

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

Meeting Date: Wednesday, June 16, 2021 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the June 2nd, 2021 meeting.
2. Approve appointment of Laura Pogal to fill part-time office clerk IV (reception desk) effective on or about June 28, 2021 (Town Clerk's Office) – Request from Dan Aman for Town Board action to approve the appointment of Laura Pogal to the permanent part-time position of office clerk IV (reception desk) at 17.5 hours per week. This appointment will be effective on or about June 28, 2021 at an hourly rate of 15.28 – Group III, Step 1 on the Part-Time Permanent Wage Schedule. This appointment is subject to the successful completion of a background check and will be subject to a 52 week probationary period (see letter from D. Aman).
3. Approve appointment of John Muir to fill part-time office clerk IV (Town Clerk's Office) effective on or about June 28, 2021 (Town Clerk's Office) – Request from Dan Aman for Town Board action to approve the appointment of John Muir to the permanent part-time position of office clerk III (Town Clerk's Office) at 17.5 hours per week. This appointment will be effective on or about June 28, 2021 at an hourly rate of 17.51 – Group V, Step 1 on the Part-Time Permanent Wage Schedule. This appointment is subject to the successful completion of a background check and will be subject to a 52 week probationary period (see letter from D. Aman).
4. Approve the relocation of three (3) cobra street light poles on Elwood Ave as part of 1925 South Clinton Ave. Incentive Zoning (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve the relocation of three (3) street cobra lights along Elmwood Avenue as part of the sidewalk construction incentive zoning package related to 1925 South Clinton Avenue amenity agreement. The cost of relocating these streetlights is estimated at \$12,000 and would be completed by M. L. Caccamise Electric Corp. via the Town's currently Board approved contract. The cost of the relocation of the streetlights is not part of the amenity agreement and is not included in the current 2021 budget; therefore an authorization to appropriation the necessary funding, from any funds available, to complete this project will be necessary (see letter from M. Guyon).
5. Award RFP to Emergency Enclosures, Inc. to provide services related to securing a building in an emergency situation (Public Works Dept.) – Request from Mike Guyon for Town Board action to award the request for proposals for Emergency Call Out Services (to secure buildings in an emergency situation) to Emergency Enclosures, Inc., the lowest responsible bidder. These services would secure a property in an emergency situation and charges/fees for service would be submitted to the property owner's insurance company with the Town being the payer of last resort (see letter from M. Guyon).

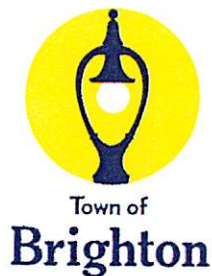
6. Authorize a one year contract extension with Skanex Pipe Services, Inc. at the current 2018 (no increase for 2019 or 2020) base bid schedule (Sewer Dept.) - Request from Chad Roscoe for Town Board action to approve a contract extension with Skanex Pipe Services, Inc. This is the third renewal of a possible total of four with no change in pricing. The contract, effective 7/26/2021 through 7/26/2022, will provide for services related to the annual Cured In Place Pipe (CIPP) Lining program related to the sanitary sewers and is limited to the annual funds as budgeted (see letter from C. Roscoe).
7. Authorize an increase in weekly hours for the part-time permanent Clerk II in the Sewer Department (Sewer Dept.) – Request from Mike Guyon for Town Board action to approve an increase in weekly hours from 20 to 25 for the part-time position of Clerk II in the Sewer Department. This will increase the biweekly salary by just over \$200 (\$100 per week or 5 hours x \$20.09 per hour), resulting in annual increase of \$5,612 but \$2,818 for the remainder of 2021. This cost would be covered by reducing the number of seasonal laborers that will be utilized in 2021 (see letter from M. Guyon).

