

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

Meeting Date: Tuesday, February 1, 2022 (3:30 p.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the January 18th, 2022 meeting.
2. Approve a Program Opportunity Notice (PON) grant application to NYSERDA for possible funding of municipal operation software update (Public Works Dept.) – Request from Evert Garcia for Town Board action to approve and authorize the submission of a grant PON to NYSERDA to explore the possibility of obtaining grant funding for the upgrade/replacement of our current operating software, Municipality. Further to authorize the Supervisor to execute all documents related to the funding consideration process with NYSERDA (see letter from E. Garcia).
3. Approve Tree and Maintenance Services renewal contract with Birchcrest Tree and Landscape with no change in rates (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve the third renewal the current contract with Birchcrest Tree and Landscape for tree maintenance and removal services. This is the renewal option of the contract and will be at not increase in rates. Further to authorize the Supervisor to execute all documents relating to this renewal (see letter from C. Roscoe)
4. Approve contract renewal with Waste Management for the Town's dumpster and recycling programs (first of three renewal options (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve a renewal contract with Waste Management for the Town's dumpster and recycling services. This is the first of the three year renewal options and Waste Management has stated this renewal will remain at the same rates as outlined in the original contact (see letter from C. Roscoe).
5. Approve contract renewal with Caccamise Electric Corporation for the Town's street lighting maintenance program (first of three renewal options (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve a renewal contract with Caccamise Electric Corporation for the Town's street lighting maintenance services. This is the first of the three year renewal options and Caccamise Electric Corporation has stated this renewal will remain at the same rates as outlined in the original contact (see letter from C. Roscoe).

6. Approve contract renewal with Mayer Hardware for the purchase of hardware & miscellaneous supplies (third of four renewal options (Public Works Dept.)) – Request from Chad Roscoe for Town Board action to approve a renewal contract with Mayer Hardware, Inc. This is the third renewal of four and the terms and conditions of the contract will remain the same – 15% discount on hardware and supplies purchased by the (see letter from C. Roscoe).
7. Approve contract renewal with Plant Concepts, Inc for the mowing of Town properties as listed in Contract A (final renewal of three renewal options (Public Works Dept.)) – Request from Chad Roscoe for Town Board action to approve a renewal contract for mowing services as outlined in Mowing Contract A with Plant Concepts, Inc. This is the third and final renewal option and will be at no annual increase in pricing (see letter from C. Roscoe).
8. Approve contract renewal with Greystone Lawn & Landscape for the mowing of Town properties as listed in Contract B & C (final renewal of three renewal options (Public Works Dept.)) – Request from Chad Roscoe for Town Board action to approve a renewal contract for mowing services as outlined in Mowing Contract B & C with Greystone Lawn & Landscape. This is the third and final renewal option and will be at no annual increase in pricing (see letter from C. Roscoe).
9. Approve the first contract renewal with Roman Construction Development Corp. for sidewalk repair services (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve a renewal contract Roman Construction Development Corp. for the Sidewalk Repair program. Roman has agreed to keep all previous pricing the same with the exception of the price of concrete which will increase by 5% as allowed by the contract. This is the first of three possible renewals (see letter from C. Roscoe).
10. Amend the Highway and Sewer Departments' table of organization (Highway & Sewer Dept.) – Request from Mike Guyon to amend the Highway and Sewer tables of organization as follows: Highway: Eliminate one position of Senior Dispatcher (FT-CSEA) and add on position of Clerk II Full Time; Sewer: make current position of Clerk II Part Time to Full Time. In addition on position of laborer, already approved but not budgeted, will be filled resulting in 1.5 FTE's including salary and fringe benefit costs being added to the appropriate budgets. The overall impact on the departments is approximately \$79,000. Further authorization of fill these positions as soon as possible (see letter from M. Guyon).

