

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

**Meeting Date: Tuesday, February 5, 2019 (3:30 p.m.)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 15th, 2019 meeting.
2. Discussion with Raymond F. Wager, CPA, regarding the upcoming financial audit of the Town for the year ending 12/31/2018
3. Executive Session: Discuss employment of a particular person (Police Dept.) – Request from Chief Mark Henderson for Town Board action for the appointment of a part-time Police Officer for the Town Court to provide security services. The appointment will be effective on February 18, 2019 and will be paid at an hourly rate of \$20.40 with all other conditions as outline in the part-time employee schedules (see letter from M. Henderson).
4. Executive Session: Discuss employment of a particular person (Police Dept.) – Request from Chief Henderson for Town Board action for the appointment of a full-time Police Officer effective March 18, 2019. This conditional offer of employment is contingent upon the successful completion of all testing, evaluations, and approvals as outlined in Chief Henderson’s communication letter. The salary will be set per the Police Collective Bargaining agreement and the employee will serve a probationary period of fifty-two (52) weeks (see letter from M. Henderson).
5. Executive Session: Discuss employment of a particular person (Police Dept.) – Request from Chief Henderson for Town Board action for the appointment of a full-time Police Officer, which will create a temporary “over hire” situation in the Police Department. This hire will be effective March 18, 2019 and this officer would be attending the upcoming police academy. This conditional offer of employment is contingent upon the successful completion of all testing, evaluations, and approvals as outlined in Chief Henderson’s communication letter. The salary will be set per the Police Collective Bargaining agreement and the employee will serve a probationary period of fifty-two (52) weeks (see letter from M. Henderson).
6. Adopt Monroe County’s Tow rates and apply them to current Tow Vendor Contracts (Police Dept.) – Request from Chief Mark Henderson for Town Board action to adopt the Monroe County Towing Services rates (see attached) effective February 1, 2019 and further to amend the Town’s current contracts with our Towing vendors to add those same rates to the contracts in place (see letter from M. Henderson).

7. Approve agreement with Electronic Field Productions, Inc. (Supervisor's Dept.)
– Request from Bridget Monroe for Town Board action to authorize the Supervisor to execute a contract with Electronic Field Productions, Inc. for the provision of providing video production and cable television management services. Contract will be effective January 1 through December 31, 2019 in an annual amount not to exceed \$52,000. Funds are available in the 2019 budget (see letter from B. Monroe).
8. Award and approve contract for Mayer Paint & Hardware (Public Works Dept.)
– Request from Chad Roscoe for Town Board action to award the contract for the purchase of hardware supplies and tools at a discount of 15% off public prices for all Town Departments. Contract can be renewed, administratively by the Supervisor, for 4-one year terms (see letter from C. Roscoe).
9. Award bid and approve contract for Highland Park/Canalway Trail with Concrete Applied Technologies Corp (Public Works Dept.) – Request from Mike Guyon for Town Board action to award the bid for the Highland Park/Canalway Trail for trail construction services to the lowest responsible bidder, Concrete Applied Technologies Corp – dba CATCO in an amount not to exceed \$1,812,973.90. Further authorized the Supervisor to execute all contracts and change orders that collectively do not exceed 10% of the total award (\$181,297.40). It is noted that the match amounts for this project will be shared with the City of Rochester (see letter from M. Guyon).
10. Adopt a resolution to opt into the Federal Employee furlough program to grant an extension for the payment of real property taxes interest free (Clerk's Office)
– Request from Dan Aman for Town Board action to adopt a resolution to opt into the Federal Employee/designated non-pay Federal employees 2019 real property tax payment extension program. The 2019 real property interest free tax payment period will be extended to April 26th, 2019. All residents affected must provide the appropriate documentation (see letter from D. Aman).
11. Authorize appropriations and transfers for the 2018 budget year end processing (Finance Dept.) – Request from Paula Parker for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2018 amended budget. This list is a draft and will be updated as needed for any 2018 claims that will be posted to that fiscal year (see letter from P. Parker).

The **next regularly scheduled meeting of the FASC will be held on THURSDAY, FEBRUARY 21, 2019 at 3:30 p.m.** in the Stage Conference Meeting Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****

****NOTE THE DATE DUE TO ASSOCIATION OF TOWNS CONFERENCE****



Town of
Brighton

Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



Mark T. Henderson
Chief of Police

January 23, 2019

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

Re: 2016-2019 Towing Contracts

Dear Board Members:

The Brighton Police Department has agreements with tow vendors that will expire on December 31, 2019.

The towing rates identified in the current agreements were based upon Towing Rates set by the Monroe County Sheriff's Office in 2016. The Monroe County Sheriff's Office has adopted new Towing Rates that will become effective on February 1, 2019. Attached to this communication are the recently published rates for associated services. All other Monroe County municipalities use this pricing structure.

I am proposing that the Honorable Town Board allow for the adoption of the February 1, 2019 Monroe County Sheriff's rates into the current tow vendor agreements effective February 14, 2019.

