

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

**Meeting Date: Wednesday, July 3, 2019
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the June 19, 2019 meeting.
2. Grant Acceptance/Award Multimodal for sidewalks (Public Works) - Request from Mike Guyon for Town Board action to accept a Multimodal grant award in the amount of \$150,000 to install sidewalks on French Road and North Landing Road. Further authorization for the Supervisor to execute all related documents associated with this grant; as well as authorization to amend the budget accordingly as related to this grant (see letter from M. Guyon).
3. Extend contract for retired Investigator Liberatore (Police Dept.) – Request from Chief Mark Henderson for Town Board action to extend the current contract with Retired Investigator Mark F. Liberatore through August 20, 2021 with no other changes in terms and conditions (see letter from M. Henderson).
4. Amend the Seasonal Wage Rate schedule effective 12/31/2019 to match the New York State minimum wage (Finance Dept.) – Request from Suzanne Zaso for Town Board action to approve and adopt, effective 12/31/2019, the increase to the New York State minimum wage rate (\$11.10 to \$11.80 per hour). This will only impact the wage schedule for the seasonal employees (see letter from S. Zaso).
5. Discussion – set special meeting for CIP and Sustainability Committee recommendations (end of July / early August).

The next regularly scheduled meeting of the FASC will be held on **WEDNESDAY, JULY 17TH, 2019 at 8:30 a.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 NEW DAY AND TIME AS PER THE SUMMER SCHEDULE****



Town of

Brighton

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Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 21, 2019

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

Re: French Road and North Landing Road Sidewalks
Multi-Modal #4 Grant Program

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton has been nominated to receive funding of \$150,000 through the Multi-Modal #4 Program for the construction of two sidewalk projects. The sidewalk projects include:

- The construction of a 5-foot-wide concrete sidewalk along the west side of North Landing Road from Mandy Lane to Woodgate Terrace along with a cross walk at Klink Road.
- The construction of a 5-foot-wide concrete sidewalk along the south side of French Road.

Both projects will provide safe pedestrian access to the Indian Landing Elementary School and the French Road Elementary Road schools respectively,

I am requesting that FASC recommend that the Town Board authorize the supervisor to endorse the documents associated with the above referenced funding application.

Staff will be in attendance at your regularly scheduled July 3, 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 Bridget Monroe
Paula Parker
Chad Roscoe



Town of
Brighton

Brighton Police Department

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



Mark T. Henderson
Chief of Police

June 27, 2019

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

RE: Post-Employment Contract for Retired Investigator Mark F. Liberatore

Dear Board Members:

On August 25, 2016, the Honorable Town Board agreed to a post-retirement employment contract with retired Investigator Mark Liberatore. The contract provided for monetary compensation to Investigator Liberatore of his hourly rate at the time of his retirement, Town provided e-mail services and the use of a Town-owned laptop computer. The contract had an expiration date of August 30, 2017. The Honorable Town Board granted contract extensions that were set to expire on August 30, 2019.

I am hereby requesting that the Honorable Town Board extend the terms and conditions of the original post-employment contract with Investigator Mark Liberatore that was set to expire on August 30, 2017, and extended by Town Board actions to August 30, 2019, be further extended until August 30, 2021.

Respectfully,

Mark T. Henderson
Chief of Police



Town of
Brighton

June 28, 2019

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

Re: New Seasonal Employee Wage Rates Effective 12-31-19

Dear Honorable Members:

The New York State minimum wage will be increasing on December 31, 2019 from \$11.10 per hour to \$11.80 per hour. To meet this new minimum requirement, a revised schedule for seasonal employees is being proposed. Attached is a schedule showing the existing hourly rates for seasonal employees along with the proposed new hourly rates for these positions beginning December 31, 2019.

My formal request to the Town Board is to adopt the attached wage rates to be effective December 31, 2019 for seasonal Town employees.

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

Sincerely,

Suzanne E. Zaso

Attachment: Seasonal Employee Hourly Wages

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

4a
Finance Department

Director of Finance – Paula Parker

Suzanne Zaso
Assistant Director of
Finance

TOWN OF BRIGHTON
SEASONAL EMPLOYEE HOURLY WAGES

	2019 Current Rates		Proposed 12/31/19	
	Step A	Step B	Step A	Step B
<u>Group III:</u> Recreation Assistant II (Counselor) Clerk IV Office Clerk IV Student Intern	N/A	\$ 11.10	N/A	\$ 11.80
<u>Group IV:</u> Recreation Assistant I (Asst Dir) Animal Control Officer I Seasonal Laborer	\$ 11.10	\$ 11.50	\$ 11.80	\$ 12.20
<u>Group V:</u> Recreation Leader III Clerk III Office Clerk III Account Clerk/Typist	\$ 11.60	\$ 12.00	\$ 12.30	\$ 12.70
<u>Group VI:</u> Lifeguard II Recreation Leader II (Director)	\$ 12.10	\$ 12.50	\$ 12.80	\$ 13.20
<u>Group VII:</u> Recreation Leader I Recreation Supervisor Supervising Lifeguard Clerk II Deputy Receiver of Taxes Drafting Technician (Seasonal) Payroll Clerk	\$ 12.60	\$ 13.00	\$ 13.30	\$ 13.70
<u>Group VIII:</u> Lifeguard I (WSI)	\$ 13.10	\$ 13.50	\$ 13.80	\$ 14.20
<u>Group IX:</u> Student Intern (Engineering)	\$ 13.60	\$ 14.00	\$ 14.30	\$ 14.70