

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

**Meeting Date: Tuesday, October 5, 2021 (3:30 p.m.)**

**Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the September 14<sup>th</sup>, 2021 meeting.
2. Approve three promotions of Police Officer to Police Sergeant in the Police Department effective October 23, 2021 (Police Dept.) – Request from Chief David Catholdi for Town Board action to approve the following three promotions from the title of Police Officer to the title of Police Sergeant effective October 23, 2021 at the listed salary:

Bradley Clouston	\$111,316
Rebecca Halpin	\$111,316
Justin Keller	\$111,316

Each of these employees will serve a minimum probationary period of 26 weeks. All promotions were appointed from the Monroe County Civil Service list of eligible candidates for the rank of Sergeant and per the conditions outlined in the bargaining unit agreement (see letters (3) from D. Catholdi).
3. Approve appointment of one Police Officer position in the Police Department effective October 23, 2021 (Police Dept.) – Request from Chief David Catholdi for Town Board action to approve an appointment to the position of Police Officer full-time in the Brighton Police Department. This appointment will be effective October 23, 2021 at the starting hourly wage rate of \$72,115 annually in accordance with Article 8 of the Collective Bargaining agreement with Brighton Police Patrol Association. This appointment is dependent upon successful completion of all testing, evaluations, and approvals as required by the Brighton Town Board and Monroe County Civil Service as well as the successful completion of the 26 week probationary period (see letter from D. Catholdi)
4. Authorize Stantec contract amendment for U of R Review Traffic Impact Study (Public Works Dept.) – Request from Ramsey Boehner for Town Board action to authorize and amendment and extend the currently expired contract with Stantec in the remaining balance of \$15,806 for the review of the University of Rochester Traffic Study Impact. Funds have been paid to the Town by the U of R (see letter from R. Boehner).
5. Approve budget amendment for tree removals in 2021 (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve a budget amendment in the amount of \$25,000 to account A.DPW.8560.4.43 Tree/Landscaping Services from any funds available. This will allow for the removal of 16 trees that have been reviewed and approved. The cost of the emergency removal and trimming of trees was more than expected and leaves this budget short (see letter from M. Guyon).

6. DISCUSSION ONLY – Dental buy-up offer to non-represented employees (Finance Dept.) – In 2007 The Town Board adopted a resolution (12.27.07.14) outlining the contribution amounts for health and dental insurance by the non-represented and elected employee groups. This resolution also allows for the option of offering to these groups of buying up to the enhanced dental plan option. The cost of this buy-up will be 100% the responsibility of the employee. The reserve for this program, since the Town is self-funded, is well positioned to make this offer with no significant impact (see letter from P. Parker)
7. EXECUTIVE SESSION: (Discuss employment of particular person/people) (Public Works Dept.): See communication from Mike Guyon.

**The next regularly scheduled meeting of the FASC will be held on **TUESDAY, OCTOBER 19, 2021 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 (Room Change)\*\***



Town of  
**Brighton**

## Brighton Police Department

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



David Catholdi  
Chief of Police

September 29, 2021

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

**Re: Promotion of Officer Clouston to the rank of Sergeant**

Dear Board Members,

With recent retirements, there currently exists three vacancies at the rank of Sergeant. I am recommending that Officer Bradley Clouston be promoted to fill one of these vacancies. Officer Clouston was ranked 3rd with a score of 93% on the most recent Civil Service list of eligible candidates for the rank of Police Sergeant.

Officer Clouston has been with the Brighton Police Department since June 9, 2018. During his tenure at the Brighton Police Department, Officer Clouston has received the Excellent Police Service Award and the Town of Brighton Life Saving Award. Officer Clouston attended St. John Fisher College and graduated with a Bachelor of Science degree in Management.

I request that the Honorable Town Board approve the promotion of Officer Bradley Clouston to the rank of Sergeant, effective October 23, 2021, for a minimum probationary period of twenty-six (26) weeks, at an annual salary of \$111,316. I am confident that Brad will demonstrate exemplary standards of leadership as a Sergeant in the Brighton Police Department.

Respectfully,

David Catholdi  
Chief of Police

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



Town of  
**Brighton**

## Brighton Police Department

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David Catholdi  
Chief of Police

September 29, 2021

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

**Re: Promotion of Officer Halpin to the rank of Sergeant**

Dear Board Members,

With recent retirements, there currently exists three vacancies at the rank of Sergeant. I am recommending that Officer Rebecca Halpin be promoted to fill one of these vacancies. Officer Halpin was ranked 2<sup>nd</sup> with a score of 94% on the most recent Civil Service list of eligible candidates for the rank of Police Sergeant.