Respectfully,

Mark T. Henderson
Chief of Police

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Monroe County Sheriff's Office

Todd K. Baxter

Sheriff



Towing Rates

TYPES OF SERVICE

RATES

A. STANDARD TOW FEE (All hours) (Regular / Flatbed) Driving Violations/Arrests, Mechanical Trouble, Motor Vehicle Accidents (fee includes general accident debris clean up)	\$160
B. WINCHING & RECOVERY 0-30 Minutes Each additional 30 minutes	\$55* \$55*
C. SERVICE CALLS (Tire changes, lockouts, vehicle starts, out of gas, etc. Note: fuel/part cost is additional)	\$50
D. VEHICLE STORAGE (Daily fee applies after 24 hours)	\$40*
E. Motor Vehicle Accident Crash Wrap (In addition to tow fee)	\$25*
F. NOTIFICATION FEE (Vehicle Owner / Lienholder notification fee is applicable after 5 business days)	\$20*

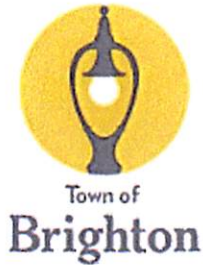
***Fee is in addition to Standard Towing or Service Call.**

All above fees are payable to the tow operator's place of business or storage.

Transport of vehicle(s) to locations other than the tow operator's place of business or storage is subject to an additional fee negotiated between the vehicle owner and the tow operator.

Note: No fuel surcharge fees are permitted.

Revised: February 1, 2019



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Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe
Assistant to Town Supervisor

January 16, 2019

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

Re: Agreement with the Electronic Field Production

Dear Chairman DiPonzio and Committee Members:

I respectfully request authorization for the Supervisor to enter into an agreement with Electronic Field Productions, Inc. for the provision of video production and cable-television management services for 2019 at an annual cost of \$52,000. Funds for this agreement are available in the 2019 budget.

Thank you for your consideration of this matter.

Respectfully Submitted,

Bridget Monroe
Assistant to the Supervisor

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, in the year _____, by and between the Town of Brighton, a municipal corporation, with offices at 2300 Elmwood Avenue, Rochester, New York, 14618, hereinafter referred to as the "Town", and Electronic Field Productions, Inc., with offices at (or residing at) 155 Sanford Street, Rochester, New York, 14620, hereinafter referred to as the "Contractor".

WITNESSETH

WHEREAS, the Town of Brighton is desirous of obtaining the services of the Contractor to perform the scope of services set forth in Section 1 hereof; and

WHEREAS, the Contractor is willing, able and qualified to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. The Contractor hereby agrees to perform the following services for the Town of Brighton:

A. Live Cablecast of Brighton Town Board Meetings

Brighton Town Board Meetings are typically the second and fourth Wednesday of each month at 7:00 PM (some exceptions may occur).

Set up and operation of video equipment for cablecast of Town Board meetings, provide technicians including director/technical director, remote camera operator, audio engineer, provide DVD and tape master using gold DVDs and additional copies as required by Town supervisor and/or other authorized representative/s of same.

Maintain video archive library of Town Board meetings.

Maintain on-site and off-site storage backup systems.

Manage live web streaming of Town Board meetings to Town website through YouTube live streaming services.

Provide and manage all media endeavors that support the open Government methodology.

B. Location Video Production

Utilize the Town's equipment to record video and audio for the Town as needed.

C. Cable Television Operations

Perform operation and general maintenance of the Brighton cable television facility located at Brighton Town Hall, including but not limited to the loading of video content to the Leightronix UltraNexus 2+2 video server, preparation of graphics for community video bulletin boards on channels 12 and 15, the programming of UltraNexus computer system for cable casting per program schedule, preparation of the program schedule for channels 12 and 15, and duplication of Town Board meeting DVDs.

Work with the Brighton School District, which shares airtime of channel 12 between the hours of 7:00 AM – 7:00 PM.

Work with Spectrum and/or any other cable television service providers to ensure proper broadcasting services for PEG access (public, education and government broadcasting).

2. The term of this agreement shall be from January 1, 2019 to December 31, 2019. This contract may be terminated by the Town of Brighton upon written notice to the Contractor.

3. The Town hereby agrees to pay the Contractor a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed **fifty-two thousand dollars (\$52,000.00) per annum**. Said sum shall be paid as follows: **monthly installments of \$4,333.00; invoices payable within 30 days.**

Payment by the Town for the sum(s) herein contracted for shall be made upon the submission of an invoice(s) and properly executed Town of Brighton claim vouchers, supported with such information and documentation necessary to substantiate the claim, approved by the Assistant to the Supervisor, or by his/her designee, audited by the Director of Finance of the Town of Brighton, and approved for payment by the Town Board. If this contract is terminated by the Town pursuant to section two, the Contractor will be paid a pro rata share of the contract amount based upon the proportion of its satisfactory performance of the contract at the time of termination to the total performance required by this contract.

4. Upon the completion of the work required hereunder by the Contractor, title to all work performed shall vest in the Town of Brighton.

5. This contract shall be deemed executory only to the extent of funds available and the Town shall incur no liability beyond the funds budgeted therefor.

6. The Contractor agrees that it will not assign, transfer, convey, sublet or otherwise dispose of this contract or its right, title or interest therein, nor any part thereof, nor any money which are or will become due and payable thereunder without the prior written consent of the Town of Brighton.

7. Contractor covenants and agrees that it will conduct itself consistent with its status, said status being that of an independent Contractor, and that its employees or agents will neither hold themselves out nor claim to be an officer or employee of the Town of Brighton, not make claim to any rights accruing thereto, including, but not limited to, Workers' Compensation, unemployment benefits, Social Security or retirement membership or credit.

8. The Contractor agrees that in carrying out its activities under the terms of this agreement that it shall not discriminate against any person due to such person's race, color, creed, sex or national origin, and that at all times it will abide by the applicable provisions of the Human Rights Laws of the State of New York as set forth in Section 290 – 301 of the Executive Law of the State of New York.

