

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

**Meeting Date: Tuesday, September 17, 2019
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 3, 2019 meeting.
2. Budget Transfer in Police Department to fund expenses in an ongoing criminal investigation (Police Dept.) – Request from Police Chief Henderson for Town Board action to transfer funds in the Police Department as follows:

| | |
|---|-----------|
| From: A.POLCE.3120 1.30 Overtime wages | \$ 20,000 |
| To: A.POLCE.3120 4.49 Other Contract Services | \$ 10,000 |
| A.POLCE.3120 4.73 Travel Expenses | \$ 10,000 |

This transfer needed to cover the cost of travel and contract expenses for a witness in an ongoing criminal investigation (see letters from M. Henderson).
3. Approve Agreements for professional services for the Annual Rabies Clinic (Police Dept.) – Request from Police Captain Catholdi for Town Board action to authorize the Supervisor to enter into agreements for professional services for two veterinarians (\$60/hour each) and two veterinary technicians (\$25/hour each) for the services to be performed on Saturday, October 5, 2019 at the annual Rabies Clinic. Total of all contracts will not exceed \$510 (no changes in terms or rates from the 2018 contracts). Funding is available in the Animal Control Budget (see letter from D. Catholdi).
4. Declare one 2007 Dodge Charger as surplus to be sold auction (Police Dept.) – Request from Police Chief Henderson to declare one 2007 Dodge Charger as surplus to be sold at the Municipal Auction to be held on October 5, 2019. This vehicle has been determined to be in need of replacement (see letter from M. Henderson).
5. Authorize agreement with Rochester Monroe County Youth Bureau for 2019 Funding (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute the 2019 Youth Bureau program funding contract, as well as any other related documents. The 2019 funding is \$7,085 and is used in the development of our Positive Youth Development/Community Service Initiatives (see letter from R. Cotter).
6. Acceptance of \$3,899 in donations for the Sunset Serenades Concert Series (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to accept cash donations totaling \$3,899 to fund performers for the 6 week Sunset Serenades Concert Series (see letter from R. Cotter).

7. Authorize contract with CivicPlus (formerly Rec 1) for the Program Registration and Facility Reservation software services (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute a three year agreement with CivicPlus for registration software support and services (see letter from R. Cotter).

8. Authorize transfer of funds in the Highway Fund in the amount of \$21,500 (Highway Dept.) – Request from Tim Anderson for Town Board action to approve a budget transfer in the amount of \$21,500 in the Highway Road Repair Department (5110) as follows:

| | | | |
|-------|-----------------|--------------------|----------|
| From: | D.HWY.5110 2.80 | Sewer Const/Repair | \$21,500 |
| To: | D.HWY.5110 4.06 | Drainage Supplies | 5,500 |
| | D.HWY.5110 4.16 | Road Materials | 11,000 |
| | D.HWY.5110 4.71 | Uniforms/Clothing | 5,000 |

Funds to be utilized for additional materials for road and drainage repairs and for personal protective equipment purchases (see letter from T. Anderson).

9. Declare Highway Equipment as surplus to be sold at the October 5, 2019 Municipal Auction (Highway Dept.) – Request from Tim Anderson for Town Board action to declare one 2005 International Dump Truck (asset #104804) as surplus to be disposed of at the October 5, 2019 Teitsworth, Inc. Municipal Online Auction (see letter from T. Anderson).

10. Approve transfer/appointment of Michael Allen to Laborer in the Sewer Department (Sewer Dept.) – Request from Mike Guyon for Town Board action to authorize and approve the transfer/appointment of Michael Allen from the laborer position in the Highway Department to the laborer position in the Sewer Department. Transfer effective September 30th, 2019 with salary set per the CSEA contract. This appointment will be contingent upon the satisfactory completion of a 26 week probationary period (see letter from M. Guyon).

