

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

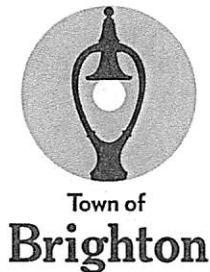
**Meeting Date: Wednesday June 20, 2018 (8:30 a.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the June 6, 2018 meeting.
2. Appropriation of funds in Highway Department for truck dump body replacement (Highway Dept.) – Request from Mike Guyon for Town Board action to appropriate funds from the Highway assigned, unappropriated fund balance account D.909 to account D.HWY.5130.2.30 in the amount of \$96,384 for the purchase of two new dump bodies for trucks #58 and #63 (see letter from M. Guyon).
3. Amend NYS Snow & Ice Control Agreement for 2017/18 Snow Season (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to sign Amendment B increasing the NYS Snow & Ice Contract by \$41,991.21 to a total of \$263,314.54. Also authorized the amendment to account D.HWY.5140.2305 increasing that line by \$41,990 (see letter from M. Guyon).
4. Reject all bids for barn renovation for Winter Farmer's Market (DPW) – Request from Mike Guyon for Town Board action to reject all bids for the renovation of the block barn at 1435 Westfall Road for the Winter Farmer's Market. The scope and specifications for the renovation were reduced, rebid and opened on June 7th. All bids far exceeded our current budget. Also request authorization to again revise the scope of the project and re-bid (see letter from M. Guyon).
5. Communication only: Retirement of Police Sergeant effective July 7, 2018 (Police Dept.) – Communication from Chief Mark Henderson notifying the Town Board of the resignation of a Police Sergeant effective July 7th, 2018 (see letter from M. Henderson).
6. Amend Table of Organization for Finance Department (Finance Dept.) – Request from Paula Parker for Town Board action to amend the Finance Departments table of organization to add one (1) position of Junior Accountant, to be place in Group 3 on the Non-represented Employees' Salary and Wage Schedule. This position has been approved by Civil Service and will be hired provisionally as no current list exists. (see letter from P. Parker).

7. Bond Resolution for Parkland purchase (Winton Road parcel # 150.05-1-1.2) 26.389 acres for \$995,000 (Finance Dept.) – Request from Paula Parker for Town Board action to adopt a bond resolution in the amount of \$995,000 for the purchase of just over 26 acres adjacent to the current Buckland Park lands. Any amounts over the bond amount will be paid for from town funds, either reserved or unreserved. All bond documents have been prepared by Bond Counsel and this bond is subject to permissive referendum (see letter from P. Parker).
8. Discussion Only: Parkland purchase and related expenses and Reserve Usage breakdown (Finance Dept.) – Discuss with FASC the estimated expense and “down payment” for the Parkland acquisition. This discussion will also identify the Capital Reserves available and the priority of utilization. (see letter from P. Parker).

The **next regularly scheduled meeting of the FASC will be held on TUESDAY, JULY 3, 2018 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.

****NOTE NEW DAY AND TIME AS PER THE SUMMER SCHEDULE****



2a

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 13, 2018

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

Re: Trucks #58 and #63
Transfer of Funds to Replace Dump Bodies

Dear Chairman Diponzio and Committee Members:

The Highway department budgeted funds in 2018 to sandblast and paint the severely rusted dump bodies of trucks #58 and #63. The trucks were delivered to the vendor who began the process but discovered that the sandblasting significantly reduced the thickness of the dump body metal and caused the metal to deform or holes to be created. The vendor suggested that the dump bodies were too deteriorated to sandblast and repaint. The cost to replace both dump bodies was unanticipated, unbudgeted and estimated to be \$96,384. The highway department realized that this is a substantial unbudgeted expenditure and investigated several options to reduce the cost to remedy the situation.

- Highway staff evaluated repairing the existing bodies and obtained a cost estimate of approximately \$39,580 to complete the work. However, the vendor would not guarantee the work and indicated that the rust would likely return in one to two years.
- Additionally, the highway department investigated the possibility of swapping dump bodies from other trucks but discovered that the dump bodies varied in size and the exchange was not feasible.