9. The Contractor agrees to indemnify, defend and hold the Town of Brighton harmless from and against any claims or causes of action including reasonable attorney's fees, which may be asserted against the Town or any of its officers and/or employees, and arising out of this agreement or out of services which the Contractor may perform for the Town pursuant to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

Town of Brighton

By: _____

William W. Moehle, Supervisor

Date: _____

By: _____

Electronic Field Productions

Date: _____

EFP Fed.. ID #: _____

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

Chad Roscoe
Junior Engineer

January 29, 2019

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

Re: Award of Annual Hardware Contract

Dear Councilperson DiPonzio and Committee Members:

I recommend that an award for the above services be approved to the low, responsive bidder, Mayer Hardware, Inc., for a fifteen percent (15%) discount off of public prices. It is further recommended that it also be authorized to have the option to renew this contract for an additional four one year periods as stipulated in the contract proposal. Funds are available in various department budgets.

Request for bids were solicited from Home Depot (2), Lowes, Mayer Paint & Hardware, Wilson Hardware and Monroe Hardware for this service. The bid was publicly opened on January 25, 2019 all as required by law. Only one company responded to the bid as shown below.

Table – 1 Bidder

<u>Bidder</u>	<u>Discount off Public Price</u>
Mayer Paint & Hardware	15%

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 5, 2019 meeting in the event that you have any questions regarding this matter.

Sincerely,

Chad Roscoe

cc: P. Parker
B. Monroe
M. Guyon
K. Gordon

**Bid Sheet – 2019 HARDWARE, HAND TOOLS, GARDEN TOOLS, PAINT, ELECTRICAL SUPPLIES
AND MISCELLANEOUS BUILDING SUPPLIES**

The undersigned offers to take in full payment, for the supplies and materials specified, the public price less the following discount:

FIFTEEN Percent Discount
(Discount in words)

In numerals: 15 Percent Discount

Note:

1. All deviations must be clearly and completely outlined on the Date Sheet.
2. A Non-collusive Bidding Certificate must accompany all bids.
3. The Town reserves the right to reject any or all bids, to waive any minor informalities and/or minor deviations, as it sees fit.

Signed: Pel/Hi

Title: CEO

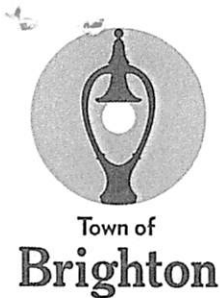
Representing: Mayer Hardware, Inc.

Address: 226 Winter Rd N. Rochester NY 14610

Telephone: 585 288 7665

Email: mayerhardware@rochester.rr.com

Date: 1/24/19



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 1, 2019

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

Re: Highland Park/Canalway Trail
Bid Award and Amendatory Agreement with the City of Rochester

Dear Councilperson DiPonzio and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on December 21, 2018 at 1:30 PM, all as required by law. A copy of the bid advertisement is attached for your reference. Four bids were received and are shown in Table – 1. The bids included two alternates, alternate 1 construct boardwalk using IPE lumber in lieu of pressure treated lumber and alternate 2 repair damaged sidewalk slabs in the City of Rochester. Neither alternate was selected.

Table – 1 Bid Results

	Base Bid	Alternate 1, IPE Lumber	Alternate 2, Sidewalk Repair
Villager Construction Inc.	\$ 1,918,340.00	\$94,710.00	\$ 90,115.00
Ramsey Construction Inc.	\$ 1,978,333.60	\$87,010.00	\$ 99,021.20
Hewitt Young Electric, LLC	\$ 2,662,690.20	\$92,400.00	\$ 115,051.32
* Concrete Applied Technologies Corp. dba CATCO	\$ 1,812,973.90	\$65,450.00	\$ 71,075.26

Fisher Associates reviewed the bids for completeness and accuracy and concluded that the low bid submitted by Concrete Applied Technologies Corp., dba CATCO is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract. A copy of the Recommendation of Award letter prepared by Fisher Associates is attached for your reference.

The Highland Crossing Trail is a joint project between the Town of Brighton and the City of Rochester. A cost share formula was developed based upon the percentage of the project completed within the Town of Brighton versus that completed within the City of Rochester. Fisher Associates reviewed the itemized bid and determined that the cost of the project within the City is \$712,431.11 and the cost within the Town is \$1,100,542.79. The City's share is 39.3% and the Town's share is 60.7% of the total project cost.

The construction budget including construction inspection, construction design and support and construction of the project is \$1,664,000. Table-2 depicts the revised construction costs along with Town and City costs based on the cost share formula discussed previously.

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Table-2

Description	Revised Costs	Town, (60.7%)	City, (39.3%)
Construction Inspection	\$ 231,000.00	\$ 140,217.000	\$ 90,783.000
Construction Design and Support	\$ 44,000.00	\$ 26,708.000	\$ 17,292.000
Construction	\$ 1,812,973.90	\$ 1,100,475.16	\$ 712,498.74
Total =	\$ 2,087,973.90	\$ 1,267,400.157	\$ 820,573.743

The anticipated project costs, \$2,087,973.90 exceed the budget costs, \$1,664,000 by \$423,973.90.

A TEP grant was obtained to fund 80% of the project budget or \$1,331,200. The remaining 20% or local share was to be paid for by the Town and City based upon the cost share formula. Tables 4 and 5 illustrate the additional local share to be funded by the Town and City respectively due to the increased project costs.

