

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

**Meeting Date: Tuesday, February 4, 2020
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 14th, 2020 meeting.
2. Declare 2011 Chevrolet Express E4500 Ambulance as surplus to be sold at auction (Ambulance District) – Request from Code Dean, Chief of the Brighton Volunteer Ambulance to declare the 2011 Chevy E4500 Ambulance as surplus to be sold utilizing either the online auction or the Municipal auction this coming spring. This ambulance was replaced late in 2019 (see letter from C. Dean).
3. Accept Justice Court Administration Program (JCAP) Award in the amount of \$8,100 and amend 2020 budget (Justice Court Dept.) – Request from Lisa Pavlovych for Town Board action to accept the JCAP grant in the amount of \$8,100. Funds will be used to refurbish/refresh Judge Falk's courtroom walls. Further authorization to amend the 2020 budget as follows:
Increase Revenue: A.JSTCE.1110.3390 NYS Aid \$8,100
Increase Expense: A.JSTCE.1110 2.60 Facility Improvemt \$8,100 (see letter from L. Pavlovych).
4. Authorize a three year contract with Spectrum for PRI based phone service and increased bandwidth for Internet access (Information Technology Dept.) – Request from Jeremy Lutz for Town Board action to authorize a three-year contract with Spectrum (NYS OGS contract) for telephone and increased bandwidth services. This will yield a savings of \$45 per month. Some copper lines will remain with Frontier. Also approval for the Finance Department to make the necessary budget transfers to facilitate this change (see letter from J. Lutz).
5. Award bid for Bucket Truck rental with Operator to Davey Tree Expert (Public Works Dept.) – Request from Chad Roscoe for Town Board action to award the bid for Bucket Truck rental with Operator to the lowest responsible bidder, Davey Tree Service for the base hourly rate of \$216. The contract calls for a maximum of 200 hours (\$43,200) which is available in the 2020 budget. Bids were advertised with two respondents (see letter from C. Roscoe).
6. Award RFP for arborist services to Arborview (Public Works Dept.) – Request from Chad Roscoe for Town Board action to award the RFP for arborist services for 2020 to Arborview for the proposed \$135/hour as outlined in the payment section of the agreement. Further to authorize the Supervisor to administratively renew this contract for up to an additional three years with increases outline in the payment section of the contract (see letter from C. Roscoe).

7. Accept 2019 CDBG Grant award for French Road Sidewalk Installation (Public Works Dept.) – Request from Chad Roscoe for Town Board action to accept the Monroe County Community Development Block Grant award of \$65,000 for the sidewalk improvements on the south side of French Road. Further for the Supervisor to be authorized to execute the contract and any related documents; and for the Finance Department to make the necessary adjustments to the 2020 budget A.DPW.5410 (see letter from C. Roscoe).
8. Approve CDBG Grant Application with Monroe County for sidewalk improvements along Elmwood Avenue (Public Works Dept.) – Request from Chad Roscoe for Town Board approval to prepare and submit a CDBG grant application to Monroe County for \$80,373 for the installation of concrete ADA compliant sidewalks along the north side of Elmwood Avenue from Faith Temple to the 7-Eleven. Further to authorize the Supervisor to execute any application related documents (see letter from C. Rosco).
9. Promotion from Senior MEO to Construction Equipment Operator (CEO) effective February 17, 2020 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the promotion of Mr. Joseph Wesley from Senior MEO to Construction Equipment Operator effective 2/17/2020. There will be a probationary period of 26 weeks, with all other terms as outlined in the CSEA bargaining unit agreement (see letter from M. Guyon).
10. Accept SAM grant for \$125,000 for lighting improvements are various locations throughout the Town of Brighton (Public Works Dept.) – Request from Mike Guyon for Town Board action to accept the SAM Grant in the amount of \$125,000 for lighting improvements are various locations throughout the Town of Brighton. Further authorize the Supervisor to execute contracts and other related documents. Finally authorize any amendments to the appropriate budget (or Capital Projects budget) to facilitate the receipt of revenue and the expense as for this ongoing project (see letter from M. Guyon).
11. Authorize amendments to the Highway (Sub-Department Road Repair) Organizational chart (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the changes to the Highway (Road Repair) Department's Table of Organization. The new table will reflect the current job titles being utilized by the Department. Funds were anticipated in the 2020 budget for these positions (see letter from M. Guyon).
12. Approve contract with Teamsters for their member's health insurance per the new bargaining agreement (Finance Dept.) – Request from Paula Parker for Town Board action to authorize the Supervisor to execute and agreement with the NYS Teamster's Council Health & Hospital Fund effective 1/1/2020 through 12/31/2024. The bargaining unit agreement has been approved and this will establish rates as related to the cost of the health Insurance. The contract is subject to the approval of the Attorney to the Town (see letter from P. Parker).

13. Authorize appropriations and transfers for the 2019 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 2019 amended budget. This list is a draft and will be updated as needed for any 2019 claims that will be posted to that fiscal year (see letter from P. Parker).
14. Set 202b Public Hearing for purchase of one pickup truck in the Consolidated Sewer District (Sewer/Finance Depts.) – Request from Paula Parker for Town Board action to set a 202b Public Hearing on March 11, 2020 to purchase one pickup truck as per the 2020-2022 adopted CIP for the consolidated sewer district. This will replace pickup truck #96 and is fully budgeted in the 2020 budget. Debt will not be issued for this purchase (see letter from P. Parker).

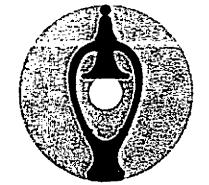
The **next regularly scheduled meeting of the FASC will be held on THURSDAY, FEBRUARY 20, 2020 at 8:30 a.m.** in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings. **(Note different day and time)**

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

2a

Finance Department

Paula Parker
Director of Finance



Town of
Brighton

February 4, 2020

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

RE: 2011 Chevy E4500 Road Rescue Ambulance declared as Surplus

Dear Board Members:

I am recommending that Your Honorable Body declare one 2011 Chevy E4500 Road Rescue Ambulance (VIN: 1GB6G5CL1B1177926) as surplus to be sold at either the municipal online auction or the live municipal auction held in the spring of 2020. The asset data sheet is attached, as well as the request from Brighton Volunteer Ambulance, for your information.

The Brighton Volunteer Ambulance will deliver this vehicle to the Highway Department where it will be held until auction.

I would be happy to respond to any questions that the committee or other members of the Town Board may have regarding this matter.

Sincerely,

Paula Parker
Director of Finance

LIVE* Town of Brighton *LIVE

Asset Data Sheet

2b

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
177926	K104	AMBULANCE, 2011 (CHEVY)	FIN - Finance	04/26/2012	\$157,650.00
	Item: FA - Equip & Mach	Responsible Organization: H.AMBUL.AMB11 - Capital Projects Fund, Ambulance Purchase, Ambulance Purchase 2011		Adjustments:	\$0.00
	Recorded: Yes	G/L Distribution Profile: Pub Safety - Equipment		Depreciation:	\$157,650.00
	Reporting Category: Capital	Capitalization Date: 04/26/2012		Net Book Value:	\$0.00
	Accounting Category: Governmental	Depreciation Status: Fully Depreciated		Estimated Salvage Value:	\$0.00
	Active: Yes	Depreciation Method: Straight Line		Depreciable Base:	\$0.00
	Inactive Reason:	Asset Life in Months: 60			
	Asset Special Use: None	Manufacturer: CHEV			
	Method of Acquisition:	Model Number: EXPRESS			
	Original Acreage: 0.0000	Serial Number: 1GB6G5CL1B1177926			
	Responsible ASSET Employee: MANAGER	Model Year: 2011			
	Assigned To Employee:	Warranty Expiration Date:			
	General Location: SA-AMBUD DIST	Barcode Number:			
	Specific Location:	Badge Number:			
	Insurance Policy:	Vehicle License Number:			
	Lease Contract:	Vehicle License Plate Type:			
		Vehicle License Expiration Date:			
Grand Total:			1 Asset		\$157,650.00



1551 Winton Rd South
Rochester, NY 14618
p: 585.271.2718
f: 585.442.9198
w: brightonambulance.org

2 February 2020

Finance Director Paula Parker
2300 Elmwood Avenue
Rochester, NY 14618

Paula,

The ambulance set to be declared surplus is a 2011 Chevrolet Express E4500 Ambulance VIN 1GB6G5CL1B1177926. The last recorded mileage was 93,419. The vehicle appearance overall is good, with some residual striping remaining, though all branding has been removed.

Mechanically, the vehicle is sound as all preventative maintenance was completed in accordance with manufacturer recommendations. The drivetrain and electrical system were without issue when decommissioned. As of our last verification, there are no open recalls.

The ambulance brand is a Road Rescue.

Any other questions related to the vehicle once it is declared surplus may be directed to me.

Respectfully,

A handwritten signature in black ink, appearing to read "Cody M. Dean".

Cody M. Dean
Chief

Cc: Pres. Mietz
Cpt. Shipman
11 3079 file

3a

JUSTICE COURT
TOWN OF BRIGHTON
MONROE COUNTY
2300 ELMWOOD AVENUE, ROCHESTER, NY 14618
PHONE: (585) 784-5152 FAX: (585) 784-5380

JUSTICES
KAREN MORRIS
JOHN FALK

January 30, 2020

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

Re: Grant Award from Justice Court Assistance Program

Dear Supervisor Moehle and Town Board Members:

Brighton Justice Court is requesting approval for acceptance of a grant award from the Justice Court Administration Program in the amount of \$8,100.00. The grant will be used to refurbish Judge Falk's courtroom walls. We are also seeking approval to amend the 2020 budget as follows: increase the revenue account A.JSTCE. 1110.3390 (NYS Aid) by \$8,100.00 and increase the expense account A.JSTCE. 1110 2.60 by \$8,100.00. This is a budget neutral appropriation.

