

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

**Meeting Date: Tuesday September 4, 2018 (3:30 p.m.)**

**Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the August 15<sup>th</sup>, 2018 meeting with the date corrected related to agenda item #7 from 8/27/2018 to 9/13/2018 (see Personnel Section of meeting notes).
2. Executive Session – Discuss employment /discipline matters as related to the Town and certain departments and set public hearing – Set public hearing for September 26, 2018 for proposed local law (see letter from K. Gordon).
3. Executive Session – Discuss employment of a particular person (Police Dept.) – Appointment of a Police Officer effective October 13, 2018, conditional of successful completion of all testing, evaluation and other approvals. The salary will be set per the Police Bargaining Agreement and the employee will serve a 26 week probationary period (see letter from M. Henderson).
4. Authorize a budget appropriation in the Town-Wide Lighting Department (Public Works Dept.) – Request from Tim Anderson for Town Board authorization to appropriate \$4,279.87 to revenue and expense accounts as follows: Revenue account: A.DPW.5182.2680 (Insurance Recovery) to Expense account: A.DPW.5182.4.49 (Contract Services). This as a result of a driver that struck the pole located at 1427 Monroe Avenue. The insurance funds have been received (see letter from T. Anderson).
5. Authorize a budget transfer for the construction of the Edgewood Ave. pedestrian crossing (Public Works Dept.) – Request from Mike Guyon for Town Board authorization to transfer \$10,000 from account A.DPW.8510.2.66 (Streetscape Site Development) to A.DPW.5410.2.65 (Townwide Sidewalk construction/repair). Funds will be used to construct a pedestrian crossing on Edgewood Avenue and begin to address the concerns identified in the BikeWalk Brighton (see letter from M. Guyon).
6. Authorization to solicit a request for professional qualification statement (RFQ) (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the request for a professional qualification statement to be used to select a geotechnical firm to evaluate the feasibility of installing dry wells to address ongoing drainage issues on Washington Drive. Funds are available in account D.HWY.5110.2.80 (\$26,500) (see letter from M. Guyon) .

7. Authorization to solicit a request for professional qualification statement (RFQ) (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the request for a professional qualification statement to be used to select a consulting firm to assist the Town in evaluating and developing options for upgrading the existing lighting system at the Town Operations Center to LED lighting. This will include identifying and obtaining NYSERDA rebates and developing a capital cost for the proposed improvements. Funds are available in A.HWY.5132.2.30 (Facility Improvements \$27,470 exclusive of rebate funds) (see letter from M. Guyon).
8. Bid Award for Trees, Shrubs, Perennials and Ornamental Grasses (Public Works) – Request from Mike Guyon for Town Board action to award the contract for Trees, Shrubs, Perennials and Ornamental Grasses as follows:  
Schichtel's Nursery, Inc.: Group 1 – Deciduous Trees  
Horticultural Associates of Rochester: Group 2 – Shrubs and  
Group 3 – Perennials and Ornamental Grasses.  
The bid requested unit prices for the three groups of various landscaping materials for the Monroe Avenue GIGP project (see letter from M. Guyon)
9. Authorization for Supervisor to execute the SAM grant documents relating to the Year Round Farmer's Market Project (DPW / Parks Depts.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to execute the Grant Disbursement Agreement for the Farmer's Year Round Market State and Municipal Facilities Grant Program (SAM). The grant amount is \$500,000. Further authorization for the Attorney to the Town to review the Agreement and prepare an Opinion of Counsel as required by DASNY (see letter from M. Guyon).
10. Authorization for the Town Justice Court to apply for 2018-2019 JCAP Grant funds for up to \$30,000 (Court) – Request from Colleen Rogers for Town Board action to authorize a JCAP grant application/request for up to \$30,000. The request will be for a 65 inch large screen television, new locking file cabinets and other needed court equipment (see letter from Colleen Rogers).
11. Capital Improvement Plan for 2019–2021 – Request from Paula Parker for Town Board action to adopt the proposed 2019-2021 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts (see letter from P. Parker.)