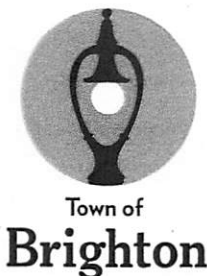
Officer Halpin has been with the Brighton Police Department since April 28, 2018. Officer Halpin attended Niagara University and graduated Magna Cum Laude with a Bachelor of Science degree in Commerce Management. She also earned a Master of Business Administration degree from Niagara University.

I request that the Honorable Town Board approve the promotion of Officer Rebecca Halpin to the rank of Sergeant, effective October 23, 2021, for a minimum probationary period of twenty-six (26) weeks, at an annual salary of \$111,316. I am confident that Rebecca will demonstrate exemplary standards of leadership as a Sergeant in the Brighton Police Department.

Respectfully,

David Catholdi  
Chief of Police

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



## Brighton Police Department

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



David Catholdi  
Chief of Police

September 29, 2021

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

**Re: Promotion of Officer Keller to the rank of Sergeant**

Dear Board Members,

With recent retirements, there currently exists three vacancies at the rank of Sergeant. I am recommending that Officer Justin Keller be promoted to fill one of these vacancies. Officer Keller was ranked 4<sup>th</sup> with a score of 92% on the most recent Civil Service list of eligible candidates for the rank of Police Sergeant.

Officer Keller has been with the Brighton Police Department since August 16, 2008. During his tenure at the Brighton Police Department, Justin Keller has received the Excellent Police Service Award and the Distinguished Service Award. Officer Keller attended SUNY Brockport and graduated with a Bachelor of Science degree in Criminal Justice.

I request that the Honorable Town Board approve the promotion of Officer Justin Keller to the rank of Sergeant, effective October 23, 2021, for a minimum probationary period of twenty-six (26) weeks, at an annual salary of \$111,316. I am confident that Justin will demonstrate exemplary standards of leadership as a Sergeant in the Brighton Police Department.

Respectfully,

David Catholdi  
Chief of Police

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



Town of  
**Brighton**

## Brighton Police Department

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



David Catholdi  
Chief of Police

September 29, 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 vacancies in the Police Department. After an extensive search for qualified candidates, I am recommending that Mr. David H. Keirsbilck Jr. be hired to fill one of the positions.

Mr. Keirsbilck is currently a Deputy Sheriff with the Ontario County Sheriff's Office, where he has served since February 2019. Mr. Keirsbilck has a Bachelor of Science Degree in Business Administration from the University at Buffalo.

On September 9, 2021, a Conditional Offer of Employment was extended to David Keirsbilck, with a starting salary of \$72,115 in accordance with Article 8 of the Collective Bargaining Agreement between the Town of Brighton and the Brighton Police Patrol Association. This appointment, pending successful completion of all testing, evaluations, and approvals as required by the Town of Brighton and the Monroe County Civil Service Commission, will be effective October 23, 2021, for a probationary period of twenty-six (26) weeks.

Sincerely,

David Catholdi  
Chief of Police

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





## Building and Planning Department

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

**Ramsey Boehner**  
Environmental Review Liaison  
Officer

September 15, 2021

Honorable Finance Committee  
Town of Brighton  
2300 Elmwood Avenue  
Brighton, NY 14618

Re: University of Rochester, Review Traffic Impact Study  
Stantec Contract Amendment

Honorable Members:

The Finding Statement for the University of Rochester South Campus Institutional Planned Development (IPD) requires that the University of Rochester update the regional Traffic Impact Study (TIS) every five years to monitor potential traffic impacts and identify commensurate traffic mitigation. Additionally, the Incentive Zoning Approval requires that the Town of Brighton's fees to review this update are to be paid for by the University.

In July, 2018 the Town of Brighton amended our contract with Stantec to conduct the review of the TIS. The University started the update of the TIS in 2018, but just recently submitted the TIS for our review. In 2018, the University of Rochester provided a check to the Town in the amount of \$24,880 to reimburse the costs associated with Stantec's review. A fund balance of \$15,806 remains in the contract to provide this assistance. Stantec salary costs have gone up since 2018 and the term of the amended contract has expired. Stantec's fee for this amendment is \$15,806 which is the remaining budget for this project.