Thank you for your consideration.

Sincerely,



Lisa Pavlovych
Administrative Court Clerk

Attachments

cc: P. Parker, Finance Director
FASC Committee Members
File

STATE OF NEW YORK
UNIFIED COURT SYSTEM
 Hall of Justice, Room 545
 99 Exchange Boulevard
 Rochester, NY 14614
 (585) 428-2885

Lawrence K. Marks
 Chief Administrative Judge

Craig J. Doran
 Seventh District Administrative Judge

Vito C. Caruso
 Deputy Chief Administrative Judge
 Courts Outside New York City

January 21, 2020

Mrs. Lisa Pavlovych
 Brighton Town Court
 2300 Elmwood Avenue
 Rochester, NY 14618

Dear Mrs. Pavlovych:

We are pleased to advise you the Brighton Town Court has been awarded a grant under the 2019-20 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system. Under the Court System's Action Plan for the Justice Courts, JCAP has been expanded, both in the level of funding and the scope of the projects funded.

The Brighton Town Court is one of 278 courts receiving JCAP funding this year. Details regarding your award are set forth on the enclosed 2019-20 Justice Court Assistance Program Award Reconciliation Report. Funds will be sent on or before April 1, 2020 to your municipality via direct deposit or check and must be spent within 180 days. If the amount you spend purchasing the item(s) approved on the enclosed JCAP Reconciliation Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item awarded at a set monetary amount. Please contact the Office of Justice Court Support at 800-232-0630 for further direction. The Reconciliation Report, along with paid receipts that certify total amount spent, are required to be returned to the Office of Justice Court Support via fax: (518) 471-4807 or e-mail: jcap@nycourts.gov.

Craig J. Doran
 Seventh District Administrative Judge

Stephen Miller
 Supervising Judge

cc: Hon. Gerald J. Whalen, Presiding Justice Appellate Division
 Hon. Vito C. Caruso, Deputy Chief Administrative Judge
 Courts Outside New York City

3c

2019-20 Justice Court Assistance Program Award Reconciliation Report

Please fax this Report along with paid receipts to the dedicated JCAP Fax Number 518-471-4807, email jcav@nycourts.gov or mail to: Office of Justice Court Support, 187 Wolf Road, Suite 103, Albany, N.Y.12205

In the space provided below, please sign and indicate the exact amount spent
***Funds to be spent within 180 days of receipt**

Brighton Town Court, Monroe County

District: 7

Item Category	Item Name	Approved Quantity	Item Approved Total
Construction	Wallpapering 1 Courtroom		\$8100.00
Total Amount of Grant			\$8,100.00

SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form or used to offset the cost of another grant item awarded at a set monetary amount. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

*Please submit paid receipts indicating funds were spent on approved items along with this Reconciliation Report within 180 days from receipt. Remember to save your receipts for at least three years for audit and review purposes. If the amount you spend purchasing the item(s) approved on this Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item. Please contact OJCS at 800-232-0630 for further direction.

Total Amount Spent: _____

By signing this form, I affirm that all the above approved items were purchased.

Date: _____ **Print Name:** _____ **Signature:** _____

FOR OJCS USE ONLY

Vendor ID# 1000003978

Application # 4761

Attachments _____

Voucher# _____

AO Date _____

Approval Date _____

Submit Date _____

DN/SP _____

Grant Amt _____

Business Unit _____

Final Approval _____



Town of
Brighton

4a Information Systems

Jeremy Lutz
IT Director

To: Finance and Administrative Services Committee
From: Jeremy Lutz, IT Director
Date: January 31, 2020
Re: Phone and Internet Service Changes

Per the attached quote from Spectrum, we have an opportunity to greatly reduce the cost of our PRI based phone service for the next 3 years from what we are currently paying to Frontier. In moving this service to Spectrum, we are also looking to increase our primary internet bandwidth. The reduction in phone costs more than offsets the increase in internet cost. We would still have some copper lines remaining with Frontier.

Current Monthly Frontier Costs (PRI and Copper):	\$1250
Current Monthly Spectrum Costs (100MB Bandwidth):	\$660
<hr/>	
TOTAL	\$1910

New Monthly Frontier Costs (Copper Only):	\$615
New Monthly Spectrum Costs (200MB Bandwidth):	\$959
New Monthly Spectrum Costs (PRI)	\$291
<hr/>	
TOTAL	\$1865

In order to do this, I'm requesting approval for the Finance department to transfer funds as necessary from other departments' 4.22 lines to A.INFO.1680 4.22 in order to pay the new bill.

Service Order

Time Warner Cable Northeast, LLC D/B/A Spectrum Fiber Internet Access Service Agreement

Pursuant to NYS Office of General Services Contract PS68706

Time Warner Cable shall provide Customer with Fiber Internet Access (FIA) Service pursuant to the terms and conditions of the New York State Office of General Services Contract PS68706

Customer Name:	Town Of Brighton
Date:	12/11/19

Section 1. Billing Information

Billing Name:	Town Of Brighton
Street Address:	2300 Elmwood Ave
Suite information:	
City, State and Zip Code:	Rochester NY 14618
Billing Contact:	jeremy.lutz@townofbrighton.org
Contact phone number:	585-784-5397

Section 2. Service location Information

Service Location A	
Service Location Name:	Town Of Brighton
Street Address:	2300 Elmwood Ave
Room/Suite information:	
City, State and Zip Code:	Rochester NY 14618
Installation Contact:	Jeremy Lutz
Contact phone number:	585-784-5397
Fiber Information	200M FIA Full PRI 50M PTP 100M PTP

Service Location B	
Service Location Name:	Town Of Brighton
Street Address:	220 Idlewood Dr
Room/Suite information:	
City, State and Zip Code:	Rochester NY 14618
Installation Contact:	Jeremy Lutz
Contact phone number:	585-784-5397
Fiber Information	50M PTP

Service Location C	
Service Location Name:	Town Of Brighton
Street Address:	1941 Elmwood AVE
Room/Suite information:	
City, State and Zip Code:	Rochester NY 14618

Installation Contact:	Jeremy Lutz
Contact phone number:	585-784-5397
Fiber Information	100M PTP

Section 3. Initial Term of Service

Term:	Effective Date:
36months (per approved fiscal year)	From the date of Spectrum Completion Notice

Section 4. Circuit and Pricing Information

PRODUCT	Quantity	Monthly Recurring Charge	Installation Cost	One-Time Cost
2300 Elmwood Ave 200M FIA	1	\$959	\$0.00	\$0.00
2300 Elmwood Ave Full PRI 100 DID	1	\$276	\$0.00	\$0.00
2300 Elmwood Ave 100 DID	1	\$15	\$0.00	\$0.00
220 Idlewood Rd 50M PTP	1	\$475	\$0.00	\$0.00
1941 Elmwood Ave 100M PTP	1	\$600	\$0.00	\$0.00
Total		\$2325.00	\$0.00	\$0.00

Section 5. Additional Terms and Conditions

In lieu of One-time costs (defined in NYS OGS Contract PS68706) of \$0.00 per circuit referenced in Section 4, customer agrees to an initial term of service outlined in this agreement in Section 3.

In the event that the customer terminates any portion of the Service prior to the expiration of the Term, customer will pay to Time Warner Cable, the remaining construction liability (One-Time Cost) which has been reduced by 1/36^h per circuit, per month from Effective date to Termination Date.

Customer: Town of Brighton	Time Warner Cable
Signature:	Signature:
Name:	Name:
Title:	Title:
Date: 12/11/19	Date:

Description of Service:



Town of
Brighton

January 30, 2020

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

Re: Contractor Recommendation for
2020 Rental of a Bucket Truck with Qualified Operator

Dear Councilperson DiPonzo and Committee Members:

I recommend that a bid be awarded for the above equipment rental to the low, responsive bidder, The Davey Tree Expert Company, in the base bid amount of \$216.00/hour. The 2020 adopted budget has \$48,240.00. The proposed contract calls for a maximum of 200 hours which if entirely expended equates to a maximum cost of \$43,200.00.

The bid was publicly advertised and publicly opened on January 30, 2020, all as required by law. Two companies submitted responses to the advertisement for bids. Table -1 lists the bidders along with their proposed hourly rate:

Table – 1 Bidders

Bidder	Hourly Rate
High Falls Tree Service LLC	\$230.00
The Davey Tree Expert Company	\$216.00

Funds are available in the 2020 budget, in account A.DPW 8560 4.43 for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2020 meeting in the event that you have any questions regarding this matter.

Sincerely,

Chad Roscoe

cc: P. Parker
B. Monroe
M. Guyon
T. Anderson

5a
Public Works Department
Commissioner of Public Works – Michael Guyon, P.E.

Chad Roscoe
Junior Engineer

Rental of Bucket Truck & Qualified Operator

Intention: The Town of Brighton intends to rent one (1) bucket truck with qualified operator and a spotter meeting the following specifications, for the use of the Department of Public Works in its hazard tree trimming and removal program.

Equipment Specifications: High-Ranger *with a minimum 75' boom*, or DPW-approved equal. Manufacturers and models are listed as a standard for features and quality; equivalent or better units can be accepted if shown to be so to the satisfaction of the Commissioner. Unit shall be furnished with all of the manufacturer's items of standard equipment, shall be road-ready, and shall be in compliance with all Federal and State regulations. All exceptions shall be fully described in your proposal. If no exception is specifically noted, the bucket truck shall be presumed to be complete as specified. The unit to be furnished is to be described in your proposal.

Condition: The unit bid shall be free of defects in the mechanical systems. Repairs to the unit, aside from those resulting from the gross negligence of the Town, shall be the responsibility of the vendor. Rental charges shall not be applied for times during which the unit is down for repairs or awaiting parts.