Table-4

	Overall Project			Town of Brighton		
	Costs	Funded	Local Share	Costs	Funded	Local Share
Budget	\$ 1,664,000.00	\$ 1,331,200.00	\$ 332,800.00	\$ 1,010,048.00	\$ 808,038.40	\$ 202,009.60
Revised Costs	\$ 2,087,973.90	\$ 1,331,200.00	\$ 756,773.90	\$ 1,267,400.16	\$ 808,038.40	\$ 459,361.76
Difference	\$ 423,973.90	\$ -	\$ 423,973.90	\$ 257,352.16	\$ -	\$ 257,352.16

Table-5

	Overall Project			City of Rochester		
	Costs	Funded	Local Share	Costs	Funded	Local Share
Budget	\$ 1,664,000.00	\$ 1,331,200.00	\$ 332,800.00	\$ 653,952.00	\$ 523,161.60	\$ 130,790.40
Revised Costs	\$ 2,087,973.90	\$ 1,331,200.00	\$ 756,773.90	\$ 820,573.74	\$ 523,161.60	\$ 297,412.14
Difference	\$ 423,973.90	\$ -	\$ 423,973.90	\$ 166,621.74	\$ -	\$ 166,621.74

The City of Rochester has verbally committed to fund the increase in the local share of the project. The Town and City will need to amend their current agreements to consider the increased project costs.

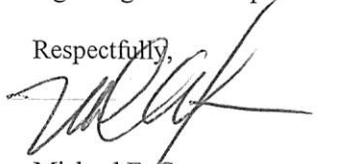
I am currently working with our finance department to identify funding sources to pay for the increased project costs.

I am requesting that FASC review the increased cost and recommend that the Town Board award the base bid to construct the Highland Crossing Trail to the low, responsible and responsive bidder, Concrete Applied Technologies Corp., dba CATCO for a cost not to exceed \$1,812,973.90. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed 10% of the project cost.

In addition, I am requesting that FASC recommend that the Town Board authorize the Supervisor to endorse an amendatory agreement for the increased costs with the City of Rochester. We are currently developing the amendatory agreement with the City. This agreement will be reviewed and approved by the Town Attorney prior to the Supervisor's endorsement.

I will be in attendance at your regularly scheduled February 5, 2019 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
Ken Gordon

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Section 103 of the General Municipal Law of the State of New York, that sealed bid proposals are sought and requested by the Town of Brighton for the following contract:
PIN 4754.08 - Highland Crossing Trail Project
D# - D031790

PROJECT DESCRIPTION:
The Highland Crossing Trail will be a multi-use path off road or parallel to existing roadways from the Erie Canalway Trail to the Genesee Riverway Trail, connect both trails to Highland Park. This trail project known as "Highland Crossing" - Trail Project.
Sealed bids will be received and publicly opened and read at the following place and time:

Place:
Town of Brighton Engineering Office
2300 Elmwood Avenue
Rochester, New York
Date:
December 21, 2018

Time:
Bids Due - 1:00 p.m. EST
Bid Opening - 1:30 p.m. EST

COMPLETION DATE: November 29, 2019

The project has a 5% DBE goal.
Each bid shall be accompanied by a deposit in the amount of Five Percent (5%) of the total base bid in the form of a Certified Check, Bank Draft or Bid Bond. Cash will not be acceptable as a deposit. If an awarded bidder fails to enter into a contract with the Town following notice of bid acceptance, the bid security shall be forfeited to and become the property of the Town of Brighton. No bidder may withdraw their bid within forty-five (45) days after the date of bid opening.

The proposal shall be endorsed on the outside with the Name of the Bidder, the Business Address and Telephone Number to which communications may be sent, and be designated that a Bid is enclosed. Bidders shall not include in their Bid proposal sales and compensating use taxes of the State of New York and of counties, or cities, or all materials, equipment, and supplies incorporated into this project.

BR-2

Please take notice:

- Any bid received in the Engineering Office after 1:00 P.M. on the due date will not be considered.
- Bids received via facsimile or electronically will not be considered.
- Bid proposals must be submitted in duplicate (one original and one exact copy).
- The Town of Brighton reserves the right to reject any and all bids submitted and to waive any informality. Proposals must be made upon and in accordance with bid documents. Plans, Specifications, and Proposal Forms are available for download from Fisher Associates, P.E., L.S., L.A., DPC. Contact gsealy@fisherassoc.com to request a link to download the documents.
- No hard copies of the plans and specifications will be provided. PLEASE NOTE THAT IT IS THE BIDDERS RESPONSIBILITY TO OBTAIN ALL BID DOCUMENTS (INCLUDING ADDENDA).
- No pre-bid conference will be held.

Questions pertaining to the technical specifications of this project shall be directed to:

Fisher Associates, P.E., L.S., L.A., DPC
Peter Wlodarczyk, P.E.
pwlodarczyk@fisherassoc.com

180 Charlotte Street
Rochester, NY 14607
Pn: 585-334-1310, Fax: 585-334-1361

Attention of Bidders is particularly called to the requirement that employees and applicants for employment are not discriminated against because to the individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. This project has a 5% DBE participation requirement; we also encourage W/VBE participation. Each bidder submitting a Bid to the Owner shall execute and attach thereto, the Certification regarding Equal Employment Opportunity. Although the Bidder is not required to attach such Certification by proposed sub-contractors to his Bid, the Bidder is here advised of this requirement so that appropriate action can be taken to prevent subsequent delay in sub-contract awards.