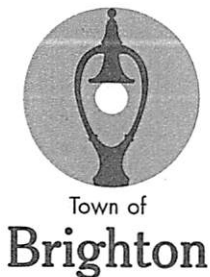
11. Declare Highway Equipment as surplus to be sold at the October 5, 2019 Municipal Auction (Highway Dept.) – Request from Mike Guyon for Town Board action to declare the Truck #36 2016 Dominion trailer mounted leaf suction machine and 2 leaf collection boxes as surplus to be sold at the October 5, 2019 Teitsworth, Inc. Municipal Online Auction (see letter from M. Guyon).

12. Authorize amendment to the Non-Represented Employee Salary and Wage Schedule (Finance Dept.) – Request from Paula Parker for Town Board action to approve moving the title of Senior Payroll Clerk (full-time) from Group 3 to Group 4 effective with pay period beginning 9/2/2019. This change will have no impact on the Table of Organization or the budget for the Finance Department. The position move was anticipated and part of the 2018 Finance Department Reorganizational Plan implemented in September of 2018 (see letter from P. Parker)

13. DISCUSSION/COMMITTEE APPROVAL ONLY: Advertisement and recruitment of vacant position of Laborer in the Highway Department.
14. DISCUSSION on the 2020 Budget (Finance Dept.) – Discussion item only to update the committee on the 2020 Budget requests.
15. DISCUSSION: Set Public Hearing for Local Law to exceed the Tax Cap (Finance Dept.) – Request from Paula Parker to set a Public Hearing on October 23rd to adopt a local law for exceeding the tax cap for the 2020 budget.

The next regularly scheduled meeting of the FASC will be held on **WEDNESDAY, OCTOBER 2ND, 2019 at 8:30 a.m.** (NOTE CHANGE IN THE DAY AND TIME) 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****



Brighton Police Department

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



Mark T. Henderson
Chief of Police

September 6, 2019

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

RE: Budget Transfer for Contracted Services

Dear Board Members,

The police department requests approval for an amendment to the 2019 operating budget. I anticipate expenses for contracted services in an on-going criminal investigation. Members of the Town Board were previously briefed on this case.

I have reviewed the budget and found sufficient funds remaining in the Overtime Wages account (A.POLCE.3120.1.30) to support this budget transfer. My recommendation to the Town Board is to approve the transfer of **\$10,000** as follows:

From account: A.POLCE 3120 1.30 OVERTIME WAGES
To account: A.POLCE 3120 4.49 OTHER CONTRACT SERVICES

Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:dm



Brighton Police Department

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

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Mark T. Henderson
Chief of Police

September 6, 2019

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

RE: Budget Transfer for Travel Expenses

Dear Board Members,

The police department requests approval for an amendment to the 2019 operating budget. I have been advised of the need for travel expenses for a witness in an on-going criminal investigation. Members of the Town Board were previously briefed on this case.

I have reviewed the budget and found sufficient funds remaining in the Overtime Wages account (A.POLCE.3120.1.30) to support this budget transfer. My recommendation to the Town Board is to approve the transfer of **\$10,000** as follows:

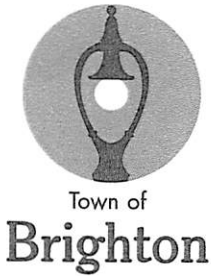
From account: A.POLCE 3120 1.30 OVERTIME WAGES
To account: A.POLCE 3120 4.73 TRAVEL EXPENSES

Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:dm



Brighton Police Department

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



Mark T. Henderson
Chief of Police

September 6, 2019

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

RE: Annual Rabies Clinic

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement for professional services between the Town of Brighton and two veterinarians, as well as two veterinary technicians for Veterinary and related services to be performed at our annual Rabies Clinic on October 5, 2019.

The terms and rates for the services provided pursuant to this agreement are unchanged from last year with a total amount for services not to exceed \$510.00. There is sufficient funding in the 2019 Animal Control budget to support this request.

Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

David Catholdi, Captain
Staff Services Commanding Officer

To: Chief Mark Henderson

From: Bruce G Blackman ACO Supervisor

Re: Rabies Clinic

Date August 29, 2019

The Monroe County Health Department once again is sponsoring free Rabies Clinics for New York State Residents. I would like the Town of Brighton to host one of these clinics as we have done for the past 25 years.

I have tentatively scheduled this year's clinic for Saturday October 5, 2019 from 10 AM to 12 PM to be held at the Brighton Police Department pending approval from yourself and the Town Board.

I have a draft of the contract updated to reflect this year's event. No increase of cost from the previous years is present.

If approved I will obtain the names and data of the personnel from Pittsford Animal Hospital and continue the process as in the past.

Thank you for your time in this matter

A handwritten signature in black ink, appearing to read "Bruce G Blackman", with a stylized flourish at the end.

Bruce G Blackman, ACO Supervisor

XC Captain DeSain

3c

D R A F T

A G R E E M E N T

THIS AGREEMENT, made this ____ day of _____, 2019, 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 (NAME), with offices at (or residing at) (address) hereinafter referred to as the "Contractor".

W I T N E S S E T H

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. Perform intramuscular immunization of cats and dogs and domesticated ferrets against rabies at clinics to be held at the Town of Brighton Police Department located at 2300 Elmwood Avenue, Rochester, New York 14620.
- b. Supervise animal handler technicians to assist in restraint of animals for safe immunizations. These animal handlers are direct employees of the Contractor, and will be directly compensated by the Contractor per the payment terms specified in Clause 3.
- c. Sign a certificate of immunization to be provided to each pet owner after the pet is immunized, to be used by the owner for documentation as required within Monroe County for pet licensing by the municipalities.
- d. Vaccine and other supplies will be provided by the County.

2. The term of this agreement shall be from October 5, 2019 to October 5, 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 \$60.00 per hour for veterinarian services and 25.00 per hour for animal handlers technician services, total amount not to exceed \$510.00. Said sum shall be paid as follows:

Upon submission of properly completed and executed Town of Brighton claim vouchers for all services rendered. Such voucher shall specify the number of hours of veterinarian services provided, the number of animal handlers technician services provided, and the respective reimbursement amounts due.

Payment by the Town for the sum(s) herein contracted for shall be made upon the submission of properly executed Town of Brighton claim vouchers, supported with such information and documentation necessary to substantiate the voucher, approved by the Chief of Police, 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 paragraph 2, and 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 annually 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, not any monies which are or will become due

and payable thereunder without the prior written consent of the Town of Brighton.

7. The Contractor covenants and agrees that it will conduct itself consistent with its status, and said status being that of an independent contractor, and that is, its employees or agents will neither hold themselves out nor claim to be an officer or employee of the Town of Brighton, nor 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 Law 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.

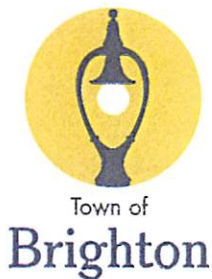
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IN WITNESS WHEREOF, the parties hereto have executed this agreement
the day and year first above written.

TOWN OF BRIGHTON

By: _____
William W. Moehle, Supervisor

By: _____
(Print Name)



Brighton Police Department

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

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Mark T. Henderson
Chief of Police

September 3, 2019

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

RE: Vehicle Surplus

Dear Board Members:

In recent years, the Police Department has utilized the Annual Municipal Equipment Auction to dispose of our used vehicles. The advertising campaign and size of this auction has allowed us to sell our vehicles for considerably more than if we had disposed of them ourselves.