**The next regularly scheduled meeting of the FASC will be held on TUESDAY, September 18, 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.

**\*\*NOTE NEW TIME AS PER THE REGULAR SCHEDULE\*\***



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**Highway Department**  
Commissioner of Public Works – Michael Guyon, P.E.

Tim Anderson  
Deputy Highway  
Superintendent

August 28, 2018

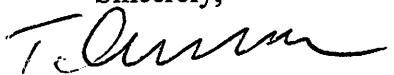
The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Ave.  
Rochester, NY 14618

Re: Appropriation of Funds

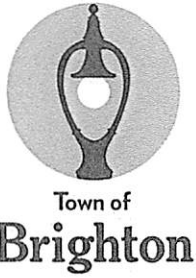
Dear Chairperson Diponzio and Committee Members:

I recommend that the Town Board amend the 2018 Budget by appropriating \$4,279.87 to insurance recovery revenue in the town-wide lighting account (A.DPW.5182 2680), and by increasing appropriations in the contract services expense account (A.DPW.5182 4.49) by the same amount.

The revenue has been received as an insurance recovery as a result of a driver that struck and damaged one of our street lights located at 1427 Monroe Ave.

Sincerely,  
  
Timothy J. Anderson  
Deputy Highway Superintendent

Cc: P. Parker  
A. Banker  
A. Borsa  
M. Guyon



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Public Works  
Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

August 30, 2018

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

Re: Edgewood Avenue Crosswalk

Dear Councilperson DiPonzio and Committee Members:

I am requesting authorization to transfer \$10,000 from Account A.DPW.8510 2.66 into account A.DPW.5410 2.65 to fund the construction of the Edgewood Ave. Pedestrian crossing.

Account A.DPW.8510 2.66 is intended to fund improvements identified in the Town of Brighton Pedestrian and Bicycle Master Plan, BikeWalk Brighton. BikeWalk Brighton indicates that the greatest concern identified through a town wide survey was the inadequacy of pedestrian mobility and safe bicycling conditions along Elmwood Avenue, Monroe Avenue, Westfall Road, Edgewood Avenue, Highland Avenue, and certain areas along Winton Road. The proposed pedestrian crossing will improve pedestrian mobility along Edgewood Ave. and begin to address concerns identified in BikeWalk Brighton.

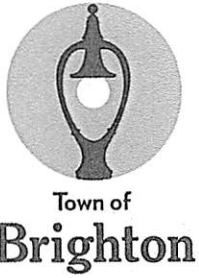
As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 4, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon

cc:

A. Borsa  
P. Parker  
T. Anderson



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## Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

August 29, 2018

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

Re: Washington Drive Geotechnical Evaluation  
Request for Professional Services

Dear Councilperson DiPonzio and Committee Members:

I am requesting authorization to prepare and solicit a request for professional qualification statement (RFQ) which will be used to select a geotechnical firm to evaluate the feasibility of installing dry wells to address ongoing drainage issues on Washington Drive. Over the years, discharge from the storm sewer system on Washington Drive has caused significant erosion problems along the steep slope adjacent to the end of the road. In an effort to mitigate these problems, the Town's Highway department is considering the installation of infiltration basins which will receive stormwater runoff from the roadway and infiltrate it into the soil prior to discharging the water over the slope. The Town will work with the selected firm to develop a geotechnical exploratory program which will provide sufficient data to develop a proper engineered solution to this matter. This geotechnical evaluation was not specifically budgeted for in 2018, however, funding is available in account D.HWY.5110 2.80

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 September 4, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon

cc:

A. Borsa  
P. Parker  
T. Anderson

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Organization Inquiry

G/L Account Inquiry - D.HWY.5110.2.80 - Sewer Construction/Repair

A &lt;&lt;

Summary Detail Five Year Trend Budget Analysis Budget History

Fiscal Year 2018

Annual Totals YTD Reclass Journal Type

G/L Account A.HWY.5132.2.60 - Facility Improv

Classification Equipment and Capital Outlay

Fiscal Year 2018

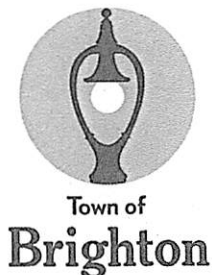
Search Reset

Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used
\$106,500.00	\$80,000.00	\$0.00	\$26,500.00	75%

Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
January	\$106,500.00	\$0.00	\$0.00	\$0.00	\$106,500.00	0 %
February	\$0.00	\$0.00	\$0.00	\$0.00	\$106,500.00	0 %
March	\$0.00	\$0.00	\$0.00	\$0.00	\$106,500.00	0 %
April	\$0.00	\$0.00	\$0.00	\$0.00	\$106,500.00	0 %
May	\$0.00	\$0.00	\$0.00	\$0.00	\$106,500.00	0 %
June	\$0.00	\$0.00	\$0.00	\$0.00	\$106,500.00	0 %
July	\$0.00	\$0.00	\$0.00	\$0.00	\$106,500.00	0 %
August	\$0.00	\$0.00	\$80,000.00	\$0.00	\$26,500.00	75 %
September	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	75 %
October	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	75 %
November	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	75 %
December	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	75 %
Total	\$106,500.00	\$0.00	\$80,000.00	\$0.00	\$26,500.00	75 %

↑  
26,500.

- A - General Fund
- CS - Risk Retention Fund
- CT - TL200 Road Improvements
- D - Highway Fund
  - HWY - Highway Department
    - 5110 - Road Repair
      - 1.10 Full-Time Wages
      - 1.20 Part-Time Wages
      - 1.30 Overtime Wages
      - 1.40 Other Wages
      - 1.50 Longevity Wages
      - 1.60 Clothing Allowance
      - 2.14 Audio/Visual Equipment
      - 2.19 Tools
      - 2.30 Highway Equipment
      - 2.40 Maintenance Equipment
      - 2.60 Facility Improvements
      - 2.61 Land Acquisition
      - 2.64 Granite Curb Install/Rplc
      - 2.65 Sidewalk Const/Repair
      - 2.68 Gutter Const/Repair
      - 2.69 Easement/Right-of-Way
      - 2.80 Sewer Construction/Repair
      - 2740 Private Contrib to Proj
      - 3.10 Depreciation Expense
      - 4.02 Inter-Dept Charges-Sewer
      - 4.05 Drainage Materials/Supply
      - 4.06 Masonry Supplies
      - 4.07 Sewer Repair Materials
      - 4.08 Vehicle Parts/Components
      - 4.10 Books



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**Public Works**  
**Department**

Mike Guyon, P.E.  
Commissioner of Public  
Works

August 30, 2018

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

Re: Operations Center Interior Lighting Upgrade  
Request for Professional Services

Dear Councilperson DiPonzio and Committee Members:

I am requesting authorization to prepare and solicit a request for a professional qualification statement (RFQ) which will be used to select a consulting firm best suited to assist the Town in evaluating and developing options for upgrading the existing lighting system at the Town Operations Center to LED lighting. The selected firm will assist the Town in identifying an energy efficient, cost effective lighting renovation/replacement project, quantify the energy and cost savings associated with the improvements, identify and obtain NYSERDA rebates and developing a capital cost for the proposed improvements. Funding is available in account A:HWY.5132 2.63.

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 September 4, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon

cc:

A. Borsa  
P. Parker  
M. Guyon  
T. Anderson

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Organization Inquiry

G/L Account Inquiry - A.HWY.5132.2.60 - Facility Improvements



Fiscal Year 2018

G/L Account A.HWY.5132.2.60 - Facility Improv

Search Reset

- A - General Fund
  - ASSOR - Town Assessor
  - ATTY - Attorney to the Town
  - BOARD - Town Council
  - CABLE - Brighton Cable Commission
  - CLERK - Town Clerk
  - DPW - Public Works Department
  - FINCE - Finance Department
  - HIST - Town Historian
  - HWY - Highway Department
    - 3310 - Traffic Signs/Markings
    - 5010 - Highway Superintendent
    - 5132 - Highway/Sewer Facility
      - 1.10 Full-Time Wages
      - 1.20 Part-Time Wages
      - 1.30 Overtime Wages
      - 1289 Other Income
      - 2.11 Office Equipment
      - 2.12 Office Furniture
      - 2.13 Computer Equipment
      - 2.14 Audio/Visual Equipment
      - 2.15 Copy Equipment
      - 2.16 Photographic Equipment
      - 2.19 Tools
      - 2.30 Highway Equipment
      - 2.40 Maintenance Equipment
      - 2.60 Facility Improvements
      - 2.63 Building Improvements
      - 2.64 Granite Curb Install/Rplc
      - 2374 Debt Service Chgs-OtrGovt
      - 2415 Facility Use Charge

Summary Detail Five Year Trend Budget Analysis Budget History

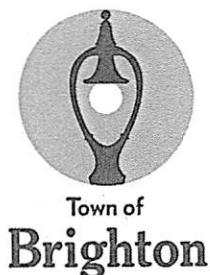
Annual Totals YTD Reclass Journal Type

Classification Equipment and Capital Outlay

Fiscal Year 2018

	Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used	
	\$61,743.00	\$600.00	\$11,376.41	\$49,766.59	19%	
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
January	\$26,300.00	\$7,973.00	\$7,973.00	\$0.00	\$26,300.00	23 %
February	\$0.00	\$0.00	\$2,645.16	\$0.00	\$23,654.84	31 %
March	\$0.00	\$0.00	\$600.00	\$758.25	\$22,296.59	35 %
April	\$0.00	\$0.00	-\$2,645.16	\$2,645.16	\$22,296.59	35 %
May	\$0.00	\$27,470.00	\$0.00	\$0.00	\$49,766.59	19 %
June	\$0.00	\$0.00	\$0.00	\$0.00	\$49,766.59	19 %
July	\$0.00	\$0.00	-\$7,973.00	\$7,973.00	\$49,766.59	19 %
August	\$0.00	\$0.00	\$0.00	\$0.00	\$49,766.59	19 %
September	\$0.00	\$0.00	\$0.00	\$0.00	\$49,766.59	19 %
October	\$0.00	\$0.00	\$0.00	\$0.00	\$49,766.59	19 %
November	\$0.00	\$0.00	\$0.00	\$0.00	\$49,766.59	19 %
December	\$0.00	\$0.00	\$0.00	\$0.00	\$49,766.59	19 %
Total	\$26,300.00	\$35,443.00	\$600.00	\$11,376.41	\$49,766.59	19 %





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## Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

August 30, 2018

The Honorable Town of Brighton Town Board  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: Trees, Shrubs, Perennials and Ornamental Grasses Bid  
Contract Award

Dear Supervisor Moehle and Town Board Members:

The Trees, Shrubs, Perennials and Ornamental Grasses bid was publicly advertised and opened on August 21, 2018. Three (3) vendors, Schichtel's Nursery, Inc., Van Putte Gardens and Horticultural Associates of Rochester, submitted responses to the bid request.

The bid document requested unit prices for three groups of various landscape materials which will be installed as part of the Monroe Avenue GIGP project. Group 1 consisted of deciduous trees, Group 2 consisted of shrubs and Group 3 included perennials and ornamental grasses. The contract documents stipulated that the bid award could be based upon the lowest Group price. Table-1 provides a summary of the Group unit prices submitted by the vendor as part of the bid documents.

Table-1

Vendor	Group 1 - Deciduous Trees	Group 2 - Shrubs	Group 3 - Perennials and Ornamental Grasses
Schichtel's Nursery, Inc.	\$3,310.00	\$ -	\$ -
Van Putte Gardens	\$9,894.00	\$1,120.00	\$40,580.00
Horticultural Associates of Rochester	\$4,935.00	\$ 630.00	\$18,880.00

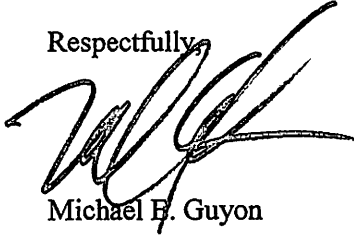
In summary, Schichtel's Nursery, Inc. provided the lowest cost for Group 1 and Horticultural Associates of Rochester provided the lowest costs for Group 2 and Group 3. Town staff reviewed the bids for completeness and accuracy and concluded that the unit prices quoted by vendors are representative of the costs necessary to supply the landscaping materials requested in the bid documents.