DISCUSSION ITEM ONLY – NO BOARD ACTION NEEDED

8. Authorize the search for an Assistant Engineer in lieu of a Geographic Information System Analyst (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve the search and ultimate filling of the vacancy of the Assistance Engineer position. After the resignation of Brett Carlock as the GIS Analyst, the position was reviewed and it does not provide the support needed to efficiently complete engineering related tasks, including support for the Town Engineering position. There is an approximate \$12,000 gap between the GIS Analyst (Group 4) and the Assistant Engineer (Group 7) which has not been budgeted (see letter from M. Guyon).
9. Authorized the Supervisor to digitally sign an agreement for the Rochester-Monroe County Youth Bureau for the 2020 program funding (Recreation Dept.). – Request from Rebecca Cotter for Town Board action to authorize the Supervisor to digitally sign the Rochester-Monroe County Youth Bureau funding contract for \$7,085 for the 2020 Positive Youth Development/Community Services Initiative program. Further authorization to allow the Supervisor digitally sign all future contracts, based on the Recreation Director's recommendation, with no significant changes in funding and/or terms and conditions (see letter from R. Cotter).

The next regularly scheduled meeting of the FASC will be held on WEDNESDAY, JULY 7, 2021 at 8:30 a.m. in the AUDITORIUM at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

**** AS PER THE REGULAR SCHEDULE (Room Change) ****



Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

June 14, 2021

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

Honorable Councilmembers,

The Brighton Town Clerk's Office / Reception Desk has an open permanent part-time position as a result of Lisa Diaz's promotion last summer.

Laura Pogal has been selected to fill the permanent part time (17.5 hours per week) position of Office Clerk IV at the Reception Desk.

I request that the Honorable Town Board approve the appointment of Ms. Pogal as Office Clerk IV, at a rate of pay defined by the Town of Brighton Part-Time and Seasonal Employee Wage Schedule, Group III, Step 1, effective on or about June 28, 2021, for a probationary period of 52 weeks, subject to successful completion of a background check.

Sincerely,

Daniel Aman, RMC
Town Clerk / Receiver of Taxes

Cc: Paula Parker, Finance Director
Tricia VanPutte, Personnel Director



Office of the Town Clerk

Daniel Aman, RMC
Town Clerk & Receiver of Taxes

June 14, 2021

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

Honorable Councilmembers,

The Brighton Town Clerk's Office has an open permanent part-time position as a result of Melanie Ryan's resignation in January.

John Muir has been working as a temp in the office during tax season and has now been selected to fill the permanent part time (17.5 hours per week) position of Office Clerk III in the Town Clerk's Office.

I request that the Honorable Town Board approve the appointment of Mr. Muir as Office Clerk III, at a rate of pay defined by the Town of Brighton Part-Time and Seasonal Employee Wage Schedule, Group V, Step 1, effective on or about June 28, 2021, for a probationary period of 52 weeks, subject to successful completion of a background check.

Sincerely,

Daniel Aman, RMC
Town Clerk / Receiver of Taxes

Cc: Paula Parker, Finance Director
Tricia VanPutte, Personnel Director



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 8, 2021

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

Re: 1925 South Clinton Ave. Incentive Zoning
Elmwood Avenue Sidewalk Street Lighting

Dear Councilperson DiPonzio and Committee Members:

As part of the incentive zoning amenity agreement for the 1925 South Clinton project the developer will construct sidewalks along the north side of Elmwood Avenue from Eastland Avenue westward to the existing sidewalk which terminates approximately 200 feet east of Hemingway Drive. This portion of sidewalk requires the relocation of three cobra head light poles which are owned by the Town of Brighton. The Town is responsible to relocate these light poles to accommodate the sidewalk installation. The Town currently has a street lighting maintenance contract with M.L. Caccamise Electric Corp. which includes the removal and replacement of light poles and fixtures. Based on the bid prices included in this contract we estimate that the cost to complete this work is \$12,000. A copy of the estimate is attached for your reference. M.L. Caccamise Electric Corp. will be performing the light pole relocation work.

I request that the FASC recommend that the Town Board authorize the expenditure of \$12,000 to pay for the relocation of three cobra head lights along the north side of Elmwood Avenue. The cost to relocate the cobra head light poles was not anticipated in the 2021 budget. Therefore, I am also requesting that the FASC be authorized to make the necessary budget amendments for this expense.