Work included-(Bucket truck with operator and spotter): Mobilization/demobilization; furnishing of equipment as specified above [including chain saw, personal protective equipment, fuel and all operating supplies]; and furnishing services of an experienced operator and spotter [including fringe benefits]. Locations pruned and for removal shall be as directed by the Town.

Intended Use: Pruning and removal of street trees on Town roads. Hazard trimming ONLY will be performed. Crown raising and aesthetic pruning will not be performed. A number of take downs may also be required. Trimming shall not be performed within 10 feet of power lines, nor where P.S.C. rules would otherwise require certified workers.

Estimated quantity: 200 hours; a minimum of 160 hours is guaranteed.

Work excluded: The Town shall provide all labor and equipment to collect, remove and dispose of the pruning's and tree removals. The Town shall provide work zone traffic control, flag persons and/or a qualified rope man, where necessary.

Schedule: Work is to be scheduled at our mutual convenience, but must be completed before April 17, 2020.

Safety: The equipment shall be fully equipped with all safety equipment as is required by OSHA regulations. The lifting mechanism shall have been recently inspected and shall have passed such inspection. Proof of same shall be provided before work begins.

The operator and spotter shall be fully trained in all safety procedures for tree work in accordance with ANSI Z133 Safety Standard, and for work in the ROW. All personal protective equipment required for the operator and spotter shall be provided by the vendor.

Operators: The operator furnished shall be experienced in such work, and shall be subject to the approval of the Town, which approval shall not be unreasonably withheld. A resume, including proof of the certification below, is to be provided before work begins.

Bids: Sealed bids shall be made in writing on the form provided, addressed to me, and be received on or before the time noted in the notice to bidders. The bid shall fully describe the unit bid, and shall note any exceptions. Award shall be based upon compliance with specifications, and upon the total cost [as extended over the guaranteed minimum hours].

It shall be understood and agreed that the prices bid shall be firm and unchanged for a period of forty-five (45) days after bid opening. 5c

Bid Security: Each bid shall be accompanied by bid security in the amount of 5% of the guaranteed contract amount (hourly rate bid as extended over 160 hours). Security may be in the form of a bond or of a certified check.

Price Proposed: The price proposed for the unit shall be an hourly rental rate, to include the equipment, operator, spotter, fringe benefits and all other "work included". The hours to be paid by this rate shall cover only the actual work hours, and shall not include travel time, lunch, breakdowns, etc. The hourly rate should be proposed accordingly. The operator and equipment shall report to the Brighton Highway Department, 1941 Elmwood Ave. Rochester, NY, daily. Travel from job site to job site within town is paid.

Payment: Payment shall be made within thirty days after all of the following have occurred: the work has been completed, an invoice has been submitted, and a Town voucher has been completed and submitted.

Insurance: The contractor is to provide, before work begins, a certificate showing at least the following coverage, and naming the Town as an additional insured:

General Liability	General Aggregate	\$2,000,000
	Products - Completed Operations Aggregate	\$2,000,000
	Personal Injury and Advertising	\$1,000,000
	Each Occurrence	\$1,000,000
	Fire Damage (Any one fire)	\$50,000
	Medical Expenses (Any one person)	\$10,000
Automobile Liability	Combined Single Limit	\$1,000,000
Excess Liability, Umbrella Form	Each Occurrence	\$5,000,000
Worker's Compensation and Employer's Liability	Each Accident*	\$100,000
	All Persons by Disease*	\$500,000
	Each Person by Disease*	\$100,000

* or current statutory limits

Non-Collusive Bidder's Certification: Must be furnished with each bid.

Reservation: The Town reserves the right to judge all equivalencies, to waive any minor informalities, and to waive any minor deviations from specifications.

Additional Information: Any bidder who requires additional information may contact Michael Guyon, P.E. at 784-5225. All interpretations and addenda shall be valid only if issued in writing by the Town.

Permits: The Town shall permit the Contractor to trim the trees in its ROW or Parks. The Town shall be responsible to obtain permits for any work in County or State rights-of-way.

Prevailing Wage Rates: are to be paid to those workers employed on this contract. Sections 00 73 46 – Wage Rate Determination Schedule [PRC# 2019014708] are a part of these specifications.

Bid Sheet

5d

The undersigned offers the following as the total price of all work included, which in part determines the bid award, for the furnishing of bucket truck(s) with operator(s), as per all the Specifications, at the locations directed by the Town in 2020.

(Price in words)

Two Hundred Sixteen and 00/100

per unit per hour of operation

(Price in numerals)

\$ 216.00, per unit per hour of operation

Please note:

1. A non-collusive bidding certificate must accompany all bids.
2. 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: James F. Stief

Dated: January 28, 2020

Title: James F. Stief, Executive Vice President

Representing: The Davey Tree Expert Company

1500 N Mantua Street, Kent, OH 44240

Address: _____

NON-COLLUSIVE BIDDING CERTIFICATION

5e

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each part thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

SIGN HERE: The Davey Tree Expert Company
Individual or Legal Name of Firm/Corporation

MAILING ADDRESS: 1500 N Mantua Street

CITY/STATE/ZIP CODE: Kent, OH 44240

BY: James F. Stief
Signature of Representative of Firm or Corporation
James F. Stief, Executive Vice President

DATED: January 28, 2020

BIDDING AGENTS QUOTATION RESPONSE FORM

5f

CORPORATE ATTEST:

STATE OF ~~XXXXXXX~~ New York, Ohio)
COUNTY OF ~~XXXXXXX~~ Portage)SS:

On this 28th day of January, 20 20, before me
personally came James F. Stief,

who being by me duly sworn, did depose and say that he resides in
Stow, OH and that he is the Executive Vice President
of the The Davey Tree Expert Company

The corporation described in and which executed the foregoing
instrument; that he knew the seal of said corporation; that the seal
affixed to said instrument was such corporate seal; that it was so affixed
by the order of the Board of Directors of said corporation, and that he
signed his name thereto by like order.

Notary Public:

Colleen Reed

Officer:



COLLEEN L. REED
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
09-01-2020

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bond Number: 02253-Chubb-19-040

58

Bid Bond

CONTRACTOR:

(Name, legal status and address)

The Davey Tree Expert Company
1500 North Mantua
Kent, OH 44240

SURETY:

(Name, legal status and principal place of business)

Westchester Fire Insurance Company
436 Walnut Street
Philadelphia, PA 19106
State of Inc: Pennsylvania

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Rental- Bucket Truck & Qualified Operator

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 28th day of January, 2020

(Witness)

(Witness)

The Davey Tree Expert Company

(Principal)

(Seal)

(Title) James F. Stief, Executive Vice President
Westchester Fire Insurance Company

(Surety)

(Seal)

(Title)

Teresa M. Cole, Attorney-In-Fact

5h

WESTCHESTER FIRE INSURANCE COMPANY
STATEMENT OF ASSETS, LIABILITIES AND SURPLUS TO POLICYHOLDERS
Statutory Basis
DECEMBER 31, 2018
(in thousands)

ASSETS	LIABILITIES AND SURPLUS TO POLICYHOLDERS	
Cash and Short Term Investments	\$ 56,686	Outstanding Losses and Loss Expenses
United States Government, State and Municipal Bonds	108,524	Reinsurance Payable on Losses and Expenses
Other Bonds	48,200	Unearned Premiums
Stocks	29	Ceded Reinsurance Premiums Payable
Other Invested Assets	<u>9,875</u>	Other Liabilities
TOTAL INVESTMENTS	<u>223,314</u>	TOTAL LIABILITIES
Investments in Affiliates	-	Capital Stock
Premiums Receivable	-	Paid-In Surplus
Other Assets	<u>115,064</u>	Unassigned Funds
TOTAL ADMITTED ASSETS	<u>\$ 338,378</u>	SURPLUS TO POLICYHOLDERS
		TOTAL LIABILITIES AND SURPLUS
		<u>\$ 338,378</u>

Investments are valued in accordance with requirements of the National Association of Insurance Commissioners. At December 31, 2018, investments with a carrying value of \$15,689,641 were deposited with government authorities as required by law.

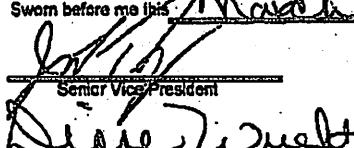
STATE OF PENNSYLVANIA

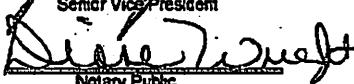
COUNTY OF PHILADELPHIA

John Taylor, being duly sworn, says that he is Senior Vice President of Westchester Fire Insurance Company and that to the best of his knowledge and belief the foregoing is a true and correct statement of the said Company's financial condition as of the 31 st day of December, 2018.

Sworn before me this

August 8, 2019


Senior Vice President


Notary Public

August 8, 2019
My commission expires

COMMONWEALTH OF PENNSYLVANIA

NOTARIAL SEAL

Diane Wright, Notary Public

City of Philadelphia, Philadelphia County
My Commission Expires Aug. 8, 2019

MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

CHUBB

Power of Attorney

5i

Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Teresa M. Cole, Diane Fletcher, Rachael Renea King, Alexandra Kluczarov, Ann Marie Messino, Colleen Reed, Rachel W. Slippy and Kandise Young of Kent, Ohio

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds), not to exceed Five Million and 00/100 Dollars (\$ 5,000,000.00), given or executed in the course of business on behalf of **THE DAVEY TREE EXPERT COMPANY** and all Subsidiaries alone or in joint venture as principal. And the execution of such bond or obligation by such Attorney-in-Fact in the Company's name and on its behalf as surety thereon or otherwise, under its corporate seal, in pursuance of the authority hereby conferred shall, upon delivery thereof, be valid and binding upon the Company.