I recommend that this letter along with the letter from Jon Hartley to Mike Guyon dated August 31, 2021 be received and filed.

I also recommend that the Town Board authorize the Town Supervisor to execute a contract amendment with Stantec to complete the review of the traffic impact update as described in the attached letter from Jon Hartley for a fee not to exceed \$15,806.

I further recommend that the Town Board authorize the Finance Department to make any necessary budget modifications.

As always, thank you for your consideration. I will be in attendance your regularly scheduled October 5, 2021 meeting in the event that you have any questions regarding this matter.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Ramsey Boehner", with a stylized flourish at the end.

Ramsey A. Boehner  
Environmental Review Liaison Officer

cc: M. Guyon  
P. Parker  
attachment

L:\Ramsey\Town Board\Draft FASC letter Amended Stantec Contract





Stantec Consulting Services, Inc.  
61 Commercial Street Suite 100, Rochester NY 14614-1009

August 31, 2021  
File: 192800110

**Attention: Mr. Mike Guyon, PE, Commissioner of Public Works**  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Dear Mike,

**Reference: Traffic Impact Study Review – University of Rochester IPD/PD10  
Contract Amendment #4**

Stantec is pleased to submit Contract Amendment #4 for the above referenced project. This amendment includes an updated remaining scope and fee to complete the work defined under Contract Amendment #3. As discussed we have only spent \$9,074 of the \$24,880 allocated under Contract #3 and are submitting this contract amendment to adjust the contract timeframe and hourly rates for the remaining scope. Please note that Stantec currently does not have any Conflicts of Interest with the Applicant.

**Scope/ Approach:**

Stantec will review the May 2019 traffic impact study document and evaluate the content, including assumptions, figures, tables, volume calculations, trip generation and distribution, capacity analysis results, and recommendations to determine if it adequately meets standard traffic engineering practice, as well as NYSDOT and Monroe County standards. The original report has already been reviewed, so the remaining tasks involve confirming updates were made based on previous comments from New York State Department of Transportation (NYSDOT), City of Rochester, Monroe County Department of Transportation (MCDOT) and Stantec's review. The following tasks are anticipated:

1. Stantec will continue to focus our review primarily on approximately eleven (11) intersections that are within or adjacent to the Town:
  - Study Intersection #6 - South Avenue @ Elmwood Avenue
  - # 14 - Kendrick Road @ East River Road
  - # 15 - 1-390 Ramps @ East River Road
  - # 16 - East River Road @ Laser Drive
  - # 19 - E. Henrietta Road @ Westfall Road
  - # 24 - E. Henrietta Road @ MCC/Crittenden Road
  - # 26 - W. Henrietta Road @ Crittenden Road
  - # 27 - W. Henrietta Road @ Sunnyside Drive
  - # 28 - W. Henrietta Road @ Brighton Campus Park
  - TBD – Within Elmwood or Westfall corridor
  - TBD – Within Elmwood or Westfall corridor