I will be in attendance at your regularly scheduled Wednesday June 16, 2021 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

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

Cc: Paula Parker
Steve Zimmer
Chad Roscoe
Ken Gordon

Town of Brighton, SLM Estimate

Relocate poles certain distance north to permit construction of new full width sidewalk

Elmwood Av, L# 156, 158, 160

L#

156 1' north
 158 2.5' north
 160 3.5' north

pay item

qty

remove				
1b	Luminaire Remove	3.00	\$64.15	\$192.45
4b	20'-35' Metal Pole Remove	3.00	\$788.50	\$2,365.50
23c	Pole Base Remove	3.00	\$383.25	\$1,149.75

install				
1b	Luminaire Install	3.00	\$64.15	\$192.45
4b	20'-35' Metal Pole Install/Remove	3.00	\$788.50	\$2,365.50
11a	1" PVC Conduit Replace/Install With Excavation	7.00	\$24.35	\$170.45
11e	Added For 3" PVC Conduit	7.00	\$3.51	\$24.57
22a	Precast Pole Base Install With Excavation	3.00	\$1,457.50	\$4,372.50
13a	#6 Cable Furnish/Install	30.00	\$1.48	\$44.40
10	Troubleshoot	6.00	\$141.95	\$851.70

\$11,729.27



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 8, 2021

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

re: Emergency Call Out Services
Request for Proposal

Dear Chairman DiPonzio and Committee Members:

From time to time it is necessary for the Town to utilize emergency call out services to secure a building due to being vacant or due to an emergency situation. These services are generally needed in circumstances when the owner cannot be readily located or contacted, or when, in the determination of the Code Enforcement Officer a public emergency or matter of life safety exists.

A request for proposals for Emergency Call Out Services was advertised on April 12, 2021 and responses to this RFP were received on June 1, 2021. One response was received from Emergency Enclosures Inc. Town staff reviewed the response and find it complete and acceptable.

The insurance company representing the property generally pay for the emergency call out services. To insure that the insurance company is responsible for the costs of this service, our contract requires that prior to submitting payment to the Town all bills for service must be submitted to the insurance company insuring the premises. The Town will not pay the bill for service without a written refusal from the insurance company to pay the and/or there is a written proof, satisfactory to the Town, that the premises was without insurance at the time of the incident.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 16, 2021 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: K. Gordon
B. Monroe
C. Roth



Public Works Department

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

Chad Roscoe
Junior Engineer

June 11, 2021

The Honorable Town of Brighton Board
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: 2021-2022 CIPP Lining Services
Contract Extension

Dear Councilperson DiPonzio and Committee Members Finance:

At their July 11, 2018 meeting, the Town of Brighton authorized the Town Supervisor to execute a contract with Skanex Pipe Services, Inc. to provide services for the rehabilitation of the sanitary sewer system via the cured-in-place pipelining methodology. The executed agreement included an option to renew the contract for up to four additional twelve-month periods at the sole discretion of the Town of Brighton. The renewal allows for pricing adjustment if agreeable by the Town of Brighton.

For the 2021-2022 twelve-month period (7/26/2021-7/26/2022), Skanex Pipe Services, Inc. is not requesting any price adjustments to the 2018-unit prices. Therefore, I am requesting that the Town Board approve a twelve-month extension of the contract for pipe rehabilitation services to Skanex Pipe Services, Inc. Future contract extensions will be presented to FASC prior to authorization.

Funds are available for these services in the 2021 Budget Account SS.SEWER.8120.280.

Respectfully,

Chad Roscoe
Junior Engineer

cc: M. Guyon, PE
P. Parker

B. Monroe



June 1, 2021

Evert Garcia
Steve Zimmer
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: 2021 Cured In Place Pipe (CIPP) Lining Project

Evert and Steve,

In response to your email inquiring about price modifications for the 2021 Cured In Place Pipe (CIPP) Lining Project, Skanex will not change its pricing from the current 2020 Cured In Place Pipe (CIPP) Lining Project. Please continue to use the 2018 Based Bid Schedule for the 2021 contract.

If there are any questions, please do not hesitate to contact us.

Thank you for the opportunity to work with the Town of Brighton.

Only the best,

A handwritten signature in black ink, appearing to read 'Dan Graham', written in a cursive style.

