

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

**Meeting Date: Tuesday, September 15, 2020**

**Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the March 3, 2020 meeting.
2. Declare Equipment in the Highway Department as surplus to be sold at the Fall 2020 Roy Tietsworth, Inc. municipal live auction or at their municipal on line auction (Highway Dept.) – Request from Tim Anderson for Town Board action to declare certain highway equipment as surplus to be disposed of at the Fall municipal live auction on October 10, 2020 or the online auction as follows:  
2005 Kubota Compact Tractor & 60" V-plow & blower  
2008 Rugby 9' dump body  
Various Motorola radios and base station, antenna tester & meter  
These items are no longer needed and do not support Highway Department operations (see letter from T. Anderson).
3. Declare Police cars as surplus to be sold at the Fall municipal live auction or the municipal online auction (Police Dept.) – Request from Police Chief Catholdi to declare two (2) 2015 Ford SUVs (control numbers 114 & 115) as surplus to be sold at the Fall October 19, 2020 municipal live auction or the municipal online auction. The Vin numbers of these vehicles are listed in the attached communication (see letter from D. Catholdi).
4. Authorize contract with Spectrum for 2021 Internet services for Town Hall Campus, Highway and Recreation (Information Technology Dept.) – Request from Jeremy Lutz for Town Board action to authorize the Supervisor to execute a contract with Spectrum for internet connection services for the Town. The contract will be effective January 1, 2021 for a term of 36 months with a monthly fee of \$2,360 (annual cost of \$28,320) (see letter from J Lutz).
5. DISCUSSION on the 2021 Budget (Finance Dept.) – Discussion item only to update the committee on the 2021 Budget requests.
6. DISCUSSION: Public Hearing for Local Law to exceed the Tax Cap (Finance Dept.) – Review with the committee the Tax Cap data for 2021.

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, OCTOBER 6<sup>TH</sup>, 2020 at 3:30 p.m.** (in the Auditorium at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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

**Brighton Town Board  
Finance and Administrative Services Committee  
Meeting Notes from the Tuesday, March 3, 2020 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzio (Chair)  
Robin Wilt  
Paula Parker (Staff to the Committee)

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Rebecca Cotter (Recreation)  
Mike Guyon (Public Works/Highway)  
Suzanne Zaso (Finance)  
Bridget Monroe (Supervisor's Office)  
Tricia VanPutte (Personnel)  
From Raymond F. Wager, CPA, P.C.  
Tom Zuber and Michael DeBadts, CPAs

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

**Approval of Minutes:** Approval of Minutes – Received and filed the minutes of the February 20<sup>th</sup>, 2020 meeting.

**Open Forum/Discussion:** Tom Zuber and Mike DeBadts with Raymond F. Wager, CPA, discussed the process for the upcoming financial audit of the Town for the year ending 12/31/2019. This included the scope of services, risk assessment standards, general audit procedures, and upcoming GASB pronouncements. The final audit report is tentatively scheduled to be presented at the April 22<sup>nd</sup>, 2020 Town Board meeting.

**Town Bid/Proposal Authorizations and Awards:**

Authorize the solicitation of bids for the interior improvements to the Farmer's Market existing barn (Public Work's Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation of bids for the interior improvements on the Farmer's Market Barn. The bid documents are 80% complete and the project is ready to be let for bid. This is phase II of the project and funds have been appropriated (SAM grant) in the 2020 Capital Projects budget (see letter from M. Guyon).  
The FASC recommends the Town Board take favorable action on this matter.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

### Contracts and Contract Change Orders:

Approve renewal for 2020 & 2021 Employee Assistance Program (EAP) contract with Strong EAP (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to authorize the Supervisor to execute a two-year contract with Strong EAP for employee EAP services for a two year period beginning on January 1, 2020 and ending on December 31, 2021 in an annual amount to to exceed \$4,622 (or \$9,244 for both years). The contract represents a 3% increase from the 2019 contract. Tricia did note that she is extremely satisfied with the performance of Strong EAP during two recent situations that warranted employee support. The Team at Strong EAP was very professional and responsive (see letter from T. VanPutte).

The FASC recommends the Town Board take favorable action on this matter.