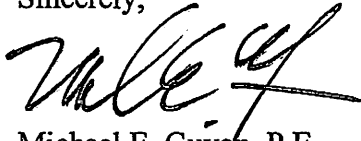
The initial repair of the existing dump bodies would be less expensive but would likely require a similar repair every two years and ultimately result in a cost far exceeding the purchase of two new dump bodies. The new dump bodies are expected to last more than 10 years thus extending the life of these two vehicles.

Understand that trucks #58 and #63 are front line plow & salt trucks and are critical to the snow/ice removal process during the upcoming winter season.

We are requesting that FASC recommend that the Town Board approve the appropriation of \$96,384 from assigned unappropriated fund balance to account # D.HWY.5130, 2.30 to purchase two dump bodies for trucks #58 and #63.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 20, 2018 meeting in the event that you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guyon", with a stylized flourish at the end.

Michael E. Guyon, P.E.
Commissioner of Public Works

Attachment

cc: T. Anderson
P. Parker
A. Banker
A. Borsa



3a

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 12, 2018

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

Re: Snow and Ice Control Agreement Amendment B
New York State Department of Transportation (NYSDOT)
2017/2018 Season

Dear Chairman Diponzio and Committee Members:

The Town of Brighton provides snow and ice control for New York State roads via an agreement with the New York State Department of Transportation. Due to the severity of the winter during 2017/2018 the Town of Brighton is requesting that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season as shown in Amendment B, attached. I am requesting that said agreement with the NYSDOT be amended per the attached document which was provided by the NYSDOT. Therefore, I recommend that the Finance and Administrative Services Committee recommend that the Supervisor execute the attached agreement amendment.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 20, 2018 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon, P.E.
Commissioner of Public Works

Appropriate \$ 41,990.00
to D.Hwy. 5140.2305

Attachment

cc: T. Anderson
P. Parker
A. Banker
A. Borsa
K. Gordon

36

AMENDMENT B

Contract #	Municipality	Region #
D012050	TOWN OF BRIGHTON/Monroe County	4
Beginning Date of Extension Period	7/1/1998	Ending Date of Extension Period
		6/30/2019

**AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE
FOR SNOW & ICE AGREEMENT**

Due to the severity of the winter during 2017/18 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original contract extension remain in effect except as follows:

ADDITIONAL S&I OPERATIONS						
J-Mile Base	17/18 JMiles	S&I LM Base	17/18 LM	Pay ¹ Factor	Original Estimated Expenditure	Index Adjustment ²
114,831	165,031	351	424	1.190	\$221,323.33	\$41,991.21
Pay Factor ¹ = (17/18 J-Miles/(17/18 LM))/(J-Mile Base/S&I LM Base)						
Index Adjustment ² = (Original Estimated Expenditure * Pay Factor ¹) – Original Estimated Expenditure						
TOTAL REVISED ESTIMATED EXPENDITURE						
Original Estimated Expenditure			Index Adjustment ²		Rev. Est. Expenditure ³	
\$221,323.33			\$41,991.21		\$263,314.54	
Revised Estimated Expenditure ³ = Original Estimated Expenditure + Index Adjustment ²						

IN WITNESS WHEREOF, this agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER OF TRANSPORTATION and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first written in the original contract extension.