In Witness Whereof, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this 17th day of October, 2019.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary



Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

On this 17th day of October, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY**, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2316585
Commission Expires July 16, 2024

CERTIFICATION

Katherine J. Adelaar
Notary Public

Resolutions adopted by the Boards of Directors of **WESTCHESTER FIRE INSURANCE COMPANY** on December 11, 2006; **ACE AMERICAN INSURANCE COMPANY** on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect.
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this

28th, January, 2020

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary



IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com



Town of
Brighton

6a
Public Works Department

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

Chad Roscoe
Junior Engineer

January 28, 2018

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

Re: Arborist Consulting Services 2020
Recommendation of Award

Dear Councilperson DiPonzo and Committee Members:

Pursuant to previous authorization, request for proposals were solicited from multiple firms for the above services. Arborview was the only firm to respond, see attachment. Based upon the hourly rates provided from the proposer (\$135.00/hour, for 2020), it is recommended that an agreement be entered into with Arborview with provisions for additional services as contained therein as necessary to perform the evaluations, not exceeding \$5000.00. Funds to provide this service have been included in the 2020 budget under A.DPW.8560 4.49. It is also recommended that authorization be given to administratively renew this agreement annually for 2021, 2022 and 2023 per the rates proposed.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 4, 2020 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad Roscoe

Chad Roscoe
Junior Engineer

cc: B. Monroe
M. Guyon
P. Parker
T. Anderson



Town of
Brighton

6b
Public Works Department

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

Chad Roscoe
Junior Engineer

December 6, 2019

re: Arborist Services

To whom it may concern:

The Town of Brighton requests your proposal for the provision of professional services in the conduct of detailed evaluations, when and where ordered, of street trees in calendar year 2020. These services more specifically include:

- a) Evaluating the condition and failure risk of certain street trees, when and where ordered by the Town;
- b) where appropriate and ordered, conducting Resistograph drillings on these trees;
- c) evaluating the potential impacts of construction upon certain street trees, where and when ordered by the Town, and providing suggestions on construction techniques to mitigate the impacts;
- d) providing a letter report for each tree, which report shall summarize the evaluation, illustrate the problems, quantify the risk of failure, and provide management recommendations (including construction techniques, pruning, cabling or removal);
- e) furnishing all labor, travel, equipment, tools, insurances [as approved by the Town], etc., as necessary for the work described above.

Proposals shall contain at least the following information:

- 1) a description of any exceptions taken, or of any additions, to the above scope of work;
- 2) the resume(s) of your proposed project team member(s);
- 3) a proposed, fully-burdened “per hour” fee for all work included in (a), (c), (d) and (e), above;
- 4) a proposed, “per tree” fee for resistograph drilling when determined by the Town; and,
- 5) a proposed, fully-burdened “per hour” fee for all travel time to and from Brighton.
- 6) Include rates for a possible three (3) year contract extension (2021, 2022 and 2023)

Proposals will be due on or before the close of business on December 20, 2020. All of the contents called for in the proposal will be considered. The Town may reject all proposers, or may negotiate with a proposer, at its sole option.

Very truly yours,

Chad Roscoe
Junior Engineer, DPW



ARBORVIEW

CERTIFIED ARBORIST, ARBOREAL PLANNERS, ASSET PRESERVATION AND VEGETATION MANAGEMENT

6C

Mr. Michael Guyon, P.E., Commissioner of Public Works
Public Works Department
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

January 15, 2020

Dear Commissioner Michael Guyon, P.E.

Arborview Service Group LLC., provides arboricultural planning and diagnostics, project management services for projects in both the public and private sectors. Our team's work experience in New York, New England, Mid Atlantic, Southeastern States, along with Ohio, Colorado and California. These consists of primary inventory, data collection and work flow solutions, project management support, and permitting services for large scale residential and commercial projects, as well as highway vegetation management and historic landscape restoration projects.

We value strong relationships with our clients and their individual project needs. Our objective is to take a sensible approach to natural and built environments while providing innovative and unique planning to fully and accurately understand the goals and objectives a tree inventory may present. We feel it is important to understand and interpret the needs of the land, the environment, the community, and our client, where evaluating safety or ecological benefits is the key concern. Our team can create a customizable application for tree inventory data collection, workflow scheduling, monitoring and implementation that will readily meet specific needs of each client and community we service.

Our collaborative team of technical support and our Inventory arborist that collect, review and present custom urban forest management and workflow plans. These inventories are based on visual tree inspections and collection of the following attributes; species, tree size, condition, arboricultural action by priority, pruning, general tree work, soil management, risk mitigation assessment, plant health and pest concerns; insect or pathogen.

Our management plans provide information based on emerging arboricultural research, diagnostics and techniques based on our team experiences and the latest industry based scientific research. The management plan is written and designed to address prioritized goals set forth by the clients, and a workflow program. It is proactive in nature and execution with the best-informed choice available to stakeholders, municipal staff, and Construction / Property Management staff. Arborview Service Group LLC is in Brighton, the horticultural heart of Rochester, New York. Our creative team of arborist, software specialist and implementers are accessible, responsive, and eager to provide you, our client with the very best in service. We look forward to the opportunity of working with you. Please Feel free to reach out to us with any questions, responses and correspondence. We are pleased to submit this proposal: FOR THE PROVISIONS OF PROFESSIONAL SERVICES TO CONDUCT DETAILED EVALUATIONS, WHEN AND WHERE ORDERED, OF THE STREET TREES IN CALENDAR YEAR 2020 FOR THE TOWN OF BRIGHTON, NEW YORK.



6d

Work Specification:

A professional Inventory Arborist with International Society of Arboriculture (ISA) Certified Arborist certification and ISA Tree Risk Assessment Qualification will perform this project.

This basic tree inventory and visual inspection service will include a summary in the management plan stating tree risk potential and recommendations for mitigating the risk with certain trees.

Such recommendations may include; the need for more in depth evaluation, structural inspection of the tree trunk and canopy, further inspection of the roots/root flare, an aerial inspection of the tree, pruning, Installation of lightning protection systems, soil management, pest management, physical tagging of the tree or the need for tree removal.

Schedule of Work:

Our Arborist will be dispatched immediately after the Town of Brighton places a request for inspection. Arborview Service Group, LLC will perform the above referenced visual tree inspection service in a safe, profession manner. Upon request, a separate proposal will be submitted for all recommended work. Arborview Service Group will coordinate all job planning and scheduling; equipment requirements, JSSAs, work crew staffing and direction pertaining to safe, professional execution of this inspection service.

Data collection and inspection services can occur within 14 days of receiving a sign agreement from the Town of Brighton. The arboreal assessment report will be submitted to the Town of Brighton Highway Department and Department of Public Works (via email and US Postage Service) 24 to 48 hours after the inspection has been completed.

Condition of Proposal:

Prior to conducting the visual inspections, the owner must recognize that evaluating the potential for tree risk and failure is not an exact science. While many factors will be considered during such an inspection including the extent of any defects, the species of tree, the tree characteristics, and environmental conditions, the owner must understand that all trees pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. The purpose of this inspection is to help the owner understand which trees appear to possess a higher degree of likelihood or potential for failure based on accepted industry practices; it is not meant to declare any tree to be "safe" or unlikely to be hazardous. As such, the Owner should not infer that any tree not identified as having a high or moderate degree of potential for failure is "safe" or will not fail in any manner. All recommendations made by Arborview Service Group, LLC. will be based on the defects which are present and detectable at the time of inspection, and the commonly accepted industry practices for reducing or minimizing the risks associated with trees.

Arborview Service Group, LLC. can make no guarantees or warranties of any kind that all defects will be detected. Nor can Arborview Service Group, LLC. Accept any liability in any manner whatsoever for any damage caused by any tree on this property, whether the tree was inspected or not. Therefore, to the fullest extent permitted by law, the Owner agrees to indemnify and hold harmless Arborview Service Group, LLC., its agents or employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or resulting from the performance of the inspection, evaluation, inventory, and the performance of any recommended work. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

Specific Scope of Work:

To individually inventory all trees greater than 4inches of diameter at 4.5 ft above the ground within the specified maintained landscape of the street trees and properties owned by the town of Brighton.



6e

Exceptions include specific areas where groups of trees will be considered as one. Inventoried trees will be identified with a corresponding number that will be referenced with in the written management plan (pending approval in the subject of payment below).

Submit a written management plan including:

- a) Written summary of procedures used in the risk assessment, tree inventory and map or detailed description of tree locations where ordered and directed by the Town of Brighton.
- b) Results of Resistograph drillings on trees directed and ordered by the Town of Brighton.
- c) Identify potential impacts of Construction upon certain trees where and when ordered by the Town of Brighton. Arborview Service Group, LLC. will provide suggestions / recommendations on construction techniques to help mitigate the impacts of said project.
- d) Attributes collected for each tree will be provided in a letter form for each tree, which will summarize and provided the following information:
 - i. Tree Botanical Name and Common Name
 - ii. Tree ID number and Location
 - iii. DBH (Diameter at Breast Height = 4.5 feet above grade)
 - iv. Condition class (Good, Fair, Poor or Dead)
 - v. Age Class (New planting, Young, Semi-Mature, Mature, Over-mature)
 - vi. Height Class (Large, Medium, Small)
 - vii. Estimated Canopy radius (+/- 5 feet)
 - viii. Root Zone Infringement (<25%, 25-50%, 51-75%, >75%)
 - ix. Soil Management (Root Care, Soil amendments)
 - x. Tree Work Recommendations: Crown Cleaning, Crown Thinning, Crown Raising, Crown Reduction, Structural Pruning, Tree Removal, Cabling or Brace rod installations, Lightning protection system installation.
 - xi. Tree Care Priority (Priority 1,2 or 3)
 - xii. Tree Defects such as: Dead or broken, hanging branches; Poorly attached branches and stems such as co-dominant stems; Poor architecture; cracks in stems or scaffold limbs; Cankers and significant bark injuries in the stem and scaffold limbs; Wood decay in stems and scaffold limbs; Root related defects including decayed, buried root flares, obvious soil disturbance within the critical root zone.
 - xiii. Observed Pest/Diseases
 - xiv. Plant Health recommendations
 - xv. Level2 Basic assessment for tree risk
 - xvi. Recommendations for Level 3 Advanced assessments if warranted
 - xvii. Estimated Asset Value (\$) (estimated based on Data collected in the field)
 - Trees will be visually assessed following ISA Best Management Practices for Tree Risk.
 - Assessment and/or applicable industry standards. The likelihood of failure, likelihood of hitting a target, and consequences of failure will be rated in the field to determine the overall risk rating. The overall risk rating assigned to the inventoried tree will correspond to the highest risk rating associated with the inventoried tree. This rating scale will serve to help the Owner or tree manager prioritize and schedule remedial treatments.
 - Failure, potential, and risk cannot always be assessed by visual inspection from the ground.
 - For some trees, more detailed analyses of decay and defects maybe required. Where flare roots cannot be inspected due to soil and/mulch covering the root



6f

flare, excavation will be recommended prior to providing a risk rating. A climbing inspection may be required to assess defects that are present in the upper crown. Climbing inspections, decay/defect, and root collar excavation will be recommended as needed and a cost estimate to perform these services will be provided as part of the initial report.

