

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

Meeting Date: Wednesday, August 4, 2021 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the July 21st, 2021 meeting.
2. Approve appointment of [REDACTED] to Office Clerk III in the Police Department effective August 16, 2021 (Police Dept.) – Request from Chief David Catholdi for Town Board action to approve an appointment of [REDACTED] to the position of Office Clerk III the Brighton Police Department. This appointment will be effective August 16, 2021 at the starting hourly wage rate of \$35,471.80, Group 2 Step 1 of the Non-Represented Full-Time Employee Salary Schedule. This appointment is dependent final approval by Monroe County Civil Service and will serve a 52 week probationary period. (see letter from D. Catholdi)
3. Approve Budget Transfer Amendment for Supervisor's Budget in the amount of \$498 for the purchase of a new office chair (Supervisor's Office) – Request from Bridget Monroe for Town Board Action to approve a budget transfer amendment as follows:
To: A.SUPVR.1220.2.12 Office Furniture \$498
From: A.SUPVR.1220.4.89 Miscellaneous Exp. \$498 Funds will be used to purchase a new office chair for the Town Supervisor (see letter from B. Monroe).
4. Adopt Bond Resolution in the amount of \$500,000 for the purchase of a fire truck for West Brighton Fire Protection District (WBFPD) – Request from Paula Parker for Town Board action to adopt a bond resolution in the amount of \$500,000 for the purchase of a fire truck for the West Brighton Fire Protection District. The Bond Resolution is being prepared by the Town's Bond Council and since it is for a five year repayment period, will be subject to an estoppel period only (see letter from P. Parker).
5. Budget Workshop Schedule: Wednesday, August 18th and Wednesday, August 25th at 4:00 PM. Discuss the 2022 Department Heads budget requests with the Town Board (schedule attached).

****Still tabled from July 21st, 2021 Meeting****

6. Approve optional renewal of contract for refuse collection for Waste Management (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve the optional renewal contract for Waste Management of New York LLC for the 2022 calendar year. The effective date of the contract is January 1 2022 through December 31, 2022 with two of the original four additional renewal options remaining. The annual pricing will increase from the 2021 rate of \$253.14/unit to \$263.11/unit \$9.97 or a 3.94% increase (does not include Town Administration fees) (see letter from C. Roscoe).
UPDATE: Meeting will be scheduled with Waste Management soon. Keep item tabled.

The next regularly scheduled meeting of the FASC will be held on WEDNESDAY, AUGUST 18, 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)****



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

July 30, 2021

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

Dear Board Members:

As a result of recent retirements, there currently exist two full-time clerical vacancies in the Police Department. After an extensive search for qualified candidates, Ms. [REDACTED] has been selected to fill one of these positions pending approval by the Monroe County Civil Service Commission.

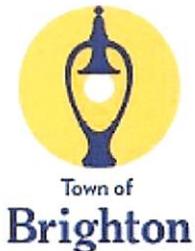
Ms. [REDACTED] has been employed by the [REDACTED] School District since [REDACTED] 2019 as an [REDACTED] assistant. She has a Bachelor of Arts in Journalism/Communication from St. John Fisher College.

On July 1, 2021, a Conditional Offer of Employment was extended to [REDACTED] as an Office Clerk III with a starting salary of \$35,471.80 in accordance with the Town of Brighton's 2021 Salary/Wage Schedule. This appointment, pending Civil Service approval, will be effective on August 16, 2021, for a probationary period of fifty-two (52) weeks.

Sincerely,

David Catholdi
Chief of Police

xc: **Paula Parker, Director of Finance**
Tricia Van Putte, Director of Personnel
Dan Aman, Town Clerk



Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe

Assistant to Town Supervisor

July 29, 2021

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

Dear Chairman DiPonzo and Committee Members:

Re: Transfer of funds for office furniture

I respectfully request authorization for the transfer of funds in the amount of \$498.00 from A.SUPVR.1220.4.89 Miscellaneous Expense to A.SUPVR.1220.2.12 Office Furniture, for the purchase of an executive office chair. After fixing the Supervisor's chair several times in-house, it has now broken beyond repair. I contacted several vendors, two of whom brought in a trial chair and one of whom could not provide a chair fitting the required specifications. A chair provided by Genesee Office Interiors has been selected by the Supervisor. Upon approval of this budget amendment, purchase of the new chair can be made.

Thank you for your consideration of this matter.

Respectfully Submitted,

Bridget Monroe
Assistant to the Supervisor

cc: Paula Parker

2300 Elmwood Avenue, Rochester, NY 14618

585-784-5252

Bridget.monroe@townofbrighton.org



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

August 4, 2021

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

Dear Honorable Members,

As part of the West Brighton Fire Protection District dissolution plan, the Town has agreed to purchase a fire truck to be utilized as part of the new portion of the Henrietta Fire District which will service the dissolved WBFPD. After consultation with our Town Attorney, Ken Gordon and our Bond Counsel at Harris Beach, I am recommending that the Town Board adopt a bond resolution as prepared by Bond Counsel totaling \$500,000 that will provide financing for the purchase a new fire truck:

Bond Resolution totaling \$500,000 (New Fire Truck) (5 year repayment period)

The bond resolution should be adopted at the August 11th, 2021 Town Board Meeting. This bond has a repayment period of five years and for that reason it is NOT subject to permissive referendum but will still require 2/3rds majority vote by our Town Board (four of the five members). The estoppel period of 20 days after publication of the proper notice in our legal newspaper must elapse before the borrowing process can be done.

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

TOWN OF BRIGHTON

2022 BUDGET PREPARATION - BUDGET WORKSHOP

WORKSHOP AGENDAS ***FINAL***

Wednesday, August 18, 2021 4:00 PM

Downstairs Meeting Room

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	10 Minutes	Undistributed Revenues
4:10 PM	10 minutes	Brighton Volunteer Ambulance and Ambulance District (3600)
4:20 PM	5 Minutes	Assessor (1355)
4:25 PM	10 Minutes	Parks (7021-7125 & 8984)
4:35 PM	20 minutes	Public Works, Fire Marshal, Bldg / Planning (1490/3410/8020)
4:55 PM	10 Minutes	Facility Operations (1620)
5:05 PM	20 Minutes	Highway Department (A/D HWY)
5:25 PM	15 Minutes	Sanitary Sewer Districts and Extensions (8120 – 8135)
5:40 PM	5 Minutes	Consolidated Sidewalk District (5411)
5:45 PM	15 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session

Wednesday, August 25, 2021 4:00 PM

Downstairs Meeting Room

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	20 Minutes	Brighton Memorial Library (7410)
4:20 PM	5 Minutes	Town Board, Supervisor, Town Attorney (1010,1220,1420)
4:25 PM	10 Minutes	Town Clerk / Rec. of Taxes / Elections / Central Services
4:35,PM	5 Minutes	Town Historian, Historic Preservation Comm. (7510/7515)
4:40 PM	5 Minutes	Personnel Office (1430)
4:45 PM	5 Minutes	Information Systems (1680)
4:50 PM	20 Minutes	Police Dept. and Animal Control (3120 & 3510)
5:10 PM	15 minutes	Recreation Department (6772 - 8983)
5:25 PM	10 Minutes	Justice (1110)
5:35 PM	10 Minutes	Finance (1310, 1320)
5:45 PM	5 Minutes	Brighton Cable Commission (8060)
5:50 PM	10 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session