Also, be advised that Statement of Compliance with Section 3, Housing and Urban Development Act of 1968 is now mandatory with new procedure regarding Equal Opportunity (11246) in bid condition areas.

The Town reserves the right to reject all bids if the bids are higher than funding, or if the Town determines that it is not in their best interest to continue with the project. The Town can reject bids which are deemed to be unbalanced; if the materials are not filled out completely; if it appears that the Contractor cannot perform the work; or if the Contractor is unresponsive.

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Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

To: Honorable Town Board
From: Daniel Aman, Town Clerk & Receiver of Taxes
Date: February 4, 2019
Re: Extension of Real Property Tax Payment Deadline for Furloughed / Non-Pay Federal Workers

The New York State Assembly passed legislation on January 15, followed by the Senate on January 23, that provides for a temporary extension for payment of real property taxes owed by a person who has been either a furloughed or designated non-pay Federal employee due to a period of a lapse in discretionary appropriations by the Federal Government, or by the spouse of domestic partner of such person. Governor Cuomo signed this into law last Friday, February 1.

I am asking that the Town Board consider and pass a resolution to opt-in to this program. The resolution will extend the interest free period of the 2019 Town & County Taxes until April 26, 2019. A resident requesting an extension would be required to present documentation demonstrating that they had been furloughed or designated non-pay.

Thank You,

Daniel Aman
Town Clerk / Receiver of Taxes
Town of Brighton



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Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

Extension of Real Property Tax Payment Deadline for Furloughed / Non-Pay Federal Workers

On February 1, 2019 Governor Cuomo signed legislation authorizing local governments to extend real property tax payment deadlines for federal employees that were impacted by the federal shutdown. Specifically, local governments that collect real property tax payments may opt in via board resolution to extend the interest-free period for all real property tax payments that became due during the federal shutdown.

- Only the collecting entity has to opt in to this legislation. That is, if the town collects town and county taxes, the town opting in would extend the deadline for town and county taxes – not just town taxes. If the town collects for a school district and opts in, the school district penalty-free period is extended as well.
- This legislation is optional; the town is not required to opt in to the extension.
- The collecting entity does not have to opt in by the last day to pay penalty free (in fact, this wasn't possible for some localities, given the date the legislation was signed). A later opt in is implicitly read into the statute.
- This legislation applies to any real property taxes that became due during the shutdown – including school district installment payments that were levied in September 2018, as the second installment did not become due until January 31.
- The furloughed taxpayer / spouse / domestic partner has 30 days from the last day to pay penalty free to provide the collecting officer with evidence that he or she was furloughed. Upon receiving that evidence, the deadline to pay penalty free is extended to 90 days from the close of the shutdown. To date, the shutdown closed temporarily on January 25, rendering the interest free period to expire for such taxpayer on or around April 26, 2019.
- If a town opts in and extends the deadline, penalties will be imposed on any tax payments that have not been made **90 days** from the close of the shutdown.
- If the collecting officer's warrant expires with outstanding payments due to the shutdown remain, the collecting officer should proceed as follows: **[Note: Special Tax Act Counties may have a different course of action to follow]**
 - When making the return of unpaid delinquent taxes to the county, the unpaid taxes attributable to the federal furloughed taxpayers must be listed separately. The taxes on that list will thereafter be payable to the county.
 - When making the return to the county, the amount payable to the town supervisor from the county must be reduced by the amount of outstanding tax payments owed by the federal furloughed taxpayers.
 - Not later than ten days after the 90 day extension period has ended, the county treasurer will pay the town collecting officer the total amount of unpaid taxes attributable to the federal furloughed taxpayers.



11a
Finance Department

copy

Paula Parker
Director of Finance

February 4, 2019

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

RE: 2018 Budget Transfers and Appropriations

Dear Board Members:

I am requesting Town Board authorization to record the attached 2018 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect actual activity that has occurred relative to the 2018 amended budget (see attached).