- Recommendations will be provided for each tree to assist the owner with mitigating the risk to acceptable levels for each tree identified. Treatments considerations will include. But not limited to:
 - a. Removal of hazardous trees
 - b. Removal of hazardous branches, (cleaning)
 - c. Reduction pruning, thinning and raising.
 - d. Treatment for bores, cankers and root diseases.
 - e. Installation of supplemental structural supports,
 - f. Installation of lightning protection systems.
 - g. Follow-up inspections and analyses.
 - h. Visual inspections will be performed, and recommendations will be developed by ISA certified arborist who had specific training in tree risk management.
 - i. Risk Assessment to be considered valid and current time and date on inspection.

Schedule of Payment:

Basic tree inventory, basic tree management plan, mapping data for all trees greater than 4 inches of diameter at 4.5 feet above the ground within the specified maintained landscape of the street trees of The Town of Brighton. Inventory and assessment trees in identified areas directed by the Town of Brighton, up to but not exceeding, a quantity of trees or completion of the specified area.

- Proposed fully – burden per hour rate for (a), (c), (d) and (e) in RFP\$135.00 / hour.
- Proposed per tree fee for resistograph drilling, as directed by town.....\$140.00 / hour.
- Proposed fully – burden fee for travel time to and from Brighton.....\$135.00 / hour.
- Estimated rates for possible 3 year contract extension.....(3.5 % increase per year).

Additional Terms and Conditions:

After reviewing the terms and conditions included in this document, please sign a copy and return by email to stuartmacke@gmail.com. The original document should be retained for your reference. Should you have any questions or need further information, please contact us at 585-362-1496.

Notice to Customer:

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this agreement. Such cancellation may be made without penalty, or obligation, and shall entitle you to a full refund of any money provided as a down payment for services. Should you choose to cancel this agreement, you may do so by mailing a copy of this proposal with the word "cancelled" with the date of cancellation and your signature, mail certified, receipt request to Arborview Service Group LLC office listed on the proposal, by delivering the cancelled proposal in person to the listed office, or by sending any other written notice of your cancellation to the listed office. All money received as down payment shall be returned within thirty days of receipt of any notice of cancellation.



Need for future inspections:

It shall be the responsibility of the Owner to insure that the future tree risk assessment inspections are conducted, by a qualified arborist, annually, or after any major weather event, in order to monitor and evaluate any changes in condition of the risk associated with the trees on the aforementioned property.

Proposal Offered By:

A handwritten signature of "Stuart MacKenzie" in black ink.

DATE: 1.15.2020

Stuart MacKenzie, ISA certified Arborist NY6326-A, Arborview Service Group, LLC.

Proposal Accepted By:

DATE: _____

Signature of Owner or Agent

The following terms and conditions are part of the confirmation of work to be performed by Arborview Service Group LLC, and with the information on preceding page(s) constitute the entire agreement. Client is responsible for obtaining and paying for all local permits. Arborview Service Group is insured for liability resulting from injury to person or property, and all its employees are covered under the applicable workman compensation insurance in each country of operation. Client is responsible for identifying all known concealed structures, irrigation systems, underground lighting, pipes or utility lines. Arborview Service Group shall not be held liable for damage to any undisclosed concealed hazards including, but not limited to unmarked pipes, concealed structures or utilities.

Payment is to be received upon the completion of the job and receipt of invoice. In the event scope of work changes, Arborview Service Group LLC, will be paid for all the items on the contract that have been completed. Any additional work performed requested by Client will be billed on a time and materials basis. A service charge of 2% per month, which is an annual percentage rate of 24%, will be added to accounts thirty days after invoice date. If outside assistance is used to collect the account, the client is responsible for all cost associated with the collection including, but not limited to, attorney's fees and court cost. Client warrants that all trees and vegetation upon which work is to be performed are owned by the Client, or the authorization for the work has been obtained from the rightful owner.

The Client shall be responsible for compensating Arborview Service Group, LLC. for any and all damages collected against Arborview Service Group, LLC. by any third party demonstrating actual ownership of the trees and vegetation upon which work is to be performed, regarding damage to or removal of trees or vegetation which the Client represents as their own.

Client shall provide free access to work areas for employees and vehicles and agrees to keep driveways clear and available for movement and parking of trucks and equipment during working hours. Unless otherwise specified in the agreement, Arborview Service Group, LLC. shall not be expected to keep gates closed for animals or children. Arborview Service Group, LLC. assumes no liabilities or responsibilities for any cracking, breaking, puncturing, depressing, or any damage to any driveway, patio, or other paved, bricked, stoned, concrete, or asphalted surface which may result from trucks and equipment being used to access the job site.

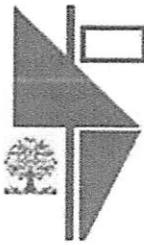


Client agrees to pay additional sums on a time and materials basis for any additional work required to complete the job caused by concealed contingencies such as concrete, foreign matter, stinging insects nests, rock, pipe, electrical lines, or any other conditions not readily apparent in estimating the work specified, or any delays resulting from unanticipated interruptions outside the control of Arborview Service Group, LL. Stump from tree removal will be cut to within approximately twelve inches above ground level, and stump grinding or removal is not included, unless otherwise specified on the front of this agreement. Wood will be left on the premises where lowered and dropped, it will be cut into firewood lengths (approximately 16-24 inches lengthwise) unless otherwise specified on the front of this agreement. Splitting, moving or hauling of wood will be performed only if specifically stated in this agreement. Arborview Service Group, LLC. is not liable for light fallen debris, such as sawdust, small branches or sap on cars, furniture, landscaping, or other objects located under or near vicinity of the tree being worked on. Client assumes all responsibility for removing such objects from work area.

Both Client and Arborview Service Group, LLC. agree to attempt to work out any disputes regarding this agreement through direct negotiations and/or mediation prior to seeking any other available legal remedy.

Trees inherently pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. Recommendations that are made are intended to minimize or reduce such hazardous conditions. However, there can be no guarantee that efforts to discover or correct unsafe conditions will prevent future breakage or failure, nor can there be any guarantee that all hazardous conditions have been detected. The client should not infer that a tree is safe either because work has been done to reduce risk, or because no work was recommended on a specific tree.

Client understands that all tree support systems, such as cabling and bracing devices, as well as lightning protection, must be inspected annually, or after major weather event, by a qualified arborist, to ensure the system's condition, position and/or grounding integrity. It is the responsibility of the Client to make sure that each system is inspected and maintained by a qualified arborist. Arborview Service Group, LLC. will be responsible for the proper recommendations and possibly proper application of any plant health care material or formulation it uses that is commonly used in the business to control a specific problem on trees, shrubs, or plants, but will not be responsible for any unforeseen or abnormal reaction resulting from the use or application of any spray formulation.



ARBORVIEW

CERTIFIED ARBORIST, ARBOREAL PLANNERS, ASSET PRESERVATION and VEGETATION MANAGEMENT

61

Mr. Michael Guyon, P.E., Commissioner of Public Works
Public Works Department
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

January 15, 2020

Dear Mike:

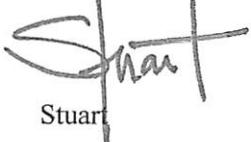
We are please to submit this proposal for arborist services for the town of Brighton for 2020. Enclosed please find my resume. I will be offering the same approach that I had worked under in the year 2018. I have modified the deliverables this time around, I will have the reports for each tree that I am dispatched for delivered to the town with in 24-48 hours, compared to a 6-week window that was offered before.

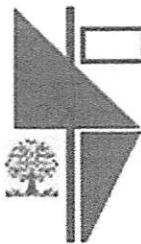
The projection for an extension of the contract would be an increase of 3.5% year to year. The Town may want to consider combining the projected years and 2020 together, the total sum of theses years could supply the Town with a proactive Tree Inventory, with GIS location, complete assessments and a forestry management plan. This approach could cover up to 4000 trees, part of the town's total inventory.

I am available to discuss if the town is interested.

I appreciate the opportunity to bid for the arborist services for Brighton. I look forward to working together if the bid is successful.

All the best,


Stuart



ARBORVIEW

CERTIFIED ARBORIST, ARBOREAL PLANNERS, ASSET PRESERVATION and VEGETATION MANAGEMENT

61

Stuart MacKenzie, Principal of Arborview Service Group, LLC. and Arborist Representative, Stuart has over 35 years of experience working on projects throughout the United States and design workshops in Europe. He has a vast knowledge of design layout, plant material, construction techniques, and project management and has a professional background in Landscape Architecture, Design, Planning, Property Management, and Real Estate.