Authorize Contract renewal with Roman Construction Development Corporation with a 3% increase proposed not to exceed \$169,200 (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to authorize a contract renewal with Roman Construction Dev. Corp with a 3% cost increase – in a total amount not to exceed \$169,200. This will complete approximately 1,590 and 14,149 square feet of Town wide and district sidewalks respectively. Funds are available in the 2020 Town Wide Sidewalk and Sidewalk Special District accounts (see letter from C. Roscoe). This contract was originally awarded in 2019 and 2020 represents the first of four possible renewals. After discussions with Roman, it was felt that a 3% increase is reasonable. Mike is very pleased with their work and responsiveness. This contractor also works well with our residents at resolving post construction issues.

The FASC recommends the Town Board take favorable action on this matter.

**(NOTE: This item was removed from the 3/11/2020 Town Board Agenda)**

### Budget Amendments and Transfers:

Approve budget transfer of \$2,815 in the Highway Fund budget (Highway Dept.) – The FASC discussed with Mike Guyon the request from Tim Anderson for Town Board action to transfer funds in the Highway budget as follows:

From: D.HWY.5130.2.30	Highway Equipment	\$2,815
To: D.HWY.5140.2.13	Computer Equipment	\$2,815

The funds are to be used to purchase a rugged laptop to allow Town mechanics to diagnose problems with Mack Trucks in the field (see letter from T. Anderson). The FASC recommends the Town Board take favorable action on this matter.

Approve Arborist Reimbursement and budget amendment for services (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an arborist review of three trees in the Town's Right of Way on Clover St/Greenaway Road. The cost of the arborist will be reimbursed by the homeowner as per our Forestry Plan in the amount of \$720. This will require a budget appropriation to each of the accounts as follows:

Rev: A.DPW.8020.2560	Contracted Exp. Reimbursemt	\$720
Exp: A.DPW.8020.4.49	Contracted Services	\$720

The homeowner has provided the Town with a check. This is just the first step in the process as outline in our Forestry Plan (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

Appropriate / Re-appropriate Capital Projects Budgets (Finance) – The FASC reviewed the list of re-appropriations and discussed with Suzanne Zaso her request to appropriate the approved 2020 budgeted capital projects; to re-appropriate the remaining budget estimates of unrealized revenues and expenses for the Capital Projects authorized prior to 2020; and to appropriate interest earned (excluding borrowed funds) (see memo and list from Suzanne Zaso).

The FASC recommends the Town Board take favorable action on this matter.

### **Personnel Matters:**

Authorize title change and amendment to Part Time Permanent & Seasonal Employee Wage Schedule (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to authorize and approve an amendment to the existing Part Time Permanent & Seasonal Employee Wage Schedule. The amendment will eliminate two titles – Recreation Supervisor (removed) and Recreation Leader titles. The Recreation Leader titles will be replaced with the Recreation Assistant titles. This amendment is to be in compliance with Civil Service changes affecting some of our Recreation titles. This will not impact any of the rates of pay on the schedule (see letter from R. Cotter).

The FASC recommends the Town Board take favorable action on this matter.

Promotion from Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) effective March 16, 2020 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Brad Giddings from MEO to Construction Equipment Operator effective 3/16/2020. 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).

The FASC recommends the Town Board take favorable action on this matter.

Promotion from Laborer to Motor Equipment Operator (MEO) effective March 16, 2020 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Mr. Darrell Roberson from Laborer to Motor Equipment Operator (MEO) effective 3/16/2020. 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).

The FASC recommends the Town Board take favorable action on this matter.

### **Other Matters for Action of the Town Board:**

Declare one 2009 Ford Crown Victoria Sedan in the Fire Marshal's Department as surplus to be sold at municipal auction (Public Work's Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to declare the 2009 Ford Crown Victoria Sedan VIN ending with 140711 as surplus to be sold utilizing either the Municipal online auction or the Municipal live auction this coming spring. This vehicle was replaced recently by acquiring a newer model vehicle from the Police Department (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.



**Other Matters for Discussion Only:**

**DISCUSSION: TO BE ADDED TO BOARD AGENDA:** New Hire for Office Clerk III in Recreation Department – Rebecca Cotter will be making a final decision on filling this position; however this will not be done until after the FASC meeting today. Becky will forward a letter outlining the hiring details which will be placed on the Board Meeting agenda for March 11, 2020 under the executive session part of the agenda due to the sensitive nature of the appointment. The FASC recommends the Town Board take favorable action on this matter.

**DISCUSSION: TO BE ADDED TO BOARD AGENDA:** New Hire for Office Part Time Clerk II in the Sewer Department – Mike Guyon will be making a final decision on filling this position; however the communication was not done in time for today's FASC meeting. Mike will forward a letter outlining the hiring details which will be placed on the Board Meeting agenda for March 11, 2020 under the executive session part of the agenda due to the sensitive nature of the appointment.