The auction will be held on October 5th, 2019 and I request that the vehicle listed below be declared surplus. The vehicle listed has been determined to be in need of replacement.

| Control# | Year | Make | Vin# |
|----------|------|---------------|-------------------|
| 88 | 2007 | Dodge Charger | 2B3LA43H27H843854 |

With your declaration, the Police Department will make the arrangements necessary to prepare and transport the vehicle to the auction site. Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson
Chief of Police

MTH:jpo



#5
Recreation
Department

Rebecca Cotter
Recreation Director

September 17, 2019

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Rochester-Monroe County Youth Bureau Contract

Dear Finance Committee Members:

I respectfully recommend that you authorize the Supervisor to execute an agreement, as well as any additional paperwork as required, with the Rochester Monroe County Youth Bureau for the Town's 2019 funding. According to the terms of the contract, the County shall reimburse the Town in the amount not to exceed \$7,085. As you are aware, this funding is used in the development of our Positive Youth Development/Community Service Initiative.

I will be happy to answer any questions you may have regarding this matter.
Sincerely,

Rebecca J. Cotter
Recreation Director



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Recreation
Department

Rebecca Cotter
Recreation Director

September 13, 2019

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

Re: 2019 Sunset Serenades Donation Request

Dear Board Members:

I respectfully request your permission to authorize Town Supervisor William Moehle to accept \$3899.00 in cash donations for the Sunset Serenades Concert Series. These donations have come in to support the concert series from area businesses for the 2019 concert series. Monies have been used to secure and pay for performers during the 6 week concert series.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

Rebecca J. Cotter
Recreation Director
Town of Brighton



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Recreation Department

Rebecca Cotter
Recreation Director

2019 Summer Concert Sponsorship

| | |
|--|-----------------|
| Wegmans | \$2000.00 |
| ESL Federal Credit Union | \$500.00 |
| Friendly Senior Living | \$200.00 |
| MacGregor's Grill and Tap Room | \$499.00 |
| Rochester Regional Health Immediate Care | \$250.00 |
| St. John's Living | \$150.00 |
| <u>The Summit at Brighton</u> | <u>\$300.00</u> |
| Total Concert Sponsorship 2019 | \$3899.00 |



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Recreation
Department

Rebecca Cotter
Recreation Director

September 13, 2019

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

Dear Board Members:

I respectfully request your permission to authorize Town Supervisor William Moehle approve and sign a contractual amendment to the existing agreement between the Town of Brighton and CivicPlus (formerly Rec1) as approved by the Attorney to the Town. This amendment will allow for the continuation of services with the CivicPlus to provide Program Registration and Facility Reservation Services used by the Recreation & Parks Departments without disruption.

Please let me know if you have any questions or concerns regarding this request.

Thank you for your consideration,

Rebecca Cotter

Rebecca J. Cotter
Recreation Director
Town of Brighton

DRAFT

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Amendment to the Agreement **Brighton Recreation Department, NY**

Page 1 of 1 CivicPlus • 302 South 4th St., Suite 500 • Manhattan, KS 66502 • www.CivicPlus.com Toll Free 888-228-2233 • Accounting Ext. 291 • Support Ext. 307 • Fax 785-587-8951

AMENDMENT TO THE AGREEMENT

THIS AGREEMENT AMENDMENT (this "Amendment") is agreed to this ____ day of _____, 2019 ("Effective Date") by and between CivicPlus, LLC, d/b/a CivicPlus ("CivicPlus") and Brighton Recreation Department, NY ("Client") (jointly, "Parties") and shall be effective as of the date set forth above.

RECITALS

WHEREAS, Client entered into the Online Registration and Servicing Agreement dated January 2013 for the use of the software registration system, with Cirillian, Inc. dba Rec1 (the "Agreement");

WHEREAS, CivicPlus acquired Rec1 and all customers, contracts and obligations on December 30, 2016, and has since been providing all services under the Agreement to Client;

WHEREAS, thus far CivicPlus has maintained the Agreement's original payment terms, yet the cost of providing the services, maintenance, upgrades and service providers associated with the software has increased; and

WHEREAS, CivicPlus and Client have agreed to alter certain terms as set forth in the Agreement by this written instrument duly executed by the Parties, the modification of terms as specified in this Amendment.