Public Works Department

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

Michael Guyon,
P.E.
Town Engineer

June 15, 2018

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

Re: Town of Brighton Winter Farmer's Market
Barn Renovation Bid
Contract Rejection

Dear Councilperson DiPonzio and Committee Members:

The Town Board at their regularly scheduled December 17, 2018 meeting rejected all bids received to provide construction services to renovate an existing block barn at 1435 Westfall Road and authorized the solicitation for new proposals as part of the Winter Farmer's Market project. The scope of the project was dramatically reduced and revised plans were publicly advertised and publicly opened, all as required by law. Bids were received and opened on June 7, 2018 at 3:00 PM,

We received two bids as shown in the below table:

Bidder	Base Bid
Testa Construction	\$812,000.00
Genesee Building Restoration, Inc	\$728,000.00

The estimated project budget to complete the barn renovation is approximately \$285,000. The bid prices far exceed the project budget. Therefore, we are requesting authorization to reject all bids and re-bid the project with a revised scope.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 20, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Town Engineer

cc: P. Parker
R. Cotter



Town of Brighton

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

5a



Mark T. Henderson
Chief of Police

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

June 11, 2018

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

RE: Retirement of Sergeant Walter Bruzda

Dear Board Members:

I received notice from Sergeant Walter "Skip" Bruzda that he is retiring from the Brighton Police Department, effective July 7, 2018. Sergeant Bruzda has served with distinction since October 1993.

During the course of his career, Sergeant Bruzda has made significant contributions to the police department and to the community. Sergeant Bruzda was instrumental in the Citizens Police Academy.

It is with regret that I recommend the acceptance of Sergeant Walter Bruzda's retirement from the Brighton Police Department, effective July 7, 2018. I know that we all wish "Skip" and his family success and happiness in his retirement and future endeavors.

Respectfully,

Mark T. Henderson
Chief of Police

Attachment

xc: Tricia Van Putte, Director of Personnel
Daniel Aman, Town Clerk
Paula Parker, Director of Finance

5b

**TOWN OF BRIGHTON
Police Department**

MEMORANDUM

To: Chief Henderson


From: Sergeant Walter Bruzda

Subject: Retirement

Date: 06/08/2018

I am writing to inform you of my decision to retire from the Brighton Police Department effective July 7, 2018 (last working day July 6, 2018). I have filed the appropriate paperwork with the New York State Retirement System.

Thank you,

A handwritten signature in black ink, appearing to read "Walter Bruzda". The signature is fluid and cursive, with the first name "Walter" and last name "Bruzda" clearly distinguishable.

Sgt. Walter Bruzda



Town of
Brighton

6a
Finance Department

Paula Parker
Director of Finance

June 20, 2018

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

Dear Honorable Members,

I am requesting that your Honorable Body authorize and recommend an amendment to the Authorized Table of Organization for the Finance Department as follows:

- Add one position of Junior Accountant
- Delete one position of Senior Account Clerk

The Junior Accountant position title has been approved by the Monroe County Civil Service Commission and can be added to our roster of positions. There is not a current Civil Service List for Junior Accountant and we are, therefore, able to recruit and hire on a provisional basis. At this time and after research some general salary information, I believe this position should be placed on Group 3 of our non-represented salary schedule. Currently, there is no Civil Service list for this position so our hire will be provisional. The actual step will be determined at the time of hire, depending on the qualifications and experience of the final candidate.