EXECUTIVE SESSION: (employment of a particular person or people)

11. Approve an appointment to the position of laborer in the Highway Department effective March 7, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of laborer effective March 7, 2022. This salary for this position will be set at \$20.23/hour (40 hours/week) as outlined in the current CSEA collective bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period and is noncompetitive per the Monroe County Civil Service Commission (see letter from M. Guyon).
12. Approve an appointment to the position of laborer in the Highway Department effective February 28, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of laborer effective February 28, 2022. This salary for this position will be set at \$20.23/hour (40 hours/week) as outlined in the current CSEA collective bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period and is noncompetitive per the Monroe County Civil Service Commission (see letter from M. Guyon).
13. Approve an appointment to the position of Planning Technician in the Planning Department effective February 14, 2022 (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of Planning Technician effective February 14, 2022. The annual salary for this position will be set at \$56,274.40 (35 hour/week) and is consistent with Group 5 Step 3 of the Full Time Non-Represented Salary schedule. This appointment is subject to the successful competition of a 52 week probationary period which begins upon permanent appointment. (see letter from M. Guyon).
14. DISCUSSION ITEM: Dog Boarding services for the Town of Brighton.

The next regularly scheduled meeting of the FASC will be held on TUESDAY, FEBRUARY 15, 2022 at 3:30 p.m. in the **AUDITORIUM** of the 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, January 18, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Susan Wentworth (Assessor's Office)
David Caltholdi (Police Department)
Mike Guyon (Highway/Public Works)
Tricia VanPutte (Personnel Dept.)
*Patrina Freeman (Town of Irondequoit
Councilmember)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:35 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 January 3, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Approve Inter-municipal Agreement with the Town of Pittsford for snow removal on Allens Creek Road (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the renewal of the Inter-municipal Agreement (IMA) with the Town of Pittsford for snow removal services on Allens Creek Road for the 2021/2022 snow season; and authorize the Supervisor to execute the same. The Town of Pittsford will reimburse the Town of Brighton for these services at the same rate as Monroe County for snow removal services. Further approval for a maximum for four (4) future renewal as approved by the Supervisor (see letter from M. Guyon).
The FASC recommends the Town Board take favorable action on this matter.

Authorize agreement with Geese Control of New York April 1 – November 30, 2022 – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve a contract with Geese Control of New York effective April 1, 2022 thru November 30, 2022 and authorize the Town Supervisor to execute the same. The monthly rate is \$650 and is the same as the 2021 rate. Geese Control of NY is the only vendor in the area that provides geese control services (see letter from D. Catholdi).

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

Authorize agreement with Monroe County for Stop DWI Enhanced Enforcement and High Visibility Engagement Campaigning (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute agreements with Monroe County for:

Stop DWI Enhanced Enforcement	\$ 6,563.08
Stop DWI High Visibility Engagement Campaign	<u>\$ 4,555.00</u>
Total:	\$11,118.08

These funds will be used to augment the police department Stop DWI enforcement efforts (see letter from D. Catholdi). It was noted that the contract amount has decreased base on the number of DWI arrests make. The Chief noted that COVID-19 played a significant role since many of the bars were closed much of the time during the ongoing pandemic.

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

Approve renewal contract with Mark Liberatore for post-employment contract for investigative services related to a case going to trial soon (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to renew the post-employment contract with Mark Liberatore for services relating to a case that will soon be going to trial. The contract will be effective from February 1, 2022 thru December 31, 2022 with an hourly rate of \$50.79 and with other terms and conditions of the contract remaining the same (see letter from D. Catholdi).

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

Budget Amendments and Transfers:

No matters for this meeting.

Other Matters for Action of the Town Board:

Adopt Local Law for allow for a real property tax exemption for volunteer firefighters and ambulance workers (Assessor's Dept.) – The FASC discussed with Susan Wentworth her request for Town Board action at the scheduled public hearing on February 9, 2022 to adopt a local law in support of New York State Real Property Tax Law RP-466-K granting a ten percent (10%) exemption of the assessed value of property owned by volunteer firefighters and ambulance workers. All grantees must apply for this exemption and meet all the additional requirements in order to receive the exemption. It is anticipated that New York State will have the proper forms available by February 9, 2022. At the present time, guidance for this exemption has not been made available (see letter from S. Wentworth).

The FASC recommends the Town Board take favorable action on this matter at the Public Hearing set for February 9, 2022.