As a principal in private practice many projects were large scale residential landscape projects in New York, Long Island and Manhattan, New Jersey, Maryland, Connecticut, Colorado, Massachusetts, Vermont, and California. Early in his career, Stuart participated in public projects that were federally funded Historic Restoration Project of Olmsted designed parks. (i.e. Highland Park, United States oldest publicly owned arboretum.). He inventoried, identified, mapped, and assessed the historic Olmsted era arboretum collection, coordinated the field reports with historic records of the parks, and updated documentation for the collection for Monroe County and the City of Rochester Parks Department. Community involvement is extremely important to Stuart. He fulfills this by serving on various nonprofit boards and committees.

Presently he is serving on the following: The Architectural Review Board (as Chairman) for the Town of Brighton, New York. He is a member of the Board of Directors for The Equicenter Therapeutic Horseback Riding in Honeoye Falls, New York and Rochester Youth Hockey, and the George Eastman House Campus & Garden Committee at the International Museum of Photography in Rochester, New York.

His educational background includes Landscape Architecture Studies, Cornell University, Ithaca, New York and BA Horticultural / Landscape Architecture studies, University of Guelph, Guelph, Ontario, Canada.

bk

Stuart MacKenzie
5 Drury Lane
Rochester, New York 14625
Telephone 585-362-1496
email: stuartmacke@gmail.com

Curriculum Vitae

AREAS OF SPECIALIZATION

Established annual Department budgets

Reported directly Senior Level Corporate Management teams.

Establishing Annual Business Plans, mission focused for Office and Regional Territory

Develop Strategic Plan – 5-year outlook in both Private and Not for Profit sector.

New Business Development – Large International Network

Identified Industry Specific Market Area and Acquisitions of healthy, profitable businesses

Annually multi million dollars in Capital Improvement (Capex) Project budgets

Coordinated Architects, Engineers, Landscape Architects and Design Teams for projects and presentations for corporate and municipal leadership groups.

Generated RFQ's and RFP's for capital improvement and property repositioning projects

Provided team building and leadership development for staff

Provided Project Budget analysis, construction planning and scheduling and asset reallocation.

Arborview Service Group, LLC.

Founder and Principal,

Tree Care and Research

Business Development, Arborist Representative

Founder of this company based in Rochester, NY.

National Commercial Arborist Representative. Local and National Accounts

exceed annual projections. Managed Municipal, commercial and residential client base.

Tree health care, Preservation and Inventory Assessments. Permitting and Vegetation Management

Bartlett Tree Experts, INC.

The FA Bartlett Company, Stamford, Connecticut

Scientific Tree Care and Research

Business Development, Arborist Representative

Introduced this company to Rochester, NY market. Assisted with 2 acquisitions in 12 mos.

National Commercial Arborist Representative. Local and National Accounts

exceed annual projections. Managed Municipal, commercial and residential client base.

Presentations to potential and established Corporate and Commercial clients.

Blackwood Management INC.

Pittsford, New York – Director of Design

Responsible for Business Development, sustained growth through networking, sales and bid awards.

Project management for development on the Eastern Seaboard of the United States, with primary focus in New York State. Direct report to CEO, helped growth of company with a multi-million-dollar annual revenue generation.

Community Based Projects.

Consultant for various Western New York not-for-profit Groups.

Through volunteer efforts, board membership, and for hire various roles and services performed. Enthusiastically established sustainability plans and fundraising programs for revenue stream generation to offset cost for agencies. Collaborated with Boards, and Executive officers, brought in developers, contractors and outside consultants on Capex projects. Reviewed and performed due diligence, permitting, entitlement, planning / design, construction management services on Real Estate Development, Facilities and Capital improvement projects.

66

HOME PROPERTIES, Inc.

Rochester, New York - Director of Design, Corporate Property Management 2008-2011.

Responsible for management of Corporate Design Department: Unique internal department that allowed fast track of capital improvement and real estate development projects with design concept generation, project budgets, consulting and construction management. We offered support services to Regional Property Management and Construction Teams in Chicago, Boston, NY Metro, (Long Island and New Jersey), Philadelphia, Baltimore, Washington, DC and Florida. The entire portfolio is well over 40,000 units / 120 properties.

Douglas Ian Associates 1990 - 2008

Rochester, New York – Principal of Privately owned, Landscape Planning Firm

Led this company for 18 years, Project design, management and installations:

- International: Friendship Garden; Louisiana Iris' Project
- Commercial, Residential, Institutional and University Campus projects
- Municipal Public project management
- Medical Facility Campus project planning and implementation
- Consultant for Private Companies with view shed rights along various Interstate Highway systems.

Negotiated mitigation / remediation processes for clients.

Interstate Highway ROW vegetation management and mitigation.

Multi State – NY, Ohio, PA and New York City, permitting processes and mapping.

Arboricultural Inventories for management of roadside vegetation.

Permitting experience with NYSDOT, ODOT, Penn DOT and New York City Agencies.

- Highland Park and Durand Eastman Park, Rochester, New York.

Federally funded Historic Restoration Project of these two Olmsted designed parks. (Highland Park, United States oldest publicly owned arboretum.)

Hired as a consultant and project manager by Design team, Passero Associates - PE, Trowbridge and Wolf – LA, Dr. Nina Bassik, Urban Horticultural Institute at Cornell University.

Inventoried, Identified, mapped and assessed the arboretum collection

Coordinated the field reports with Historic records of both parks.

Updated documentation for the collection for Monroe County and the City of Rochester.

Professional Appointments

Architectural Review Board, Chairman, Town of Brighton, New York - present

Equicenter - Board of Directors. Honeoye Falls, New York, – Present

- Strategic Planning and Steering Committee: developing 5-year strategic plan

Rochester Youth Hockey, Board of Directors , VP administration – Present

Rochester NY. USA Hockey Tier 1 Organization

The Museum at George Eastman House Campus & Garden Committee Member - present

Education

Landscape Architecture Studies, Cornell University, Ithaca, New York

BA, Horticultural and Landscape Architecture studies, University of Guelph, Guelph, Ontario, Canada

Additional:

Work experience, Professional nominations & appointments, References and Project Portfolio will be furnished upon request.



Town of
Brighton

Ta
Public Works Department

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

Chad Roscoe
Junior Engineer

January 31, 2020

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

Re: French Road Sidewalk Installation
2019 CDBG Grant

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton submitted an application for a Community Development Block Grant this past February 2019. The scope of the project is to install sidewalks on the southside of French Road across from the Elementary School. The Department of Public Works received the attached letter, awarding the Town a total of \$65,000 dollars to perform the construction of the sidewalks.

I am requesting that the FASC authorize the presentation of a resolution accepting the CDBG to the Town Board and, provided the resolution is passed by the Town Board, authorize the Supervisor to sign the standard contract agreement between the County and the Town regarding the Grant funding. I am also asking to allow the Finance Department to make any necessary amendments to the budget.

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

Respectfully,

Chad Roscoe

Chad J. Roscoe
Junior Engineer

Cc: M. Guyon
P. Parker



Office of the County Executive

MONROE COUNTY, NEW YORK

7b

Cheryl Dinolfo
County Executive

September 10, 2019

Hon. William W. Moehle, Supervisor
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Dear Supervisor Moehle:

It is a pleasure for me to award the Town of Brighton \$65,000 for the Sidewalk Installation project from Monroe County's Community Development Block Grant (CDBG) Program.

As you know, I included this project on the list of CDBG projects that was approved by the County Legislature in June. The list of projects is part of the *2019 Annual Action Plan for Housing and Community Development in Suburban Monroe County*, which was approved by the United States Department of Housing and Urban Development (HUD) on July 31, 2019.

In order for your project to begin and ensure that all aspects of program compliance are met, it is imperative that your project manager contact Phillip Morgan in the Community Development Office at 753-2003 before any activities are undertaken, so that our ability to fund your project is not jeopardized.

For forty-four years, the Community Development Block Grant has enabled Monroe County to channel \$2 million annually into our towns and villages for public works improvements, economic development, housing programs, and community services that primarily benefit low to moderate-income families, the elderly, and persons with special needs.

Thank you for your participation in Monroe County's community development initiatives.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Cheryl Dinolfo".
Cheryl Dinolfo
Monroe County Executive

xc: C. Quach, Community Development Manager
✓ C. Roscoe, Junior Engineer

A.F.D.W. 5410 4895
A.D.P.W. 5410 265



Town of
Brighton

8 **Public Works Department**

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

Chad Roscoe
Junior Engineer

January 29, 2020

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

Re: Community Development Block Grant (CDBG) Application
Monroe County

Dear Council Person Diponzo and Committee Members:

We are requesting that the FASC recommend that the Town Board authorizes the preparation of a Monroe County CDBG grant application. We are requesting \$80,373 for the installation of 5' concrete ADA compliant sidewalks along the north side of Elmwood Avenue from Faith Temple to 7-Eleven.

Monroe County's CDBG funds are intended to be used in suburban towns and villages for projects located within Low-Moderate income areas as determined by HUD. This project falls within the Low-Moderate Income area 12800 BG:3 and includes Clintwood Apartment Complex which has 488 living units.

As always, thank you for your consideration. I will attend your regularly scheduled February 4, 2020 meeting in the event that you have any questions regarding this matter.

Sincerely,

Chad Roscoe

Chad Roscoe
Junior Engineer

CC: P. Parker
B. Monroe
M. Guyon



Town of
Brighton

10
Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

January 23, 2020

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

Re: State and Municipal Facilities Program Grant, (SAM)
Lighting Improvements at Various Locations Throughout Town of Brighton
Grant Disbursement Agreement, GDA
Project ID #17039

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton applied for and received a State and Municipal Facilities Program Grant in the amount of \$125,000 to fund a lighting improvements at various locations throughout the Town of Brighton. 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. Finally, I am requesting that the capital project budget be amended as necessary to accommodate the grant funding.