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

Attachment

Transfers			FROM	TO	
			<u>Decrease</u>	<u>Increase</u>	Notes
General Fund (A)					
Town Assessor - Employee Retirement Cashout					
Town Assessor	A.ASSOR.1355.9.10	Transfer to Capital Project	\$10,250		
Town Assessor	A.ASSOR.1355.1.40	Other Wages		\$10,250	
Town Clerk (1410) - Salaries, Fringe, Telephone (to correct department)					
Town Clerk (1610)	A.CLERK.1610.1.20	Part Time Salaries	\$2,000		
Town Clerk (1410)	A.CLERK.1410.1.20	Part Time Salaries		\$1,430	
Town Clerk (1410)	A.CLERK.1410.4.22	Telephone Service Charges		\$1	
Town Clerk (1410)	A.CLERK.1410.8.10	NYS Retirement		\$569	
Finance - Fringes - NYS Retirement					
Finance	A.FINCE.1310.4.49	Other Contract Services	\$795		
Finance	A.FINCE.1310.8.10	NYS Retirement		\$795	
DPW - Facility Operations - Utilities					
Facility Operations	A.DPW.1620.1.10	Full Time Salaries	\$10,000		
Facility Operations	A.DPW.1620.2.60	Facility Improvements	\$6,805		
Facility Operations	A.DPW.1620.4.21	Gas & Electric Expense		\$16,805	
DPW - Townwide Street Lighting - Utilities					
Townwide Street Lighting	A.DPW.5182.4.11	Maintenance Supplies	\$3,350		
Townwide Street Lighting	A.DPW.5182.4.49	Other Contract Supplies	\$3,000		
Townwide Street Lighting	A.DPW.5182.4.21	Gas & Electric Expense		\$6,350	
DPW - Townwide Sidewalk Snow Removal - Wages					
Townwide Sidewalk Snow Remvl	A.DPW.1490.1.10	Full Time Salaries	\$5,400		
Townwide Sidewalk Snow Remvl	A.DPW.5415.4.49	Other Contract Services	\$5,000		
Townwide Sidewalk Snow Remvl	A.DPW.5415.1.30	Over Time Salaries		\$10,400	
Historic Preservation - Office Supplies					
Town Historian	A.HIST.7510.4.41	Maintenance/Repair Service	\$10		
Historic Preservation	A.HIST.7515.4.12	Office Supplies		\$10	
Highway - Traffic Signs and Markings - Wages					
Highway - Undistributed	A.HWY.9000.8.40	Medical/Dental Premiums	\$6,215		
Highway - Traffic Signs/Markings	A.HWY.3310.2.30	Highway Equipment	\$405		
Highway - Traffic Signs/Markings	A.HWY.3310.4.15	Computer Supplies	\$300		
Highway - Traffic Signs/Markings	A.HWY.3310.4.41	Maintenance Repair Service	\$1,200		
Highway - Traffic Signs/Markings	A.HWY.3310.1.10	Full Time Salaries		\$8,120	
Highway - Superintendent - Wages					
Highway - Undistributed	A.HWY.9000.8.40	Medical/Dental Premiums	\$920		
Highway - Superintendent	A.HWY.5010.1.10			\$920	
Highway - Highway/Sewer Facility - Wages & Utilities					
Highway - Highway/Sewer Facility	A.HWY.5132.2.60	Facility Improvements	\$10,710		
Highway - Highway/Sewer Facility	A.HWY.5132.4.42	Rubbish Removal Services	\$3,385		
Highway - Highway/Sewer Facility	A.HWY.5132.4.49	Other Contract Services	\$3,615		
Highway - Highway/Sewer Facility	A.HWY.5132.1.10	Full Time Salaries		\$8,145	
Highway - Highway/Sewer Facility	A.HWY.5132.4.21	Gas & Electric Srv Charges		\$2,335	
Highway - Parks - Wages					
Highway - Undistributed	A.HWY.9000.8.40	Medical/Dental Premiums	\$12,840		
Highway - Parks	A.HWY.7110.2.63	Building Improvements	\$3,710		
Highway - Parks	A.HWY.7110.4.11	Maintenance Supplies	\$4,445		
Highway - Parks	A.HWY.7110.4.23	Water Service Charges	\$250		
Highway - Parks	A.HWY.7110.1.10	Full Time Salaries		\$21,245	
Highway - Town Landfill - Wages & Utilities					
Highway - Town Landfill	A.HWY.8160.4.45	Equipment Rental	\$3,095		
Highway - Town Landfill	A.HWY.8160.1.10	Full Time Salaries		\$2,570	
Highway - Town Landfill	A.HWY.8160.4.21	Gas & Electric Srv Charges		\$525	

