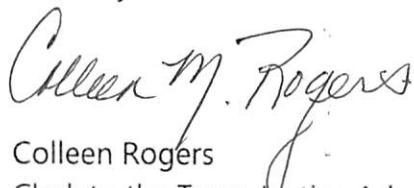
Re: New hire training opportunity

Dear Honorable Members:

I am requesting that your Honorable Body authorize the new hire for the Deputy Court Administrator position to start one week prior to June Schirmer's retirement, giving them an easier transition into the job. June's retirement date is July 31, 2018, therefore her last day of work will be July 30, 2018. The new hire would start on July 24, 2018.

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

Sincerely,



Colleen Rogers
Clerk to the Town Justice Administrator

Attachment: June's retirement notification letter
cc: Tricia Van Putte, Director of Personnel
Paula Parker, Director of Finance

4b

June E. Schirmer
95 Hunters Lane
Rochester, NY 14618

April 9, 2018

Colleen Rogers, Court Administrator

Dear Colleen,

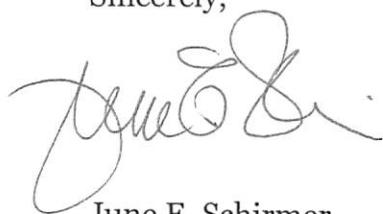
This is my official notification to you and to the Town of Brighton I plan to retire on July 31, 2018. This is a correction to my earlier notice of April 6.

I'm excited and looking forward to this next chapter in my life, but wanted to thank you for making the work challenging and fun.

Please let me know what I can do to help you to make a smooth transition of my work to another employee.

Again, it has been a pleasure working for the Town of Brighton for the last 30 years. I will miss my co-workers and the excitement of the Court and I wish you all the best in the future.

Sincerely,



June E. Schirmer
Court Clerk

xc: Tricia VanPutte, Personnel
Finance Dept.



Town of Brighton

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

Mark T. Henderson
Chief of Police



5a
Emergency 911
Administrative (585) 784-5150
Fax: (585) 784-5151

April 11, 2018

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

RE: Replacement of Unmarked Police Vehicle Utilizing the Insurance Reserve Fund

Dear Board Members:

Recently an unmarked police vehicle was involved in a motor vehicle accident in which the officer/operator of the vehicle was deemed to be at fault in the accident.

As per Town policy, the vehicle only had liability insurance. It did not have comp or collision insurance.

The vehicle, a 2009 Chevrolet Impala (mileage: 48750), sustained damage of more than \$5,000.00. The preliminary vehicle repair estimate is \$5,248.00. Our experience has been that the actual repair costs are higher than are estimated.

The NADA value of the vehicle is \$4,400.00.

I am proposing utilizing \$30,000.00 from the Insurance Reserve Fund (current amount in the Insurance Reserve Fund is \$143,000) to replace this vehicle.

Respectfully,

A handwritten signature of Mark T. Henderson.

Mark T. Henderson
Chief of Police

MTH:dm

LIVE* Town of Brighton *LIVE

myFavorites | Financial Management | Maintenance

Account Inquiry > Account Inquiry

G/L Account Inquiry - A.863 - Insurance Reserve

Fiscal Year 2018

G/L Account A.863 - Insurance Reserve

Summary Detail Five Year Trend Budget Analysis Budget History

Annual Totals YTD Reclass Journal Type

Classification Fund Equity					Fiscal Year 2018
Beginning Balance	YTD Debit	YTD Credit	Current Balance	% Changed	
-\$143,202.21	\$0.00	\$0.00	-\$143,202.21	0%	
Month	YTD Debit	YTD Credit	Current Balance	Percent Changed	
Beginning Balance			-\$143,202.21		
January	\$0.00	\$0.00	-\$143,202.21	0 %	
February	\$0.00	\$0.00	-\$143,202.21	0 %	
March	\$0.00	\$0.00	-\$143,202.21	0 %	
April	\$0.00	\$0.00	-\$143,202.21	0 %	
May	\$0.00	\$0.00	-\$143,202.21	0 %	
June	\$0.00	\$0.00	-\$143,202.21	0 %	
July	\$0.00	\$0.00	-\$143,202.21	0 %	
August	\$0.00	\$0.00	-\$143,202.21	0 %	
September	\$0.00	\$0.00	-\$143,202.21	0 %	
October	\$0.00	\$0.00	-\$143,202.21	0 %	
November	\$0.00	\$0.00	-\$143,202.21	0 %	
December	\$0.00	\$0.00	-\$143,202.21	0 %	

X

↑

leave balance of
\$ 113,202

07
b



Town of
Brighton

4 Public Works Department

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

Michael Guyon,
P.E.
Town Engineer

April 13, 2018

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

Re: Sewer Relining
 Solicit a Request for Bidders.

Dear Councilperson DiPonzo and Committee Members:

I am requesting authorization to solicit a request for bidders to provide sewer pipe relining services. 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 your regularly scheduled April 17, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: P. Parker
 S. Zimmer
 Mary Ann Hussar



Town of
Brighton

7 Public Works Department

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

Michael Guyon,
P.E.
Town Engineer

April 15, 2018

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

Re: Facilities
Part-Time Seasonal Laborer

Dear Councilperson DiPonzio and Committee Members:

I am requesting that the FASC recommend that the Authorized Table of Organization for the Facility Operations Department be amended to include the position of part-time seasonal laborer. The salary/wage schedule for this position shall be consistent with the Town of Brighton Part-Time Permanent and Seasonal Employee Wage Schedule or \$10.40 per hour.

The Department of Public Works intends to solicit and interview candidates for a part-time seasonal laborer position for the Facility Operations group. This position will fulfill the duties of Laura Catracchia who is currently on medical leave. It is anticipated that the part-time seasonal laborer position will work approximately 20 hours per week for a period of approximately 3 to 4 months. There are currently sufficient funds available in account A.DPW 1620.1.10 to fund the position.

The Town Board at the 2018 Organizational Meeting authorized the Supervisor to appoint part-time, on-call, temporary and seasonal staff for the year. We will present the successful candidate to the supervisor for appointment. As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 17, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: P. Parker
G. Donofrio
Mary Ann Hussar
T. VanPutte



Town of
Brighton

Finance Department

8
Paula Parker
Director of Finance

April 13, 2018

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

RE: Authorization to Seek Bids for a Replacement Ambulance

Dear Board Members:

I am requesting that Your Honorable Body authorize the Administration to seek bids for the purchase of a replacement ambulance by the Ambulance Services Special District. This ambulance would be utilized by Brighton Volunteer Ambulance, Inc. to respond to calls for service primarily in the District.

While the last ambulance purchase for the District was that of a mini-mod (box and chassis) style intended to provide additional space for storage and equipment and better mobility for the BVA staff, the District is anticipating this year's purchase to be that of the smaller, sprinter style chassis. The bid specs for this purchase have been developed by BVA's rig committee and this committee will also review the bids submitted and make a recommendation to the Town Board.

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,

A handwritten signature in black ink that reads "Paula Parker".

Paula Parker
Director of Finance