NOW, THEREFORE, the Parties hereto mutually agree for good and valuable consideration, the receipt and adequacy of which is hereby agreed as follows:

1. "CivicPlus" shall hereby replace any mention of "Rec1" throughout the Agreement.
2. CivicPlus is shifting Client from a monthly billing cycle to an annual licensing subscription fee, to be paid once annually, on each anniversary of the Agreement signing date, as set forth in this Amendment.
3. Client's Annual Service Fee shall be in the amount of \$7,907, to be billed on the Agreement's next renewal term following the Effective Date of this Amendment.
4. The Annual Service Fee, which includes without limitation hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in the third year of service following this Amendment.
5. CivicPlus reserves the right (but not the obligation) to audit Client once every 12 months to determine Client's actual transaction processing volume ("Actual Processing Volume")*. In the event Client's Actual Processing Volume increases from prior year's Actual Processing Volume, CivicPlus will notify client within 30 days of the audit of the Actual Processing Volume and the applicable increase in the Annual Fees resulting from such Actual Processing Volume. The increase in the Annual Fees shall be implemented the first of the month following the notice. ***Actual Processing Volume is based on the net fees collected for Activities, Classes, Rentals; exclusive of no fee activities, cancellations, refunds, transfers or any other non-fee bearing activity.**

Client responsible to pay the lessor of either the assessed 5% Annual Increase (#4) OR the increase due to a Transactional Audit (#5).

6. All other terms and conditions of the Agreement, not modified herein, shall remain in full force and effect.

7. In the event either party cancels this Agreement during the annual contract period, the prorated portion based on the remaining months of the calendar year shall be equally reimbursed to the Town within 30 days of cancellation.

Acceptance

We, the undersigned, agreeing to the conditions specified in this Amendment, understand and authorize the provision of services outlined in this Amendment. **Client**

By:

Name:

Title:

Date:

By:

Name:

Title:

Date:



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Highway Department

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

Tim Anderson
Deputy Highway
Superintendent

September 13, 2019

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Transfer of funds: Road Maintenance Materials

Dear Chairman Diponzio and Committee Members:

I recommend that a transfer be approved from the following:

Highway – Road Repair – Sewer Construction/Repair (D. HWY.5110 2.80) in the amount of \$21,500

To the following:

Highway – Road Repair – Drainage Materials/Supplies (D.HWY.5110 4.06) in the amount of \$5,500

And

Highway – Road Repair – Road Materials (D.HWY.5110 4.16) in the amount of \$11,000

And

Highway – Road Repair – Uniforms/Clothing (D.HWY.5110 4.71) in the amount of \$5,000

The funds are proposed to be used for purchasing additional road and drainage materials to complete the Town road maintenance program and for purchasing additional personal protective equipment for 2019. I will be available to answer any questions if needed.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: B. Monroe
P. Parker
M. Guyon
A. Banker

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

Tim Anderson
Deputy Highway
Superintendent

September 12, 2019

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Authorize Disposal of Equipment

Dear Chairman Diponzio and Committee Members:

I recommend the disposal of certain Highway Department equipment as listed below. The item listed is no longer needed or able to support departmental operations.

2005 International Dump Truck

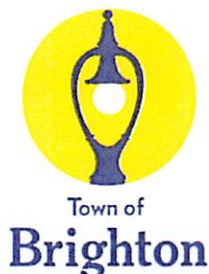
Asset #104804

I further recommend that I be authorized to dispose of the above equipment through Roy Teitsworth, Inc. at a municipal auction scheduled for October of this year or through their online auction.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: B. Monroe
P. Parker
M. Guyon
A. Banker



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Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 12, 2019

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

re: Proposed Permanent Hiring
Laborer Position (Sewer Department)

Dear Chairman DiPonzio and Committee Members:

The recent resignation of Adam Secor, skilled laborer, from the Sewer Department created a vacancy that should be filled in order to maintain the operational efficiency of the sewer department. At the June 26, 2019 Town Board Meeting the Consolidated Sewer District Table of Organization was amended to add the position of Laborer and remove one of the skilled laborer titles. Michael Allen a laborer in the Highway Department expressed interest in transferring to the Sewer Department to fill the new laborer position. Therefore, I am recommending that:

- 1) Mr. Michael Allen, 14 Stone Street, Macedon, New York, 14502 be appointed to the position of laborer subject to Town Board action;
- 2) the starting wage be \$20.78/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 26-week probationary period effective as of the date of hire, September 30, 2019;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2019 budget. Mr. Allen is a well-qualified candidate and is capable to serve in this capacity, having worked as a member of the Highway Department since May 2017.

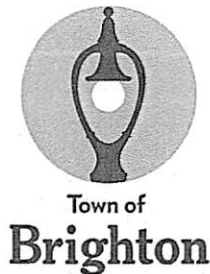
As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 17, 2019 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Michael E. Guyon
Commissioner of Public Works

TEK/wp

cc: T. Anderson
M. Guyon
P. Parker
B. Monroe
T. Van Putte
K. Gordon



/ /

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 16, 2019

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

Re: Declare Surplus Equipment
Leaf Vacuum and Specialized Dump Boxes

Dear Councilperson DiPonzio and Committee Members:

In 2012 the Town completed a Leaf Waste Collection Technology Study to evaluate the equipment and staffing used in the leaf collection process. The evaluation recommended that the Town consider the use of a tow-behind vacuum trailer and suggested a phased approach to further test this method of leaf collection. In response, the Highway Department purchased an Old Dominion trailer mounted leaf vacuum trailer and two specialized dump boxes in 2016.

The tow-behind leaf vacuum trailer was unable to pick-up wet matted leaves along the roadway, required additional time to collect the leaves, and has one use, leaf collection during the fall season. Also, it was hoped that the tow-behind vacuum trailer would reduce the number of loaders in the Town fleet. However, since the vacuum trailer is incapable of collecting yard debris, the number of loaders in the fleet was unable to be reduced.

Due to its limitations the tow-behind leaf vacuum trailer and associated truck boxes has been used sparingly and the highway department recommends that the following equipment be declared surplus.

- Truck #36 - 2016 Old Dominion/LCT650 Trailer Mounted Leaf Vacuum
- (2) Leaf Collection Boxes

We also request that this equipment be disposed through the Monroe County Municipal on-site auction or an online auction.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 17, 2019 meeting in the event that you have any questions regarding this matter.

Respectfully,

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

cc: T. Anderson
P. Parker



#12a
Finance Department

Paula Parker
Director of Finance

September 13, 2019

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 Town of Brighton Non-Represented Employee Salary and Wage Schedule as follows:

- Move the title of Senior Payroll Clerk from Group 3 to Group 4

At the time of the implementation of the reorganizational plan for the Finance Department in August of 2018, it was determined that with the additional responsibilities of the Senior Payroll Clerk FT and after a positive evaluation the position of Senior Payroll Clerk would be moved from Group 3 to Group 4.

I am pleased report that the reorganization of the Finance Department has proven most successful and to fully recommend this change. All funds are budgeted and this change will have no impact on the table of organization for the Finance Department.

This change will effective with the pay period beginning on 9/2/2019.