Transfers			FROM Decrease	TO Increase	Notes
Information Systems - Wages & Utilities					
Information Systems	A.INFO.1680.8.10	NYS Retirement Expense	\$395		
Information Systems	A.INFO.1680.1.10	Full Time Salaries		\$5	
Information Systems	A.INFO.1680.4.22	Telephone Service Charges		\$390	
Town Justice - Wages (retirement and additional PT services)					
Town Justice	A.JSTCE.1110.8.10	NYS Retirement	\$4,490		
Town Justice	A.JSTCE.1110.1.40	Other Wages		\$4,490	
Parks - Parks Administration - Wages & Utilities					
Parks - Administration	A.PARKS.7021.8.10	NYS Retirement Expense	\$1,800		
Parks - Administration	A.PARKS.7021.8.40	Medical/Dental Premiums	\$2,385		
Parks - Administration	A.PARKS.7021.1.20	Part Time Salaries		\$4,125	
Parks - Administration	A.PARKS.7021.4.22	Telephone Service Charges		\$60	
Buckland Park- Utilities					
Parks (Buckland Park)	A.PARKS.7115.4.43	Landscape Services	\$1,505		
Parks (Buckland Park)	A.PARKS.7115.4.21	Gas & Electric Srv Charges		\$1,505	
Buckland Farmhouse - Maintenance/Repairs					
Parks (Buckland Park)	A.PARKS.7116.4.21	Gas & Electric Srv Charges	\$185		
Parks (Buckland Farmhouse)	A.PARKS.7116.4.41	Maintenance/Repair Service		\$185	
Brighton Town Park / Buckland Park - Gasoline					
Parks (Brighton Park)	A.PARKS.7120.2.60	Park Improvements	\$110		
Parks (Brighton Park)	A.PARKS.7120.4.61	Gasoline		\$110	
Meridian Centre Park - Utilities					
Parks (Meridian Centre Park)	A.PARKS.7125.4.43	Landscaping Services	\$555		
Parks (Meridian Centre Park)	A.PARKS.7125.4.25	Special District Charges		\$555	
Police - Part Time (Court) - Wages & Fringes					
Police - Part Time (Court)	A.POLCE.3121.4.71	Uniforms/Clothing	\$335		
Police - Part Time (Court)	A.POLCE.3121.1.20	Part-Time Wages		\$315	
Police - Part Time (Court)	A.POLCE.3121.8.20	Employer FICA Contribution		\$20	
Personnel Department - Wages					
Personnel Department	A.PRSNL.1430.4.74	Memberships & Training	\$200		
Personnel Department	A.PRSNL.1430.8.10	NYS Retirement	\$815		
Personnel Department	A.PRSNL.1430.8.20	Employer FICA Contribution	\$265		
Personnel Department	A.PRSNL.1430.8.40	Medical/Dental Premiums	\$270		
Personnel Department	A.PRSNL.1430.1.20	Part-Time Wages		\$1,550	
Highway Fund (D)					
Highway - Machinery - Wages, Vehicle Parts					
HWY- Road Repair	D.HWY.5110.1.10	Full Time Wages	\$48,350		
HWY- Road Repair	D.HWY.5110.4.45	Equipment Rental	\$23,330		
HWY - Machinery	D.HWY.5130.1.10	Full Time Wages		\$48,350	
HWY - Machinery	D.HWY.5130.4.08	Vehicle Parts/Components		\$23,330	
Highway - Administration - Wages					
HWY- Road Repair	D.HWY.5110.1.10	Full Time Wages	\$1,410		
HWY - Administration	D.HWY.5130.2.13	Computer Equipment	\$95		
HWY - Administration	D.HWY.5130.4.32	General Liability Insurance	\$1,235		
HWY - Administration	D.HWY.5130.4.38	Uninsured Claims	\$1,700		
HWY - Administration	D.HWY.5130.1.10	Full Time Wages		\$4,440	
Highway - Snow & Ice Control - Wages					
HWY- Road Repair	D.HWY.5110.1.10	Full Time Wages	\$56,105		
HWY - Snow & Ice Control	D.HWY.5142.4.09	Salt & Abrasives	\$11,595		
HWY - Snow & Ice Control	D.HWY.5142.4.74	Memberships & Training	\$5,000		
HWY - Snow & Ice Control	D.HWY.5142.4.22	Telephone Service Charges	\$80		
HWY - Snow & Ice Control	D.HWY.5142.1.10	Full Time Wages		\$72,780	

Transfers			FROM	TO	Notes
			<u>Decrease</u>	<u>Increase</u>	
Fire Protection District Fund (SF)					
Fire Protection District	SF.FIRED.3415.4.89	Miscellaneous Expense	\$7,125		
Fire Protection District	SF.FIRED.3415.4.21	Gas & Electric Srv Charges		\$7,125	
Fire Protection District Fund (SL)					
Meridain Centre Lighting	SL.LGHTD.5220.4.41	Maintenance/Repair Service	\$80		
Meridain Centre Lighting	SL.LGHTD.5220.4.21	Gas & Electric Srv Charges		\$80	
Lac-De-Vil/Sn Keating Lighting	SL.LGHTD.5222.4.41	Maintenance/Repair Service	\$240		
Lac-De-Vil/Sn Keating Lighting	SL.LGHTD.5222.4.21	Gas & Electric Srv Charges		\$240	
Deerfiled Woods Lighting	SL.LGHTD.5223.4.41	Maintenance/Repair Service	\$130		
Deerfiled Woods Lighting	SL.LGHTD.5223.4.21	Gas & Electric Srv Charges		\$130	
Sewer District Fund (SS)					
Sewer Operations - Consolidated - Utilities					
Sewer Operations - Consolidated	SS.SEWER.8120.4.49	Other Contract Services	\$280		
Sewer Operations - Consolidated	SS.SEWER.8120.4.22	Telephone Service Charges		\$280	
Sewer Operations - Pump Stations - Utilities					
Sewer Operations - Pump Stations	SS.SEWER.8121.4.41	Maintenance/Repair Service	\$1,070		
Sewer Operations - Pump Stations	SS.SEWER.8121.4.49	Other Contract Services	\$375		
Sewer Operations - Pump Stations	SS.SEWER.8121.4.21	Gas & Electric Srv Charges		\$1,445	