The FASC recommends the Town Board take favorable action on this matter.

**(Note: The candidate turned down the offer of employment and this item will not be addressed at the 3/11/2020 Town Board meeting)**

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**\*\*The FASC meeting was adjourned at 5:00 p.m.**

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, MARCH 17, 2020 at 3:30 p.m.** in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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



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

Tim Anderson  
Deputy Highway  
Superintendent

September 11, 2020

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

Re: Authorize Disposal of Equipment

Honorable Members:

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

2005 Kubota Compact Tractor w/ 60" V-Plow & Blower	Asset #35642
2008 Rugby 9' Dump Body	No Asset #
Various years – Motorola 2 way base station and radios	See Attached
2010 Antenna Tester	Asset #5435
Antenna Watt Meter	Asset #2104

I further recommend that I be authorized to dispose of the above equipment and radios through Roy Teitsworth, Inc. at a municipal auction scheduled in the fall of 2020 or through their online auction site.

Sincerely,

Timothy J. Anderson  
Deputy Highway Superintendent

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

## LOW BAND 2 WAY RADIOS TO BE DECLARED SURPLUS

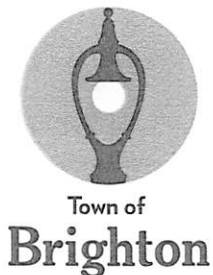
2000 Motorola Base Station      Asset #4649

### Blue Asset Tag - Mobil 2 way radios

943	4492
944	4493
945	4496
946	4497
947	4498
2104	4505
2194	4506
2259	4507
2261	4508
2401	4509
2403	4511
2404	4643
2415	4649
3650	4699
3747	4700
3748	4720
3751	4771

### Red Inv. Tag - Portable 2 way radios

1  
11  
401  
402  
403  
441  
444



# Brighton Police Department

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



David Catholdi  
Chief of Police

September 14, 2020

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

## RE: Vehicle Surplus

Dear Board Members:

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

The auction will be held on October 10<sup>th</sup>, 2020 and I request that the vehicles listed below be declared surplus. The vehicles listed have been determined to be in need of replacement.

Control#	Year	Make	Vin#
115	2015	Ford Utility	1FM5K8AR8FGC67555
114	2015	Ford Utility	1FM5K8AR6FGC67554

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

Respectfully,

David Catholdi  
Chief of Police

CDC:jpo





## Information Systems

Jeremy Lutz  
IT Director

To: Finance and Administrative Services Committee

From: Jeremy Lutz, IT Director

Date: September 15, 2020

Re: Internet Service Changes

Per the attached order, we are planning to sign a 36-month contract to have Spectrum increase ELAN speed and connectivity to and from both the Highway and Recreation buildings to Town Hall.

This upgrade will allow the Town to be much better prepared for any potential disaster recovery scenario as well as provide much more speed and service capability for internal software and users.

This contract needs to be signed by the end of the September to secure pricing at \$2,360 per month. Contract will be effective January 1, 2021 through December 31, 2023.

# Customer Service Order

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Donald Young  
 Phone: 5857561294 ext:  
 Cell Phone: 5854351698  
 Email: donald.young@charter.com

Order # 11850282

<b>Customer Information: Customer Code</b>		
<b>Business Name</b>	TOWN OF BRIGHTON	<b>Customer Type:</b>
<b>Billing Address</b>		<b>Account Number</b>
<b>Attention To:</b>		
2300 Elmwood Ave Rochester NY 14618		
<b>Billing Contact</b>	<b>Billing Contact Phone</b>	<b>Billing Contact Email Address</b>
Jeremy Lutz	(585) 784-5397	jeremy.lutz@townofbrighton.org
<b>Authorized Contact</b>		
<b>Authorized Contact</b>	<b>Authorized Contact Phone</b>	<b>Authorized Contact Email Address</b>
Jeremy Lutz	(585) 784-5397	jeremy.lutz@townofbrighton.org
<b>Technical Contact</b>		
<b>Technical Contact</b>	<b>Technical Contact Phone</b>	<b>Technical Contact Email Address</b>

**New and Revised Services and Monthly Charges At 1941 Elmwood Ave , Rochester NY 14620**

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
Ethernet - 1 Gbps	1	\$0.00	\$0.00	36 Months
Retail Ethernet ELAN Intrastate	1	\$850.00	\$850.00	36 Months
<b>*Total</b>			<b>\$850.00</b>	
*Prices do not include taxes and fees.				