I will be in attendance at your regularly scheduled February 4, 2020 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

Co Bridget Monroe
Tim Anderson
Gary Donofrio
Matt Beeman



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 3, 2020

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

Re: Highway Department Sub-Department Road Repair
Authorized Table of Organization

Dear Councilperson DiPonzo and Committee Members:

Since 2012 the Highway Department Authorized Table of Organization and actual Highway Department Organizational Chart have differed slightly. The actual Highway Department Organizational Chart included 1 less Senior Motor Equipment Operator and two additional Motor Equipment Operators. We are requesting to modify the Highway Department Authorized Table of Organization to reflect the current job titles being utilized by the Highway Department. The Table below reflects the proposed modifications;

Table - 1

Existing Highway Department Organizational Chart

Proposed Highway Department Organizational Chart

No.	Title	No.	Title
1	Senior Automotive Mechanic	1	Senior Automotive Mechanic
3	Automotive Mechanic	3	Automotive Mechanic
3	Construction Equipment Operator	3	Construction Equipment Operator
8	Senior Motor Equipment Operator	7	Senior Motor Equipment Operator
9	Motor Equipment Operator	11	Motor Equipment Operator
2	Highway Skilled Laborer	2	Highway Skilled Laborer
9	Laborer	9	Laborer
2	Road Foreman	2	Road Foreman
1	Engineering Assistant	1	Engineering Assistant
	Seasonal Laborers		Seasonal Laborers

The 2020 Budget currently considers the proposed highway department organization and there is no additional funding needed.

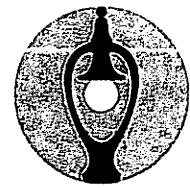
Respectfully,

Michael E. Guyon
Department of Public Works

Cc Bridget Monroe
T. Anderson

12a

Finance Department



Town of
Brighton

Paula Parker
Director of Finance

February 4, 2020

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

RE: 2020 – 2024 NYS Teamsters Council Health and Hospital Fund

Dear Board Members:

I am requesting that Your Honorable Body authorize the Supervisor to execute an agreement between the Town and the New York State Teamsters Council Health and Hospital Fund to provide health insurance coverage for Town employees covered under the Teamsters Local 118 Union per the terms and conditions of the bargaining agreement between the Town and the Union for the period of January 1, 2020 through December 31, 2024.

I will 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,
A handwritten signature in black ink that reads "Paula Parker".
Paula Parker
Director of Finance

Attachment

12b

Rate Amendment to the Existing Participation Agreement

ADDENDUM TO SECTION 1.(C)

Effective	Single	2 Person	Family
	Monthly	Monthly	Monthly
01/01/2020	722.15	1442.82	1983.58
01/01/2021	730.81	1460.15	2007.41
01/01/2022	758.59	1515.62	2083.72
01/01/2023	TBD	TBD	TBD
01/01/2024	TBD	TBD	TBD

After the initial effective date, all subsequent rate changes are effective
January 1st of each year.

Name of Company: Town of Brighton

Address: 2300 Elmwood Ave

City: Rochester State: NY Zip Code: 14618

Signature: _____

Title: Supervisor Date Signed: _____

Teamsters Local # 118

Signature: _____

Title: Vice President / Business Agent Date Signed: _____

Approved for the Board of Trustees by: _____
Executive Administrator

Date Signed _____



Town of
Brighton

13a

Finance Department

Paula Parker
Director of Finance

February 4, 2020

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

RE: 2019 Budget Transfers and Appropriations

Dear Board Members:

I am requesting Town Board authorization to record the attached 2019 budget transfers and appropriations. These requested transfers and appropriations are necessary to reflect actual activity that has occurred relative to the 2019 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

13b

		<i>Bc</i>	FROM	TO
<u>Transfers</u>			<u>Decrease</u>	<u>Increase</u>
General Fund (A)				
Town Assessor - Fringe balancing				
Town Assessor	A.ASSOR.1355.4.54	Appraisal Fees	\$928	
Town Assessor	A.ASSOR.1355.8.10	NYS Retirement		\$928
Town Clerk (1330) - Fringe balancing				
Town Clerk (1330)	A.CLERK.1330.8.20	FICA	\$340	
Town Clerk (1330)	A.CLERK.1330.8.10	NYS Retirement		\$340
Town Clerk (1410) - Equipment				
Town Clerk (1410)	A.CLERK.1410.4.49	Other Contract Services	\$405	
Town Clerk (1410)	A.CLERK.1410.2.14	Audio/Visual Equipment		\$400
Town Clerk (1410)	A.CLERK.1410.4.22	Telephone Service Charges		\$5
Town Clerk (1610) - Fringe balancing				
Town Clerk (1610)	A.CLERK.1610.4.81	Postage	\$835	
Town Clerk (1610)	A.CLERK.1610.8.10	NYS Retirement		\$835
DPW - (3410) Fire Marshal's Office (New radios)				
Fire Marshal Office	A.DPW.3410.1.20	Part Time Salaries	\$6,725	
Fire Marshal Office	A.DPW.3410.4.08	Vehicle Parts/Components	\$500	
Fire Marshal Office	A.DPW.3410.4.17	Periodicals/Subscriptions	\$590	
Fire Marshal Office	A.DPW.3410.4.41	Maintenance/Repair Service	\$400	
Fire Marshal Office	A.DPW.3410.4.49	Other Contract Services	\$600	
Fire Marshal Office	A.DPW.3410.4.63	Tires	\$700	
Fire Marshal Office	A.DPW.3410.4.71	Uniforms & Clothing	\$3,550	
Fire Marshal Office	A.DPW.3410.4.74	Memberships & Training	\$735	
Fire Marshal Office	A.DPW.3410.2.14	Audio/Visual Equipment		\$13,800
DPW - (5415) Townwide Sidewalk Snow Removal - Wages				
DPW - Public Works (1490)	A.DPW.1490.1.10	Full-Time Salaries	\$5,330	
DPW - Public Works (1490)	A.DPW.1490.2.15	Copy Equipment	\$1,325	
DPW - Public Works (1490)	A.DPW.1490.4.52	Engineering Fees	\$1,500	
DPW - Public Works (1490)	A.DPW.1490.8.40	Medical/Dental Premiums	\$4,505	
Townwide Sidewalk Snow Remvl	A.DPW.5415.4.49	Other Contract Services	\$3,390	
Townwide Sidewalk Snow Remvl	A.DPW.5415.1.10	Full Time Salaries		\$10,105
Townwide Sidewalk Snow Remvl	A.DPW.5415.1.30	Over Time Salaries		\$5,945
Historic Preservation - Transcription Fees				
DPW - Building/Planning (8020)	A.DPW.8020.4.49	Other Contract Service	\$1,755	
Historic Preservation	A.HIST.7515.4.44	Contract Personnel Service		\$1,755
Highway - Traffic Signs and Markings - Wages				
DPW - Public Works (1490)	A.DPW.1490.8.40	Medical/Dental Premiums	\$5,795	
DPW - Facility Operations (1620)	A.DPW.1620.1.10	Full Time Salaries	\$4,000	
DPW - Townwide Street Lighting (5182)	A.DPW.5182.4.11	Maintenance Supplies	\$2,025	
DPW - Townwide Street Lighting (5182)	A.DPW.5182.4.21	Gas & Electric Service Chrgs	\$7,900	
DPW - Townwide Sidewalks (5410)	A.DPW.5410.4.11	Maintenance Supplies	\$885	
Highway - Traffic Signs/Markings	A.HWY.3310.4.41	Maintenance Repair Service	\$300	
Highway - Traffic Signs/Markings	A.HWY.3310.1.10	Full Time Salaries		\$20,905

		13d	FROM	TO
<u>Transfers</u>			Decrease	Increase
Highway - Highway/Sewer Facility - Wages & Utilities				
Highway - Highway/Sewer Facility	A.HWY.5132.2.63	Facility Improvements	\$2,625	
Highway - Highway/Sewer Facility	A.HWY.5132.4.21	Gas & Electric Srv Charges		\$2,625
Highway - Parks - Wages				
Highway - Parks	A.HWY.7110.4.43	Landscaping Services	\$1,650	
Highway - Parks	A.HWY.7110.4.23	Water Service Charges		\$1,650
Highway - Town Landfill - Wages & Utilities				
DPW - Facility Operations (1620)	A.DPW.1620.2.60	Facility Improvements	\$10,000	
DPW - Facility Operations (1620)	A.DPW.1620.4.21	Gas & Electric Service	\$22,205	
DPW - Townwide Street Lighting (5182)	A.DPW.5182.2.30	Highway Equipment	\$30,000	
UNDST - Undistributed Expense	A.UNDST.9000.1.40	Other Wages	\$55,625	
Highway - Town Landfill	A.HWY.8160.2.30	Highway Equipment	\$850	
Highway - Town Landfill	A.HWY.8160.4.45	Equipment Rental	\$1,250	
Highway - Town Landfill	A.HWY.8160.4.63	Tires	\$7,800	
Highway - Town Landfill	A.HWY.8160.4.62	Diesel Fuel	\$3,000	
Highway - Town Landfill	A.HWY.8160.8.20	FICA		
Highway - Town Landfill	A.HWY.8160.4.32	General Liability Insurance		\$680
Highway - Town Landfill	A.HWY.8160.1.10	Full Time Salaries		\$130,050
Highway - Employee Benefits (9000)				
HWY - Employee Benefits	A.UNDST.9000.8.20	FICA	\$4,970	
UNDST - Undistributed Expense	A.HWY.9000.8.20	FICA		\$4,970
Information Systems - Wages & Utilities				
Information Systems	A.INFO.1680.4.15	Computer Software/Supply	\$10	
Information Systems	A.INFO.1680.2.12	Office Furniture		\$10
Town Justice - Wages (utilities and fringe benefits)				
Town Justice	A.JSTCE.1110.4.12	Office Supplies	\$60	
Town Justice	A.JSTCE.1110.8.40	Medical/Dental Premiums	\$21,715	
Town Justice	A.JSTCE.1110.4.22	Telephone		\$60
Town Justice	A.JSTCE.1110.8.70	Unemployment Benefits		\$21,715
Parks - Parks Administration - Wages & Utilities				
Parks - Administration	A.PARKS.7021.2.50	Recreation Equipment	\$4,190	
Parks - Administration	A.PARKS.7021.4.08	Vehicle Parts	\$470	
Parks - Administration	A.PARKS.7021.4.31	Auto/Truck Insurance	\$600	
Parks - Administration	A.PARKS.7021.4.32	General Liability Insurance	\$300	
Parks - Administration	A.PARKS.7021.8.10	NYS Retirement Sys Contrib	\$1,600	
Parks - Administration	A.PARKS.7021.8.30	Worker's Comp Payments	\$680	
Parks - Administration	A.PARKS.7021.8.40	Medical/Dental Premiums	\$730	
Parks - Administration	A.PARKS.7021.1.10	Full Time Salaries		\$8,550
Parks - Administration	A.PARKS.7021.4.22	Telephone Service Charges		\$20
Parks - Park Acquisition & Development				
UNDST - Contingency	A.UNDST.1990.4.90	Contingency Account	\$3,305	
Parks - Park Acquisition & Development	A.PARKS.7100.7.10	Interest Payment - Bonds	\$6,695	
Parks - Park Acquisition & Development	A.PARKS.7100.6.10	Principal Payment - Bonds		\$10,000
Buckland Park- Equipment				
Parks (Buckland Park)	A.PARKS.7115.4.43	Landscape Services	\$100	
Parks (Buckland Park)	A.PARKS.7115.2.50	Recreation Equipment		\$100