Personnel Matters:

Authorize utilizing occupational health services through Northern Star Medical and Rochester Regional Occupational effective February 1, 2022 (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board approval to utilize the services of Northern Star Medical and Rochester Regional Occupational for employee related services as outlined on the price lists. The Town will be utilizing services as needed from both agencies. U of R will no longer provide services effective January 31, 2022 (see letter from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve appointment of one Police Officer position in the Police Department effective February 12, 2022 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve the appointment of Aubrey Needham to the position of Police Officer full-time in the Brighton Police Department. This appointment will be effective February 12, 2022 at the starting hourly wage rate of \$73,557 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)

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

Amend the Police Organizational Chart and approve promotion of Captain DeSain to new position of Deputy Chief of Police (Police Dept.) – The FASC discussed with Police Chief Catholdi his request for the following:

1. Create one position of Deputy Police Chief in the Town of Brighton (as approved by Monroe County Civil Service).
2. Amend the Police Department Organizational Chart by deleting one position of Police Captain and adding one position of Deputy Chief of Police; and add position of Deputy Chief of Police to the Town of Brighton BPPA Represented Employees and Captains and Chief of Police Salary Schedule and setting the annual salary at \$146,703 (this represents a 5% increase above the Captain's salary).
3. Approve the appointment of Michael R. DeSain to the rank of Deputy Chief of Police effective January 29, 2022. The appointment is contingent upon the approval of all conditions from the Monroe County Civil Service Commission
4. Amend the current Captains benefit agreement to add the position of Deputy Chief of Police and outline the benefits that will apply to that position.
(see letters from D. Catholdi).

Executive Session:

No matters for this meeting.

(There was an executive session on the agenda, however it was not needed.)

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

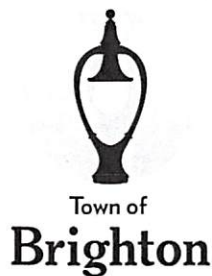
No matters for this meeting.

****The FASC meeting was adjourned at 4:20 pm.**

**The next regularly scheduled meeting of the FASC will be held on Tuesday,
FEBRUARY 1, 2022 at 3:30 PM 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)****



Public Works Department

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

Evert Garcia, P.E.
Town Engineer

January 26, 2022

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

Re: NYSERDA PON 4600-Advancing Code Compliance Technology

Dear Chairperson DiPonzio and Committee Members:

We have recently been informed of a Program Opportunity Notice (PON) from NYSERDA which aims to advance the technical and online code compliance of Authority Having Jurisdictions (AHJs). PON 4600 includes a component to build the technical capacities in AHJs that are interested in purchasing and implementing electronic compliance technology platforms, such as purchasing a replacement to our existing municipal operation software.

I am requesting authorization to submit an Interest Application for PON 4600 to explore the feasibility of using funds from this program to purchase a replacement for our municipal operation software, Municipality. Additionally, I am requesting that the Town Supervisor be authorized to execute all documents related to the PON application. Attached is a sample copy the Interest Application which must be submitted to NYSERDA to commence PON funding consideration process.

I will attend your regularly scheduled meeting on February 1, 2022 to discuss this matter in more detail. As always, your consideration of these matters is greatly appreciated.

Sincerely,

Evert Garcia, PE
Department of Public Works

Cc: Paula Parker
Ramsey Boehner
Mike Guyon

INTEREST APPLICATION – (PON 4600)

Third-Party Support and Advancing Code Compliance Technology Pilot Program



NYSERDA

New York State Energy Research and Development Authority (NYSERDA) is accepting applications from Authorities Having Jurisdiction (AHJs) in New York State that are interested in participating in the Third-Party Support and Advancing Code Compliance Technology Pilot Program outlined in the related Program Opportunity Notice (PON). To confirm interest in the Pilot Program, NYSERDA requires AHJs to complete and submit the interest application below. *(*Please note: Funding associated with this PON will be awarded on a first-come, first-served basis until the funding threshold is achieved and/or the due date specified in the PON is reached. NYSERDA reserves the right to add/extend funding should other sources of program funding become available).*

AHJ INFORMATION

Name of Authority Having Jurisdiction: _____

Select/Circle One:

- ☐ County
☐ City
☐ Town
☐ Village

PLEASE IDENTIFY AND CERTIFY THE FOLLOWING:

Name of Chief Elected Official: _____ Title: _____

Signature (Certifying Interest): _____

Work Email: _____ Work Phone: _____

Work Address: _____

Name of Designated Contact: _____ Title: _____

(if different from above)

Work Email: _____ Work Phone: _____

Work Address: _____

Municipality's population size as per most recent census data: _____

* Population sizes: Small = 0 to 4,999; Medium = 5,000 to 39,999; Large = 40,000 and above.