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Appropriations			TO REVENUE or ANY FUNDS AVAILABLE	TO EXPENSE
Attorney to the Town - Legal Fees				
Attorney to the Town	A.ATTY.1420.4.53	Attorney Fees		\$179,950
Supported by amounts available in the respective Revenue Accounts or from any funds available (Fund Balance Accounts) as noted				
SA - AMBULANCE DISTRICT - Legal Notices - Bidding Advertising				
Ambulance	SA.AMBUD.2401	Use of Money (interest)	\$11	
Ambulance	SA.AMBUD.3600.4.86	Legal Notices		\$11
SD - DRAINAGE DISTRICT - Mowing Service				
8541 - Heatherstone	SD.DRAND.8541.4.43	Landscaping Services		\$35
SL - Street Lighting Districts				
5201 - Bel-Air Lighting	SL.LGHTD.5201 4.21	Gas & Electric Charges		\$2,722
5202 - Council Rock Lighting	SL.LGHTD.5202 4.21	Gas & Electric Charges		\$28
5203 - Council Rock Est. Lighting	SL.LGHTD.5203 4.21	Gas & Electric Charges		\$769
5204 - East Ave. Lighting	SL.LGHTD.5204 4.21	Gas & Electric Charges		\$1,169
5205 - Houston Barnard Lighting	SL.LGHTD.5205 4.21	Gas & Electric Charges		\$1,104
5207 - Houston Barnard Lighting	SL.LGHTD.5207 4.21	Gas & Electric Charges		\$1,810
5208 - Malvern Lighting	SL.LGHTD.5208 4.21	Gas & Electric Charges		\$132
5209 - Meadowbrook Lighting	SL.LGHTD.5209 4.21	Gas & Electric Charges		\$1,727
5210 - Roselawn Lighting	SL.LGHTD.5210 4.21	Gas & Electric Charges		\$3,006
5211 - Struckmar Lighting	SL.LGHTD.5211 4.21	Gas & Electric Charges		\$1,659
5212 - Sunnymede Lighting	SL.LGHTD.5212 4.21	Gas & Electric Charges		\$385
5213 - Penfield Landing Lighting	SL.LGHTD.5213 4.21	Gas & Electric Charges		\$24
5216 - Elmwood Manor Lighting	SL.LGHTD.5216 4.21	Gas & Electric Charges		\$22
5218 - Dunn & Paul Lighting	SL.LGHTD.5218 4.21	Gas & Electric Charges		\$1
5219 - Metro Industrial Park Lt	SL.LGHTD.5219 4.21	Gas & Electric Charges		\$144
5221 - Elmwood Terrace Lighting	SL.LGHTD.5221 4.21	Gas & Electric Charges		\$19
5223 - Deerfield Woods Lighting	SL.LGHTD.5223 4.21	Gas & Electric Charges		\$141
5224 - Penfield Road Lighting	SL.LGHTD.5224 4.21	Gas & Electric Charges		\$318
5225 - Mercy Park Lighting	SL.LGHTD.5225 4.21	Gas & Electric Charges		\$20
5226 - Reserve Lighting	SL.LGHTD.5226 4.21	Gas & Electric Charges		\$2,817

Appropriations			TO REVENUE or ANY FUNDS AVAILABLE	TO EXPENSE
Sidewalk Snow Removal Districts (SM)				
5421 - Bel-Air Snow Removal	SM.SNOWD.5421 4.46	Snow Removal Services		\$1,588
5422 - Fairhaven Snow Rmvl	SM.SNOWD.5422 4.46	Snow Removal Services		\$210
5423 - Home Acres Snow Rmvl	SM.SNOWD.5423 4.46	Snow Removal Services		\$1,303
5454 - Meadowbrook Snow Rmvl	SM.SNOWD.5424 4.46	Snow Removal Services		\$1,292
5425 - Roselawn Snow Rmvl	SM.SNOWD.5425 4.46	Snow Removal Services		\$1,332
5426 - Struckmar Snow Rmvl	SM.SNOWD.5426 4.46	Snow Removal Services		\$1,282
5428 - N. Roselawn Snow Rmvl	SM.SNOWD.5428 4.46	Snow Removal Services		\$391
5429 - Brookside Snow Rmvl	SM.SNOWD.5429 4.46	Snow Removal Services		\$252
5430 - Council Rock Snow Rmvl	SM.SNOWD.5430 4.46	Snow Removal Services		\$626
5431 - Pelham Rd Snow Rmvl	SM.SNOWD.5431 4.46	Snow Removal Services		\$349
5432 - Grosvenor Rd Snow Rmvl	SM.SNOWD.5432 4.46	Snow Removal Services		\$167
5233 - Ambassador Dr Snow Rmvl	SM.SNOWD.5433 4.46	Snow Removal Services		\$278
5434 - sandringham Rd Snow Rmvl	SM.SNOWD.5434 4.46	Snow Removal Services		\$316
5435 - Reserve Snow Rmvl	SM.SNOWD.5435 4.46	Snow Removal Services		\$252
5437 - Clovercrest Snow Rmvl	SM.SNOWD.5437 4.46	Snow Removal Services		\$512
5438 - Thackery Rd Snow Rmvl	SM.SNOWD.5438 4.46	Snow Removal Services		\$208
5439 - Trevor Court Snow Rmvl	SM.SNOWD.5439 4.46	Snow Removal Services		\$114
Refuse Districts (SR)				
8161 - Bel-Air Refuse	SR.RFUSD.8161 4.42	Refuse Removal Services		\$11
8162 - Home Acres Refuse	SR.RFUSD.8162 4.42	Refuse Removal Services		\$4
8163 - Reselawn Refuse	SR.RFUSD.8163 4.42	Refuse Removal Services		\$11
8164 - Struckmar Refuse	SR.RFUSD.8164 4.42	Refuse Removal Services		\$7
8176 - Rowlands Refuse	SR.RFUSD.8176 4.42	Refuse Removal Services		\$1
8183 - Evan Farm Refuse	SR.RFUSD.8183 4.42	Refuse Removal Services		\$6
8190 - Meadowbrook Refuse	SR.RFUSD.8190 4.42	Refuse Removal Services		\$12
8192 - Pelham Rd Refuse	SR.RFUSD.8192 4.42	Refuse Removal Services		\$1
8196 - Wyatt Dr Refuse	SR.RFUSD.8196 4.42	Refuse Removal Services		\$1
8201 - Klink-Burkedale Refuse	SR.RFUSD.8201 4.42	Refuse Removal Services		\$3
8202 - Maywood Refuse	SR.RFUSD.8202 4.42	Refuse Removal Services		\$1
8205 - Shalimar Refuse	SR.RFUSD.8205 4.42	Refuse Removal Services		\$1