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Funds are available in the Monroe Avenue GIGP Project Account H.GIGP.MAGSP 2.81 for costs which will be incurred when purchasing the landscape material. Therefore, I am requesting that the Town Board award the Group 1 – Deciduous Trees bid to the low, responsible and responsive bidder, Schichtel's. Additionally, I am requesting that the Town Board award Group 2 - Shrubs and Group 3 – Perennials and Ornamental Grasses to the low, responsible and responsive bidder, Horticultural Associates of Rochester.

As always, thank you for your consideration. I will be at your regularly scheduled September 4, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,

A handwritten signature in black ink, appearing to read 'Michael E. Guyon', written over the word 'Respectfully,'.

Michael E. Guyon

cc: A. Borsa  
P. Parker  
T. Anderson



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Public Works  
Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

August 15, 2018

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

Re: Brighton Year Round Farmer's Market  
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 \$500,000 to fund a portion of the Brighton Year Round Farmer's Market. The funding agency, DASNY, has indicated that the Town has fulfilled all of the criteria to receive a SAM Grant and requests that the Town execute the Grant Disbursement Agreement. I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse this document. Two copies of the document are attached for your reference. I am also requesting that FASC recommend that the Town Board authorize the Town Attorney to review the GDA and prepare an Opinion of Counsel as required by DASNY.

I will be in attendance at your regularly scheduled September 4, 2018 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 Paula Parker  
Angela Borsa  
Rebecca Cotter

# JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

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

<http://www.townofbrighton.org>

JUSTICES  
KAREN MORRIS  
JOHN A. FALK

COURT ADMINISTRATOR  
COLLEEN M. ROGERS

ASSISTANT COURT CLERK  
MARY KELLENBERGER

August 20, 2018

Supervisor William Moehle  
Town Board Members  
2300 Elmwood Avenue  
Rochester NY 14618

**RE: Justice Court Assistance Program Grant 2018-2019**


Dear Supervisor Moehle and Town Board Members,

I am requesting permission to pursue a 2018-2019 JCAP Grant up to \$30,000.00 for the purchase of one 65" television plus equipment to have mounted in Judge Morris's courtroom. With police agencies wearing body cameras and the increasing number of hearings and trials including jury trials, the televisions will make it easier to review the evidence provided by the cameras. In addition the Town Board & Support Boards can utilize them as well. If we receive the grant from the state for the Audio Visual Equipment. I can remove the line item from our budget request.

I would also like to pursue getting a few new locking file cabinets. The ones we currently have are getting a worn.

Thank you in advance for your support given to the Justice Court.

Sincerely,

  
Colleen Rogers  
Administrative Court Clerk

Cc: P. Parker, Finance Director.



## Finance Department

Paula Parker  
Director of Finance

September 4, 2018

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

RE: Capital Improvement Plan Adoption for 2019-2021

Dear Board Members:

I am recommending that Your Honorable Body adopt the attached proposed 2019-2021 Capital Improvement Plan (CIP). This annually updated planning tool has been subject to the review of the Finance and Administrative Services Committee, the Supervisor's Budget Review Task Force and the Sustainability Oversight Committee.

We believe the proposed 2019-2021 CIP meets all critical Town and Special District capital needs for infrastructure management, park planning and development, major equipment purchases and replacements, and Town facility improvements and repairs. However, it is important to note that the CIP serves primarily as a financial planning tool and that the Capital Budget for each of these years ultimately determines the level of cash capital funding to be provided in each year.

I would be happy to respond to any questions that the Town Board may have regarding this matter.

Sincerely,  


Paula Parker  
Director of Finance