Disadvantaged Communities (DAC): Areas that meet the interim criteria for a disadvantaged community as defined by New York State can be identified using the map tool available at nyserdera.ny.gov/ny/disadvantagedcommunities.

☐ Please confirm the AHJ's eligibility of New York State DAC by ticking the adjacent box. *(*Funding eligibility is subject to NYSERDA verification)*

PLEASE INDICATE AHJ INTEREST IN PARTICIPATING IN ONE OR BOTH COMPONENTS FOR THE PILOT PROGRAM:

Pilot Title:

Interest in participating in the Pilot Program?

Third-Party Support Pilot Program

☐ Yes ☐ No

Advancing Code Compliance Technology Pilot Program

☐ Yes ☐ No

If applicable, please list the names of any partnering small AHJs (population size under 4,999) being considered for potential bonus funding for:

Advancing Code Compliance Technology Pilot

**Each individual AHJ must complete their own forms and applications*

****Please note:**

- **Third-Party Support Pilot Program:** AHJs should review the Third-Party Manual and the Municipal Resolution referenced in the PON. **AHJs selected to receive funding for the Third-Party Support Pilot will be required to adopt the Model Municipal Resolution Authorizing Third-Party Plan Review and Inspection for Residential and Commercial Buildings referenced in the Manual.**
- **Advancing Code Compliance Technology Pilot Program:** To ensure reasonableness of costs associated with energy technology (online) platforms, NYSERDA will require AHJs selected for the Advancing Code Compliance Technology Pilot Program to provide certified documentation detailing the municipal competitive procurement process. Documentation will include, but is not limited to, all responses to a municipally issued Request for Proposals (RFP), and/or other documented cost proposals for technology platforms considered by the relevant AHJ. **NYSERDA has attached a RFP template for the consideration/use by AHJs to PON 4600.**

AHJs are reminded to consult with their legal counsel and code enforcement staff as to the adoption of the Model Resolution and the submission of their final RFP.



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

Chad Roscoe
Junior Engineer

January 26, 2022

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

Re: Tree Maintenance & Removal Services
Contract Renewal

Dear Councilperson DiPonzio and Committee Members:

Back on September 20, 2018 the Town Board awarded Birchcrest Tree and Landscape, the Tree Maintenance & Removal Contract for the term of one year with the option to renew for three one-year terms. The rates are based upon the approved contract from 2018 which can be seen in Table-1, there will be no increase to the rates. Therefore, I am asking for approval to renew the contract with Birchcrest Tree and Landscape for another year. This would be the last renewal available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Table-1

Tree Size, (inch) DBH	Unit Price
≤ 14"	\$294.48
15" – 24"	\$588.96
25" – 36"	\$1,177.92
37" – 48"	\$2,355.84
≥ 49"	\$2,944.80
Emergency Call Surcharge, each call	\$300.00
Stump Removal, any size	\$350.00
Tree Trimming, any size	\$250.00
Cabling & Bracing, LF of cable	\$35.00

Sincerely,

Chad Roscoe
Junior Engineer, DPW



Public Works Department

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

Chad Roscoe
Junior Engineer

January 7, 2022

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

Re: Renewal of Dumpster & Recycling Contract

Dear Councilperson DiPonzio and Committee Members:

Back on February 24, 2021 the Town Board awarded Waste Management the Dumpster & Recycling Contract for the term of one year with the option to renew for three one-year terms. The contract allows up to a 5% annual increase to the proposed rates. See the attached spreadsheet for the 2021 prices for Dumpster & Recycling services. Waste Management stated that there would be no increase to the existing rates (see attached letter from WM). Therefore I am asking for approval to renew the contract with Waste Management for another year. This would be the first renewal of the three available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW

	Service Location	Pick-ups Per			\$ ppu	WM Mth	Yearly \$	Comments
		W	M	Y	WM			
Recycle	Town Hall - (6 cu yd & 9 toters)	1	4.33	52	\$ 23.50	\$ 101.76	\$ 1,221.06	
	Operation Center - (2 toters)	0.5	2.17	26	\$ 25.00	\$ 54.25	\$ 651.00	
	Town Park - Recycle Jan-Dec (8 cu yd)	1	4.33	52	\$ 24.00	\$ 103.92	\$ 1,247.04	
	Meridian Centre Park - Recycle April-Nov (8 cu yd)	0.5	2.17	17	\$ 24.00	\$ 52.08	\$ 416.64	
	Buckland Park (Park) - Recycle April - Oct (8 cu yd)	0.5	2.17	15	\$ 24.00	\$ 52.08	\$ 364.56	
	Buckland Park (Lodge) - Recycle Jan- Dec (8 cu yd)	1	4.33	52	\$ 24.00	\$ 103.92	\$ 1,247.04	
RO								
	Operation Center - Rolloff (40 cu yd)						\$ 1,678.50	see chart below
TRASH								
	Town Hall - (10 cu yd)	2	8.66	104	\$ 37.59	\$ 325.53	\$ 3,906.35	
	Brighton Town Park (8 cu cy)	1	4.33	52	\$ 29.00	\$ 125.57	\$ 1,506.84	
	Meridian Centre Park April-Nov (8 cu yd)	0.5	2.17	17	\$ 29.00	\$ 62.93	\$ 503.44	
	Buckland Park (Park) April - Oct (8 cu yd)	0.5	2.17	15	\$ 29.00	\$ 62.93	\$ 440.51	
	Buckland Park (Lodge) Jan- Dec (8 cu yd)	1	4.33	52	\$ 29.00	\$ 125.57	\$ 1,506.84	
							\$ 14,689.82	GRAND TOTAL

This chart is used to approximate the cost for a yearly rolloff price

Theses are based upon 2020 pick ups				
Waste Management Rolloff				
Feb	May	Sep	Dec	
6.75	5.8	5.26	4.64	Tons
\$ 337.50	\$ 290.00	\$ 263.00	\$ 232.00	Tip fee \$ 50.00
\$ 139.00	\$ 139.00	\$ 139.00	\$ 139.00	\$ Trip \$ 139.00
\$ 476.50	\$ 429.00	\$ 402.00	\$ 371.00	Total \$ 1,678.50



WASTE MANAGEMENT
100 Ransier Drive
West Seneca, NY 14224

January 12, 2022

Town of Brighton
2300 Elmwood Ave
Rochester NY 14618
Attn: Mr. Chad Roscoe

Re: 2022 Contract Extension


Dear Mr. Roscoe:

Please let this letter service as an agreement for the contract extension for the time frame of January 1st, 2022 through December 31st, 2022.

Waste Management of New York, LLC agrees to extend the contract for the first extension option with no rate increase.

Please feel free to contact me if you have any further questions.

Sincerely,


Jacqueline Bialaszewski
Public Sector Representative

From everyday collection to environmental protection, Think Green. Think Waste Management.



Public Works Department

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

Chad Roscoe
Junior Engineer

January 7, 2022

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

Re: Renewal of Street Lighting Maintenance Contract

Dear Councilperson DiPonzio and Committee Members:

Back on March 10, 2021 the Town Board awarded Caccamise Electric Corporation the Street Lighting Maintenance Contract for the term of one year with the option to renew for three one-year terms. Therefore I am asking for approval to renew the contract with Caccamise Electric Corporation with no increases to pricing for another year. This would be the first renewal of the three available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW



Public Works Department

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

Chad Roscoe
Junior Engineer

January 26, 2022

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

Re: Hardware & Misc. supplies Contract
for the Town of Brighton

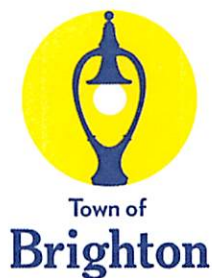
Dear Councilperson DiPonzio and Committee Members:

Back on February 13, 2019 the Town Board awarded Mayers Hardware, the Hardware & Misc. Supplies Contract for the term of one year with the option to renew for four one-year terms. The contract stated that they would give the Town a fifteen percent (15%) discount on supplies. Therefore I am asking for approval to renew the contract with Mayers Hardware for another year. This would be the third renewal of the four available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW



Public Works Department

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

Chad Roscoe
Junior Engineer

January 6, 2022

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

Re: Renewal of Mowing Contract A
For the Town of Brighton

Dear Councilperson DiPonzio and Committee Members:

Back on April 10, 2019 the Town Board awarded Plant Concepts, Inc. the Mowing Contract A for the term of one year with the option to renew for three one-year terms. Within the contract there was to be no annual price increase and therefore I am asking for approval to renew the contract with Plant Concepts, Inc. for another year. This would be the last renewal of the three available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW



Public Works Department

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

Chad Roscoe
Junior Engineer

January 6, 2022

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

Re: Renewal of Mowing Contract B & C
For the Town of Brighton

Dear Councilperson DiPonzio and Committee Members:

Back on April 10, 2019 the Town Board awarded Greystone Lawn & Landscape the Mowing Contract B & C for the term of one year with the option to renew for three one-year terms. Within the contract there was to be no annual price increase and therefore I am asking for approval to renew the contract with Greystone Lawn & Landscape for another year. This would be the last renewal of the three available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW



Public Works Department

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

Chad Roscoe
Junior Engineer

January 7, 2022

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

Re: Renewal of Sidewalk Repair Contract

Dear Councilperson DiPonzio and Committee Members:

Back on February 18, 2021 the Town Board awarded Roman Construction Dev. Corp., the Sidewalk Repair Program for the term of one year with the option to renew for three one-year terms. The contractor is given 45 days before the contract extension to submit supporting documentation of any proposed price changes based upon the latest prevailing wage rates and material prices.

Roman Construction Dev. Corp., has agreed to hold all previous submitted prices and only increase the price of concrete by 5% (see attached letter). Town staff has reviewed the proposed increase and find it acceptable. Therefore I am asking for approval to renew the contract with Roman Construction Dev. Corp., for another year. This would be the first renewal of the three available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW

Fw: Hanson

1 message

roman concrete <romanconcrete@aol.com>

Fri, Jan 7, 2022 at 10:39 AM

Reply-To: roman concrete <romanconcrete@aol.com>

To: Chad Roscoe <chad.roscoe@townofbrighton.org>

Just to show concrete pricing could go up even more per email below, so I think 5 % is very reasonable. Thanks again for your confidence in us and our work

----- Forwarded Message -----

From: "Graham, Taunce (Rochester) USA" <Taunce.Graham@lehighhanson.com>**To:** "romanconcrete@aol.com" <romanconcrete@aol.com>**Sent:** Fri, Jan 7, 2022 at 10:02 AM**Subject:** Hanson

MaryJane,

Here is the 2022 price increase notice. \$10.00 per cy and may change if the supply chain stays crazy. Thanks

Taunce Graham

Senior Sales Representative

Hanson Aggregates New York LLC

1535 Scottsville RD

Rochester, New York 14623

Direct: (585) 436-3250

Cell: (585) 356-5352

Fax: (585) 436-2760

Taunce.Graham@lehighhanson.com

www.lehighhanson.com





Hanson Aggregates New York LLC
P.O. Box A
5126 S. Onondaga Road
Nedrow, NY 13120

Tel 315 469 3217
Fax 315 469 3940

www.lehighhanson.com

December 6, 2021

Dear Valued Customer,

Thank you for allowing Hanson Aggregates New York LLC ("Hanson") to be your trusted source for construction materials in 2021. As we navigate and adapt through unprecedented challenges in the market, I want to assure you that we remain dedicated to providing you with the highest levels of quality and service. We look forward to your continued loyalty in 2022.

We are excited to work with you as you prepare for next year's construction season. Hanson is steadfast in its support of your business, therefore, you will continue to receive the commitment and quality that you have come to expect at fair and competitive pricing. In an effort to maintain the highest quality products and service, we are providing you with your new pricing. These new prices are reflective of rising energy costs, increasing material input costs and the critical shortage of skilled labor. While keeping these challenges in mind, it is crucial that communication with Hanson and with your organization remain at peak levels in 2022.

During the next few weeks, your sales representative will contact you with 2022 pricing for Aggregates (effective January 1, 2022). In addition, on February 1, 2022, Ready Mix Concrete prices will increase \$10.00 per cubic yard, due in part to rising cement and fly ash costs. The pricing for Hot Mix Asphalt will be distributed on or about March 1, 2022. Until then, we will continue to quote Hot Mix Asphalt on a project-by-project basis. Finally, as we monitor inflationary pressure, Hanson reserves the right to institute additional price increases in 2022.