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,

Paula Parker
Director of Finance

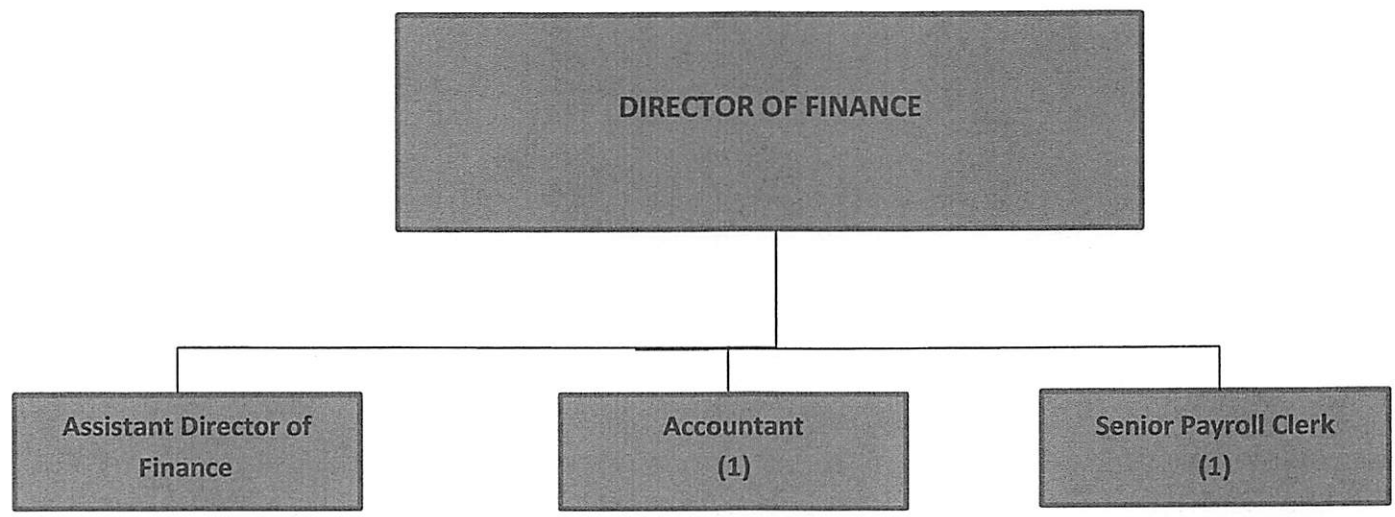
TOWN OF BRIGHTON

FINANCE DEPARTMENT

ORGANIZATIONAL CHART

(current)

Effective February, 23, 2018

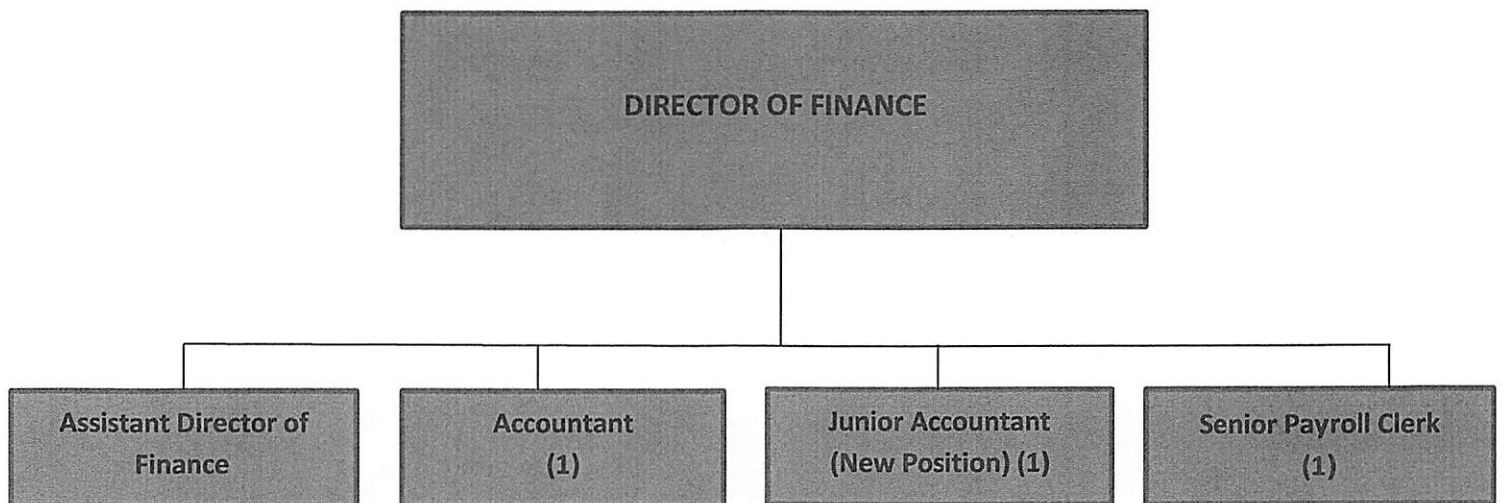


6c

TOWN OF BRIGHTON

FINANCE DEPARTMENT

PROPOSED ORGANIZATIONAL CHART



6d

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

Finance Department



Town of

Brighton

Paula Parker
Director of Finance

June 20, 2018

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

Dear Honorable Members,

Request for Town Board action to adopt a bond resolution for the purchase of approximately 26.3 acres of parkland that was originally part of the Open Space Acquisition and Development Plan:

Bond Resolution for \$995,000 (Parkland Purchase – Winton Road) (20 year repayment period)

Purchase 26.389 acres of land located on Winton Road and adjacent to the current Buckland Park location, parcel number 150.05-1-1.2. Faith Temple lands with right of first refusal as agreed to in 2007.

The purchase price of the land is \$1,212,900 with the Town utilizing reserves, remaining related capital project funds and other General Fund unassigned, unappropriated fund balances to fund amounts over the \$995,000 serial bond amount.

A bond resolution, as prepared by our Bond Counsel at Harris Beach, should be adopted at the June 27th, 2018 meeting.

The bond repayment period is more than five years and for that reason is subject to permissive referendum. This requires 2/3rds majority vote by our Town Board (four of the five members). After the permissive referendum and estoppel period has past, the Town can go out to market to complete the bonding which will be sometime in mid-September.

Bond Counsel at Harris Beach has prepared the resolution and the notices for advertising the permissive referendum and estoppel periods and the schedule for each to be published.

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,

Paula Parker
Director of Finance



8a Finance Department

Paula Parker
Director of Finance

June 20, 2018

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

Dear Honorable Members,

RE: Review of estimated expenses and "down payment" for Parkland Acquisition

As part of the Town's Open Space Acquisition and Development Plan that was approved by the voters in 2002, various parcels of land were identified for acquisition. Included in that plan was approximately 71 acres on Winton / Westfall roads directly adjacent to Buckland Park.

The Town has recently signed an agreement with Faith Temple to purchase 26.389 acres from this parcel (150.05-1-1.2) for approximately \$1.2 million.

There are two Capital Reserve accounts that require permissive referendum in order to utilize the funds for this purchase (in order of priority):

1. A.878.PARKS \$209,087.86 (does not include 2018 interest earned thus far)
2. A.878.QLIFE 51,927.99 (does not include 2018 interest earned thus far)

The total land purchase amount is \$1,212,900 with estimated additional expenses (see following page) being \$43,115. The amount needed for the down payment and estimated additional expenses is \$261,015. After speaking with the Supervisor, we recommend the complete usage of the PARKS reserve first with the balance to come from the QLIFE reserve. Since the Bond Resolution and the reserves require permissive referendums, both can be conducted at the same time with the Bond Resolution.

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,

Paula Parker
Director of Finance

86

Land Purchase Amount	\$1,212,900.00
Estimated Bonding fees (\$995,000)	\$8,800.00
Escrow Fees	\$350.00
Wire Fees:	\$150.00
Title Insurance	\$4,780.00
Deed Search	\$700.00
Boundary Map & Survey	\$3,000.00
Environmental Phase I & II Audit	\$20,000.00
Unanticipated Expenses	\$5,335.00

Estimated total Cost:	<u>\$1,256,015.00</u>
-----------------------	-----------------------

Bond Amount	\$995,000.00
-------------	--------------

Amount of cash "down payment"	\$261,015.00
-------------------------------	--------------

Possible Appropriation from GF	\$0.00
--------------------------------	--------

*the FB ratio drops to 17.75% (3,099,000)

Finance from Reserves (?)	\$261,015.00
---------------------------	--------------

Reserves:

UTILIZE:

BALANCE:

A.878.PARKS CAP RESERVE (1st priority)	\$209,087.86	\$209,087.86	\$0.00
A.878.QLIFE (2nd priority)	\$51,927.99	\$51,927.14	\$0.85
SUBTOTAL:	<u>\$261,015.85</u>		
	\$0.85		