			13e	FROM	TO
				Decrease	Increase
Transfers					
Buckland Farmhouse - Maintenance/Repairs					
Parks (Buckland Park)	A.PARKS.7115.4.11	Maintenance Supplies	\$385		
Parks (Buckland Farmhouse)	A.PARKS.7116.4.18	Program Supplies			\$385
Brighton Town Park - Equipment & Landscape					
Parks (Brighton Town Park)	A.PARKS.7120.4.21	Gas & Electric Service Chrgs	\$2,000		
Parks (Brighton Town Park)	A.PARKS.7125.4.24	Heating Fuels	\$1,220		
Parks (Brighton Town Park)	A.PARKS.7120.2.60	Facility Improvements			\$1,360
Parks (Brighton Town Park)	A.PARKS.7120.4.43	Landscaping Services			\$1,860
Frankel Park - Special District Charges					
Parks (Frankel Park)	A.PARKS.7126.4.11	Maintenance Supplies	\$60		
Parks (Frankel Park)	A.PARKS.7126.4.25	Special District Charges			\$60
Police - Animal Control (3510) - Wages					
Police - Animal Control	A.POLCE.3510.4.61	Gasoline	\$765		
Police - Part Time (Court)	A.POLCE.3510.1.20	Part-Time Wages			\$765
Personnel Department - Wages					
Personnel Department	A.PRSNL.1430.4.53	Attorney Fees	\$2,410		
Personnel Department	A.PRSNL.1430.1.20	Part-Time Wages			\$2,410
Recreation - Senior Citizens Program (6772)					
Recreation - Senior Citizens Program	A.REC.6772.4.18	Program Supplies	\$15		
Recreation Administration	A.REC.6772.2.12	Office Furniture			\$15
Recreation - Recreation Programs (7310)					
Recreation Programs	A.REC.7310.1.20	Part Time Salaries	\$18,600		
Recreation Programs	A.REC.7310.2.60	Facility Improvements	\$1,500		
Recreation Programs	A.REC.7310.4.51	Program Instructor Fees			\$20,100
Recreation - Celebrations (7550)					
Parks - Buckland Park	A.PARKS.7115.4.41	Maintenance/Repair Service	\$660		
Recreation - Celebrations	A.REC.7550.4.49	Other Contract Services			\$660
Supervisor - Fringe balancing					
Cable	A.CABLE.8060.2.13	Equipment	\$3,500		
Town Board	A.BOARD.1010.4.49	Other Contract Services	\$1,000		
Town Board	A.BOARD.1010.4.74	Memberships & Training	\$2,300		
Town Board	A.BOARD.1010.8.10	NYS Retirement Sys Contrib	\$3,000		
Town Board	A.BOARD.1010.8.40	Medical/Dental Premiums	\$920		
Supervisor	A.SUPVR.1220.1.20	Part Time Salaries	\$2,850		
Supervisor	A.SUPVR.1220.2.13	Computer Equipment	\$75		
Supervisor	A.SUPVR.1220.4.15	Computer Software/Supply	\$285		
Supervisor	A.SUPVR.1220.4.89	Miscellaneous Expense	\$1,495		
Supervisor	A.SUPVR.1220.8.20	FICA	\$1,045		
Supervisor	A.SUPVR.1220.8.10	NYS Retirement Sys Contrib			\$3,520
Supervisor	A.SUPVR.1220.8.40	Medical/Dental Premiums			\$11,750
Supervisor	A.SUPVR.1220.8.41	H S A			\$1,200
Undistributed Expenses (19XX)					
1990 - Contingency	A.UNDST.1990.4.90	Contingency Account	\$800		
1950 - Taxes & Assessments	A.UNDST.1950.4.26	Real Property Taxes			\$800

Finance Department



Town of
Brighton

Paula Parker
Director of Finance

February 3, 2020

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Public Hearing for Consolidated Sewer District Apparatus & Equipment Purchase

Dear Honorable Members:

As part of the Town's 2020 Capital Improvement Budget, the Board anticipated purchasing one pickup truck for use in the Consolidated Sewer District. This vehicle is for the replacement of a pickup (#96) truck in an amount not to exceed \$38,575. Funds have been budgeted for this purchase and no borrowing will be required.

Per Town Laws 202-b, a public hearing is required for improvements or replacement of apparatus and equipment on behalf of a sewer district. As such, I am requesting that the Town Board set a public hearing to take place at their meeting to be held on Wednesday, March 11, 2020 at 7:00 p.m. at the Brighton Town Hall.

I will be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Paula Parker
Director of Finance

TOWN OF BRIGHTON 2020 TOWN AND SPECIAL DISTRICTS CAPITAL BUDGET OVERVIEW (INFORMATIONAL ONLY)

Description of Equipment or Capital Improvement	Responsible Department	Capital Budget	Source of Capital Budget			
			Property Tax Levy	Aid/Grant or Donation	Fund Balance or Capital Reserve	Issuance of Town Debt
Install/Replace "Townwide" Sidewalks	A.DPW.5410	Public Works	\$17,000	\$17,000	\$0	\$0
Pedestrian & Bicycle Master Plan Implementation	A.DPW.8510	Public Works	\$10,000	\$0	\$0	\$10,000
Monroe Ave. Street Maintenance	A.DPW.8510	Public Works	\$45,045	\$45,045	\$0	\$0
Multiversity Trail Plan (cash match only)	A.DPW.8020	Public Works	\$23,500	\$23,500	\$0	\$0
Sidewalk Construction/Reconstruction	A.DPW.5410	Public Works	\$253,650	\$0	\$253,650	\$0
Forestry Management Program	A.DPW.8560	Public Works	\$157,100	\$157,100	\$0	\$0
Computer & IT Equipment Replacement	A.INFO.1680	Information Sys	\$68,000	\$68,000	\$0	\$0
Replace 3 Police Patrol Vehicles (Hybrid)	A.POLCE.3120	Police	\$132,000	\$132,000	\$0	\$0
Body Cameras & Data Storage	A.POLCE.3120	Police	\$65,000	\$65,000	\$0	\$0
Bullet Proof Vest Replacement	A.POLCE.3120	Police	\$45,000	\$26,000	\$19,000	\$0
Road Resurfacing and Repair (Material, Equipmt)	D.HWY.5110	Highway	\$529,380	\$237,920	\$291,460	\$0
Road Reconstruction (Duffield)	D.HWY.5110	Highway	\$253,130	\$0	\$0	\$253,130
Reconstruct / Repair Storm Sewers & Gutters	D.HWY.5110	Highway	\$236,575	\$236,575	\$0	\$0
Highway Heavy Equipment	D.HWY.5130	Highway	\$623,930	\$0	\$0	\$623,930
(Plow Truck, Brush Truck, Pickup Truck, Loader						
Library Server, Software and Computer Replacement	L.LIBRY.7410	Library	\$26,525	\$26,525	\$0	\$0
Capital Contribution for Ambulance Replacement	SA.AMBUD.3600	Ambulance District	\$70,000	\$70,000	\$0	\$0
Install / Replace Consolidated District Sidewalks	SK.SWLKD.5411	Sidewalk District	\$152,080	\$142,080	\$0	\$10,000
Sewer Equipment - Pickup truck	SS.SEWER.8120	Sewer District	\$38,574	\$38,574	\$0	\$0
Phased Replacement/Repair of Sanitary Sewers	SS.SEWER.8120	Sewer District	\$291,312	\$291,312	\$0	\$0
Parks Equipment - Pickup Truck, Gator	A.PARKS.7021	Parks	\$46,000	\$10,000	\$0	\$36,000
Library Roof Replacement - Engineering	A.DPW.1620	Facilities	\$22,000	\$0	\$0	\$22,000
Farmer's Market	A.REC.8981	Recreation	\$500,000	\$0	\$500,000	\$0
TOTAL		\$3,605,801	\$1,586,631	\$1,064,110	\$42,000	\$913,060