On behalf of Hanson Aggregates New York LLC, thank you for your continued business as we look to supply your construction material needs in the future. Best wishes to you and your families for a safe and enjoyable holiday season and a prosperous 2022.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Toby Lee", written over a horizontal line.

B. Toby Lee
Vice President & General Manager
Northeast Region – New York

Enclosure

Item #	Desc	2021(\$)	5%	2022 (\$)
100	Replace 5"	\$9.00	5%	\$9.45
101	New 5"	\$8.00	5%	\$8.40
110	Replace 7"	\$10.00	5%	\$10.50
111	New 7"	\$10.00	5%	\$10.50
112	Replace 4"	\$7.00	5%	\$7.35
120	Replace 4"	\$7.00	5%	\$7.35
121	Replace 6"	\$8.00	5%	\$8.40



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

January 31, 2022

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

Re: Operation Center Dispatch Position
Proposed Organization Chart

Dear Councilperson DiPonzio and Committee Members:

Catherine Infantino has announced that she will be retiring on February 22, 2022. Cathi is a member of the CSEA and her title is Sr. Dispatcher and her responsibilities include, notifying the foreman of emergency situations and work related issues, addressing resident comments, payroll, invoicing and addressing most of the staff's human resource needs. We have provided a listing of the tasks currently performed by Cathi. Cathi's retirement provides an opportunity to evaluate the current staffing configuration and make adjustments that will best serve the Town and its residents. I have been meeting with the foreman and deputy commissioner of public works to consider our current staffing arrangement and we have developed the following proposal.

Currently, the Highway Administration Department organizational chart includes a CSEA Sr. dispatcher and an accountant. Amy, our accountant, as part of her daily work responsibilities provides 10 hours a week support to the finance department. Additionally, a part-time sewer clerk whose position is accounted for in the Consolidated Sewer District provides administrative support for the sewer department and from time to time supports the highway department.

We are proposing to eliminate the Sr. Dispatch position; make the current part-time sewer clerk position full-time, 35 hours per week, and hire another full-time, 35 hours per week, Clerk 2 to staff the phone and provide administrative support services. One clerk will work for the highway department while the other will work for the sewer department. We anticipate that the clerks will share duties and provide assistance to each department as necessary. The accountant position will remain unchanged. The proposed Highway Administration Department organizational table revisions are shown in Table-1. The part-time Clerk II position within the Sewer Department Organizational Chart will become a full-time Clerk II position.

Table – 1

Highway Administration Department Organizational Chart

Current Organizational Chart		Proposed Organizational Chart	
No. of Employees	Title	No. of Employees	Title
1	Sr. Dispatcher	1	Full Time Clerk II
1	Accountant	1	Accountant



Finally, we are proposing to hire an additional CSEA laborer. The current Highway organizational chart includes two laborer positions that were left unfilled until such time we could demonstrate the need for an additional laborer. New sidewalk construction has dramatically increased the time required to plow our sidewalks. We target 3 to 4 hours to complete our sidewalk routes. We now require in excess of 4 to 5 hours to plow our sidewalks. This proposed laborer will supplement our sidewalk plow force and improve our sidewalk plow time.

The proposed staffing arrangement would result in an overall increase in annual salaries including benefits of approximately \$79,130. Table-2 compares the existing versus proposed salaries.

Table-2 Salary Comparison

Highway Department							
Existing				Proposed			
Title	Salary	Benefits (assume 60% of the salary)	Total	Title	Salary	Benefits (assume 60% of the salary)	Total
Sr. Dispatch	\$ 62,691.20	\$ 37,614.72	\$ 100,305.92	Clerk 2, FT - Step 1	\$ 41,787.20	\$ 25,072.32	\$ 66,859.52
Accountant	\$ 79,976.00	\$ 47,985.60	\$ 127,961.60	Accountant	\$ 79,976.00	\$ 47,985.60	\$ 127,961.60
		Sub-Total =	\$ 228,267.52			Sub-Total =	\$ 194,821.12
Sewer Department							
Title	Salary	Benefits (assume 60% of the salary)	Total	Title	Salary	Benefits (assume 60% of the salary)	Total
Clerk 2, PT 25 hr/wk	\$ 28,626.00	\$ -	\$ 28,626.00	Clerk 2, FT - Step 3	\$ 46,173.40	\$ 27,704.04	\$ 73,877.44
Highway Department							
Title	Salary	Benefits (assume 60% of the salary)	Total	Title	Salary	Benefits (assume 60% of the salary)	Total
				Laborer	\$ 42,078.40	\$ 25,247.04	\$ 67,325.44
		TOTAL =	\$256,893.52			TOTAL =	\$336,024.00
				DIFFERENCE = \$ 79,130.48			