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

12b

TOWN OF BRIGHTON
NON-REPRESENTED EMPLOYEE SALARY AND WAGE SCHEDULE - 2019 BUDGET

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| Group 1: Annual Wage (40 Hour/Week) for Title of: | \$ 33,904.00 | \$ 35,547.20 | \$ 37,419.20 | \$ 39,270.40 | \$ 41,246.40 | \$ 43,305.60 |
| Annual Wage (35 Hour/Week) for Title of: | \$ 29,666.00 | \$ 31,103.80 | \$ 32,741.80 | \$ 34,361.60 | \$ 36,090.60 | \$ 37,892.40 |
| Clerk IV | | | | | | |
| Laborer | | | | | | |
| Office Clerk IV | | | | | | |
| Receptionist | | | | | | |
| Group 2: Annual Wage (40 Hour/Week) for Title of: | \$ 38,979.20 | \$ 41,017.60 | \$ 43,097.60 | \$ 45,281.60 | \$ 47,507.20 | \$ 49,878.40 |
| Annual Wage (35 Hour/Week) for Title of: | \$ 34,106.80 | \$ 35,890.40 | \$ 37,710.40 | \$ 39,621.40 | \$ 41,568.80 | \$ 43,643.60 |
| Clerk III | | | | | | |
| Office Clerk III | | | | | | |
| Secretary to the Commissioner of Public Works | | | | | | |
| Group 3: Annual Wage (40 Hour/Week) for Title of: | \$ 45,011.20 | \$ 47,299.20 | \$ 49,712.00 | \$ 52,124.80 | \$ 54,766.40 | \$ 57,553.60 |
| Annual Wage (35 Hour/Week) for Title of: | \$ 39,384.80 | \$ 41,386.80 | \$ 43,498.00 | \$ 45,609.20 | \$ 47,920.60 | \$ 50,359.40 |
| Clerk II | | | | | | |
| Deputy Court Administrator | | | | | | |
| Maintenance Mechanic | | | | | | |
| Office Clerk II | | | | | | |
| Senior Payroll Clerk | | | | | | |
| Group 4: Annual Wage (40 Hour/Week) for Title of: | \$ 52,395.20 | \$ 55,016.00 | \$ 57,782.40 | \$ 60,652.80 | \$ 63,668.80 | \$ 66,830.40 |
| Annual Wage (37.5 Hour/Week) for Title of: | \$ 49,120.50 | \$ 51,577.50 | \$ 54,171.00 | \$ 56,862.00 | \$ 59,689.50 | \$ 62,653.50 |
| Annual Wage (35 Hour/Week) for Title of: | \$ 45,845.80 | \$ 48,139.00 | \$ 50,559.60 | \$ 53,071.20 | \$ 55,710.20 | \$ 58,476.60 |
| Clerk I | | | | | | |
| Clerk to Town Justice | | | | | | |
| Deputy Receiver of Taxes | | | | | | |
| Engineering Assistant | | | | | | |
| Graphic Information Systems Analyst | | | | | | |
| Recreation Supervisor | | | | | | |
| Senior Network Technician | | | | | | |



#13

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 12, 2019

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

re: Laborer Position at the Highway Department
Proposed Advertisement of Opening

Dear Chairperson DiPonzio and Committee Members:

Michael Allen from the Highway Department has requested to transfer to the Sewer Department to fill a current vacancy. If approved at the September 25th Town Board Meeting, this transfer will create a vacancy that should be filled in order to maintain the operational efficiency of the department. Therefore, I respectfully request that the above position be publicly advertised and that candidates be interviewed for this vacancy. If a successful candidate is identified, a subsequent recommendation will be forthcoming to this Committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 17, 2019 meeting in the event that you have any questions regarding this matter.

Very truly yours,

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

Finance Department

Paula Parker
Director of Finance

September 17, 2019

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

Re: Local Law and Public Hearing to Enable Override of 2020 Tax Levy Limit

Dear Honorable Board Members,

I am requesting that your honorable body set a public hearing and adopt a local law authorizing the Town Board to adopt a budget commencing on January 1, 2020 that may exceed the tax levy limit as defined in General Municipal Law Section 3-c.

This measure is being requested largely due to the uncertainty of funding delays and/or revenue reductions by the State of New York which could impact the 2020 budget and tax cap.

Since adoption of this Local Law does require a public hearing, I am requesting the Town Board set such hearing to take place at the regularly scheduled Board meeting on Wednesday, October 23rd, 2019 at 7:00 pm here in Town Hall.

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