August 31, 2021

Mr. Mike Guyon, PE, Commissioner of Public Works

Page 2 of 3

Reference: Traffic Impact Study Review – University of Rochester IPD/PD10

Contract Amendment #4

2. If necessary, we will request electronic copies of all analysis files, including Synchro models to evaluate the adequacy of calculations and model inputs such as volume, peak hour factors, heavy vehicle percentages, lane widths, roadway geometry, signal timing and phasing, among others, to ensure that the traffic analysis models accurately reflect existing field conditions.
3. ~~The trip generation will be reviewed for all three (3) campus locations. We will verify assumptions on the chosen trip generation rate for each campus and note any deviations from the 2013 study. COMPLETE~~
4. ~~Trip distribution results from the GTC Regional Travel Demand Model will be reviewed to ascertain the reasonableness of the results. Our review will be focused primarily on Town of Brighton critical corridors; however, we will need to look at the entire study area to verify how volumes within the Town of Brighton were generated. Again, we will compare 2018 trip distributions for each campus and note any deviations from the 2013 study. We will ask applicant for additional information/clarifications if significant deviations between 2013 and 2018 are noted. After conducting a thorough assessment of study documentation, calculations, and analysis models in Tasks 1-3. COMPLETE~~
5. Stantec will evaluate the eleven (11) study area intersections with regard to existing and proposed geometry, site conditions, level of service, existing and future geometry, and pedestrian, transit, and bicycle use and amenities. We will assess the traffic analysis models to determine if they were developed in a manner that is consistent with the existing field conditions, and that future condition models adequately reflect anticipated roadway improvements. In addition, we will review the mode split calculations to determine if they are reasonable for the available pedestrian, bicycle, and transit infrastructure.
6. Stantec will assess the effectiveness of the proposed recommendations at the study area intersections. We will identify the need for additional mitigation measures and will identify potential negative impacts of the proposed mitigation measures on vehicle, pedestrian, and bicycle operations and safety. If proposed mitigation measures have unanticipated negative impacts, we will identify potential modifications to the mitigation measures.
7. ~~Stantec will evaluate the trip generation and distribution analysis to identify intersections within the Town that could potentially experience measurable impacts but were not included in the traffic analysis. These intersections may be located within corridors like Elmwood Avenue and Westfall Road. Depending on the degree of existing congestion at an intersection, an increase of more than 100 vehicles could indicate the need to evaluate impacts further. A field assessment will be conducted to evaluate existing congestion at these intersections, and if warranted, Stantec will recommend intersections for further analysis. COMPLETE~~
8. Stantec will develop draft review comments and if necessary, discuss with Town staff to confirm and/or clarify the comments. With Town confirmation Stantec will formalize the comments and submit a final review letter. We will review subsequent submissions from the applicant's traffic engineer to ensure that comments have been adequately addressed. Stantec anticipates attending up to one (1) staff meeting and one (1) interagency meeting. Stantec will also assist the Town by analyzing and reviewing additional information received from MCDOT, NYSDOT and City of Rochester.

Our "Not to Exceed" fee for this project is \$15,806 which is the remaining budget for this project; however, the remaining tasks are anticipated to be completed under this amount. Stantec will not exceed this fee unless additional analysis is required per your prior direction and authorization

August 31, 2021

Mr. Mike Guyon, PE, Commissioner of Public Works

Page 3 of 3

Reference: Traffic Impact Study Review – University of Rochester IPD/PD10

Contract Amendment #4

Summary of Anticipated Hours and Cost							
Position	Billing Rate	Task 2	Task 5	Task 6	Task 8	<sup>1</sup> Add'l Tasks/ Meetings	Total Cost
Engineering/Project Manager	\$ 174.00	2	2	2	2	2	\$ 1,740.00
Senior Traffic Planner/ Senior Traffic Engineer	\$ 160.00	4	12	4	4	6	\$ 4,800.00
Traffic Engineer	\$ 147.00	8	20	12	12	11	\$ 9,261.00
Reimbursable Expenses	--	0	0	0	0		\$ -
Total:							\$ 15,801.00

<sup>1</sup> These hours will be utilized if necessary and only after approval by client.

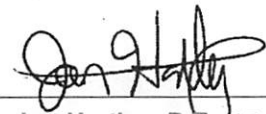
**Assumptions:**

- A total of two (2) meetings are assumed.
- Trip generation rates have already been reviewed and accepted.
- Trip distribution has already been reviewed and accepted in a previous version of the report.
- Two (2) revisions of the traffic study are assumed.
- Synchro files will be provided if necessary.

The above work will be progressed under the terms of our 2004 agreement.

Regards,

Stantec Consulting Services, Inc.



Jon Hartley, P.E., P.E.

Attachment: Attachment

c. C.C.

qd document3



## Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

September 30, 2021

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

Re: Emergency Tree Removal  
Transfer of Funds

Dear Councilperson DiPonzio and Committee Members:

Thus far we have needed to remove nine trees, seven of these trees are considered significant trees. In addition, we have had to perform emergency trimming on four trees. The total cost to complete this work is approximately \$21,400. Many of these trees were to be removed in 2020 but there was not sufficient funding to complete the work.

The 2021 emergency tree removal budget is \$23,240 which leaves \$1,848.12 to fund the remaining tree removals in 2021. Currently, there are 16 trees that have been reviewed, determined to be hazardous and authorized for removal. We estimate that the cost to remove these trees is \$23,380 which leaves a funding shortfall of \$21,500. We are requesting that the FASC recommend that the Town Board authorize the Finance Department to transfer or appropriate \$25,000 from any fund to cover the costs of the known tree removals and the unexpected emergency removals.

I will be in attendance at your regularly scheduled October 5, 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.