Dan Graham
President

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works



June 8, 2021

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

re: Ellen Padulo
Increase weekly hour allocation

Dear Chairman DiPonzio and Committee Members:

Ellen Padulo was hired to fill the vacant position of part-time permanent Clerk II for the Sewer Department in October 2020. We initially felt that 20 hours per week was sufficient to provide administrative support for the department. A listing of the current Clerk II responsibilities is attached. It quickly became apparent that 20 hours was not adequate to fulfill the needs of the department and approximately 25 hours per week were allocated for the position.

We are requesting to increase the weekly hours of the Clerk II position from 20 hours to 25 hours. In 2021 this will result in an increase of \$5,612 in salary costs. The 2021 sewer department budget account SS.Sewer.8120.1.20 Part-Time Wages includes \$12,000 for seasonal laborers. We are proposing reduce the use of seasonal laborers and use a portion of the remaining wages to offset the increase in hours for the Clerk II position.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 16, 2021 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: T. Jason
P. Parker
B. Monroe
T. Van Putte

Clerk II Responsibilities include but not limited to:

- Input employee payroll into PubWorks and insure its accuracy
- Identify addresses for department staff using ArcMap
- Review past inspection reports and confirm that this information is consistent with electronic and paper file data and all data is easily retrievable.
- Organize video files to insure that information is easily retrievable.
- Properly file new inspection reports and insure that the proper mapping is attached to these reports.
- Record service requests in PubWorks
- Inputs daily work activity into Pub Works software
- Generates reports from Pub Works as requested by the Sewer Construction Inspector and Deputy Highway Superintendent.
- Work with Sewer Construction Inspector to update the sewer overflow response plan, sewer master plan documents and sewer operation and maintenance manual.
- Assist with sewer department inventory using PubWorks
- Generate weekly and annual flushing reports.
- Research Monroe County and NYS Contracts for purchasing.
- Obtain quotes for budget items
- Review stake-out list
- Update road closure form
- Prepare sewer violation notices
- Use laserfiche to locate easements and agreements
- Assist with training requests
- Responds to customer calls
- Create purchase orders.
- Processes maintains sewer permits
- Archive records



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 8, 2021

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

Re: Assistant Engineer Position

Dear Chairperson DiPonzio and Committee Members:

As you are aware Brett Carlock resigned as of Friday June 4, 2021 as the Town of Brighton Geographic Information System Analyst. The Geographic Information System Analyst title was added to the DPW organization chart in 2018 and supplanted the Assistant Engineer title position. However, the Assistant Engineer title was not removed from the DPW Organizational Chart.

Although a valuable position, the Geographic Information System Analyst title did not provide the support needed to efficiently complete engineering tasks. Therefore, we are requesting to fill the vacancy created by Brett Carlock's resignation with an Assistant Engineer position. The Assistant Engineer position annual salary range is consistent with the Group 7 Annual Wage (35 Hour/Week), consisting of six steps from \$56,929.60, Step 1, through \$72,654.40, Step 6.

We are requesting that the FASC recommend that the Town Board authorize the Department of Public Works to conduct an employment search for an Assistant Engineer to fill the vacancy within the department. Presently, there is no civil service list for this position.

As always, thank you for your consideration. I will be available to answer any questions regarding this matter at the June 16, 2021 FASC meeting.

Sincerely,

Michael E. Guyon

Cc Ken Gordon
Tricia VanPutte
Bridget Monroe
Evert Garcia

Recreation Department

Rebecca Cotter
Recreation Director



June 16, 2021

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

Re: Rochester-Monroe County Youth Bureau Contract

Dear Finance Committee Members:

I respectfully recommend that you authorize the Town Supervisor to digitally sign an agreement, as well as any additional paperwork as required, with the Rochester Monroe County Youth Bureau under which the Town will receive funding in the amount of \$7,085 for the Positive Youth Development/Community Service Initiative for 2020.

I further recommend that Town Supervisor be able to sign all future Rochester Monroe County Youth Bureau funding contracts based on the Recreation Director's recommendation for the Town's Positive Youth Development/Community Service Initiative, if there's no significant change in funding levels and/or terms and conditions.

Thank you for your consideration. I am happy to answer any questions you may have regarding this matter.

Sincerely,

Rebecca Cotter

Rebecca J. Cotter
Recreation Director