**New and Revised Services and Monthly Charges At 2300 Elmwood Ave , Rochester NY 14618**

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
Ethernet - 1 Gbps	1	\$0.00	\$0.00	36 Months
Ethernet - Hub - Master	1	\$0.00	\$0.00	36 Months
Retail Ethernet ELAN Intrastate	1	\$850.00	\$850.00	36 Months
<b>*Total</b>			<b>\$850.00</b>	
*Prices do not include taxes and fees.				

**New and Revised Services and Monthly Charges At 220 Idlewood Rd , Rochester NY 14618**

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
Ethernet - 500 Mbps	1	\$0.00	\$0.00	36 Months
Ethernet - Spoke	1	\$0.00	\$0.00	36 Months
Retail Ethernet ELAN Intrastate	1	\$660.00	\$660.00	36 Months
<b>*Total</b>			<b>\$660.00</b>	
*Prices do not include taxes and fees.				

**One Time fees At 220 Idlewood Rd , Rochester NY 14618**

Description	Quantity	Sales Price	Total
Ethernet Fiber Installation	1	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>
*Prices do not include taxes and fees.			

**One Time fees At 1941 Elmwood Ave , Rochester NY 14620**

Description	Quantity	Sales Price	Total
Ethernet Fiber Installation	1	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>
*Prices do not include taxes and fees.			

**One Time fees At 2300 Elmwood Ave , Rochester NY 14618**

Description	Quantity	Sales Price	Total
Ethernet Fiber Installation	1	\$0.00	\$0.00
<b>Total</b>			<b>\$0.00</b>
*Prices do not include taxes and fees.			

**Special Terms**

Pricing to go into effect on 1/1/21,

**Electronic Signature Disclosure**

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
**Authorized Signature for Customer**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Date Signed**







## SPECTRUM ENTERPRISE SERVICE AGREEMENT

The customer identified below ("Customer") hereby acknowledges and agrees to the Commercial Terms of Service available at <https://enterprise.spectrum.com/> ("Terms of Service"), which are incorporated herein by this reference, with respect to any service order(s) placed by Customer and accepted by Spectrum hereafter (each, a "Service Order"), which together with this agreement constitute the "Service Agreement" by and between the Customer and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Contact Information	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Donald Young  Telephone: 5857561294  Email: donald.young@charter.com

Customer Information				
Customer Name (Exact Legal Name): TOWN OF BRIGHTON			Main Tel. No.:	
Billing Address: 2300 Elmwood Ave	Suite:	City: Rochester	State: NY	Zip Code: 14618
Billing Contact Name: Jeremy Lutz	Tel.No.: (585) 784-5397		E-mail: jeremy.lutz@townofbrighton.org	
Authorized Contact Name: Jeremy Lutz	Tel.No.: (585) 784-5397		E-mail: jeremy.lutz@townofbrighton.org	

BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS OF SERVICE, INCLUDING THE ARBITRATION SECTION THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICE AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

**Customer:** TOWN OF BRIGHTON

**By:**

**Name (printed):**

**Title:**

**Date:**



## ***Ethernet Intrastate-Only Traffic Certification***

Customer Name (Legal Entity): \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Charter Communications Operating, LLC and its subsidiaries providing the Services ("Spectrum"), presumes that more than 10% of the traffic carried on the WAN/Ethernet services that we provide to you over any circuit will be interstate in nature, and that therefore by Federal Communications Commission regulation each such circuit must be treated as jurisdictionally interstate in its entirety. If you expect that 10% or less of the traffic to be carried over any circuit will be interstate in nature, please complete the certification form below to identify the relevant circuit(s) and specify the expected jurisdictional allocation of your traffic associated with such circuit(s). Please note that all Internet-related traffic is presumptively interstate. Also, please note that you must provide this certification annually and whenever there is a material change in the actual or expected jurisdictional nature of your traffic. In the event that you fail to provide this certification in accordance with procedures specified by Spectrum, Spectrum reserves the right to again presume that more than 10% of the traffic carried over each circuit is interstate in nature and calculate the fees applicable to that usage accordingly.

### **CERTIFICATION**

I certify that the traffic carried by Spectrum in its provision of WAN/Ethernet services on the circuits listed on the attached Service Order is jurisdictionally intrastate and will contain no more than 10% interstate traffic.

\_\_\_\_\_  
(Authorized Customer Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Authorized Customer Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_