Respectfully,

Michael E. Guyon  
Department of Public Works

Cc Bridget Monroe  
Paula Parker  
Steve Zimmer  
William Haefner



## Finance Department

Paula Parker  
Director of Finance

October 5, 2021

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

**\*\*DISCUSSION ITEM ONLY\*\***

RE: RESOLUTION 12.27.07-14 Buy-up to the enhanced dental plan for non-represented employees  
(100% of the difference is employees' responsibility)

Dear Board Members:

On December 27, 2007 the Town Board adopted a resolution outlining employee contributions toward medical and dental plans. This resolution also allows the Town to offer to the non-represented employees the opportunity to buy up to the enhanced dental plan option. Should the employee choose this option, the difference between the cost of the basic plan and the cost of the enhanced plan will be 100% the employee's responsibility.

The Town of Brighton self-funds their dental plan annually. The reserve for the plan is well positioned to accommodate this offer to the non-represented employees.

Since a resolution already exists to allow this option to our non-represented employees, no further action is required on the part of the Town Board.

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





At a Town Board Meeting of the Town of  
Brighton, Monroe County, New York,  
held at the Brighton Town Hall, 2300  
Elmwood Avenue, in said Town of  
Brighton on the 27th day of December,  
2007.

**PRESENT:**

SANDRA L. FRANKEL,  
Supervisor

JAMES R. VOGEL  
RAYMOND J. TIERNEY III  
SHERRY S. KRAUS  
LOUISE NOVROS

Councilpersons

**WHEREAS**, the Town Board previously implemented a policy to require all non-represented full-time employees and newly elected officials (excluding elected officials assuming office for the first time prior to January 1, 2006 with no break in terms served), hired, rehired, or newly eligible on or after January 1, 2006 to contribute a portion of the monthly premium; it is therefore

**RESOLVED**, that a memorandum dated December 19, 2007 from Paula A. Parker, Director of Finance, concerning non-represented employees and newly elected officials contribution to Health Insurance, be received and filed; and be it further

**RESOLVED**, that the Town Board hereby ratifies the policy, effective January 1, 2006 of requiring all non-represented full-time employees and newly elected officials (excluding elected officials assuming office for the first time prior to January 1, 2006 with no break in terms served), for hired, rehired, or newly eligible on or after January 1, 2006 to contribute 20% of the monthly premium for the basic Health Insurance and/or dental plans provided to such employee, plus 100% of the difference of any enhanced plans, monthly premium as to pay for the basic plan premium; and be it further

↑ 100% of  
difference of any  
enhanced plans.

**RESOLVED**, that the Human Resources Director is hereby directed to amend the Town's Employee Handbook for Non-represented employees to include language reflecting this policy.

Dated: December 27, 2007

Sandra L. Frankel, Supervisor

Voting aye

James R. Vogel, Councilman

Voting absent

② Raymond J. Tierney III, Councilman

Voting aye

① Sherry S. Kraus, Councilperson

Voting aye

Louise Novros, Councilperson

Voting NO



PAULA A. PARKER, DIRECTOR OF FINANCE  
2300 ELMWOOD AVENUE SUITE 110  
ROCHESTER, NEW YORK 14618  
Phone (585) 784-5210 Fax (585) 784-5396

MEMORANDUM

To: The Honorable Town Board  
Attn.: Finance and Administrative Services Committee  
From: Paula A. Parker, Director of Finance *PA*  
Date: December 19, 2007  
Subject: Resolution for approval of Non-represented Employee  
And Newly Elected Officials (after 1/1/2006)  
contribution to Health Insurance

Effective January 1, 2006 the Town Board put into practice the following for all non-represented full time employees and newly elected officials (excluding elected officials assuming office for the first time prior to 1/1/2006 with no break in terms served) hired, rehired, or newly eligible on or after January 1, 2006:

Relating to the contribution for employee health and dental insurance, effective January 1, 2006, all newly hired, rehired or newly eligible full time employees and newly elected officials will contribute twenty percent (20%) of the monthly premium for the basic (lowest cost) health insurance and/or dental plans. Should an employee opt to participate in an enhanced health insurance and/or dental plan (if available), they will contribute the twenty percent (20%) of the base plan **PLUS** one hundred percent (100%) of the difference of the enhanced plan's monthly premium as compared to the basic plan's premium.

I recommend that your honorable body adopt a resolution ratifying the action of the Town Board previously taken, memorializing this practice effective January 1, 2006 and further authorizing and directing the Human Resources Director (or his designee) to update the language in the Non-represented employee's handbook.

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

Copy to: S. Frankel  
W. Moehle  
G. Brandt