I am requesting that the FASC recommend that the Town Board amend the Highway Administration Organizational Chart as proposed, amend the Sewer Organizational Chart to modify the sewer clerk II position to be full time and authorize the highway/sewer department to initiate a job search for a full time clerk 2 and laborer. I will be in attendance at the February 1, 2022 FASC meeting to address any questions.

Respectfully,

Michael E. Guyon

Cc Steve Zimmer



Senior Dispatcher List of Duties

1. Set up project's with needed Po's for foreman's and mechanic's.
2. Act as personnel liaison for all employees.
3. Take care of all purchasing matters.
4. Assist and teach knowledge to office personnel.
5. Payroll for 60+ employees by weekly.
6. Set up day to day and project needs for foreman's.
7. Track raises, longevity, non-productive time to update pay schedules.
8. Keep track of all employee's time and calculate for the upcoming year.
9. Track all payroll changes and submit proper paperwork to personnel.
10. Take care of all Workers Comp matters
11. Hire and submit all paperwork for approximately 15 seasonal employees yearly.
12. Back up for office personnel.
13. Primary for answering phones.
14. Primary for 2-way radio.
15. Notify 911 about street closures to avoid misdirection of emergency calls.
16. Call in stake outs to prevent damage to utilities during excavation.
17. Research and initiate 3 price quotes for mechanics and foreman's.
18. My duties as a dispatcher is to insure good knowledge of the proper function and usage of available equipment, good knowledge of the geography of the assigned area; good knowledge of the operation of radio equipment; skill in dispatching to meet needs and priorities; ability to function effectively in emergencies; ability to follow oral and
19. written directions; good voice and hearing; excellent judgment; dependability, etc.
20. Complete foreman sheets for payroll when payroll foremen are on vacation..
21. Create all new fuel keys as needed and process fuel payments.
22. Record employees licenses and class as needed.
23. Enter and update all equipment.
24. Invoicing, purchasing and ordering.
25. Track and monitor employees Driver license.
26. Process permits for Hwy and Sewer Dept.
27. Assign all fuel keys for town vehicles and employees.
28. Assign all gate keys for town employees.
29. Work 6 month snow watch Friday evening 12 hour shifts.
30. Enter and track all action logs from employees, residents, walk-ins Foreman's, town hall, etc.
31. Order and keep track of salt
32. Order and keep track of fuel hwy and landfill
33. Monitor open purchase orders
34. Pay invoices
35. Track nonproductive time for employees
36. Enter all request in computer and distribute to appropriate foremen



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

January 24, 2022

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

Re: Proposed Permanent Hiring
Laborer Position (Highway Department)

Dear Chairperson DiPonzio and Committee Members:

The Highway Department has been seeking to fill two vacant laborer positions. We continue to look for qualified candidates and we feel that [REDACTED] has the necessary experience and construction background to immediately assist our crews with their daily workload. Therefore, I am recommending:

- 1) [REDACTED] Rochester NY 14448 be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be Monday March 7, 2022 with the starting wage to be \$20.23/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2022 budget.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 1, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
P. Parker
B. Monroe
T. Van Putte
K. Gordon



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

January 24, 2022

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

Re: Proposed Permanent Hiring
Laborer Position (Highway Department)

Dear Chairperson DiPonzio and Committee Members:

The Highway Department has been seeking to fill two vacant laborer positions. We continue to look for qualified candidates and we feel that [REDACTED] has the necessary experience and construction background to immediately assist our crews with their daily workload. Therefore, I am recommending:

- 1) [REDACTED] Churchville NY 14428 be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be Monday February 28, 2022 with the starting wage to be \$20.23/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2022 budget.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 1, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
P. Parker
B. Monroe
T. Van Putte
K. Gordon



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

January 19, 2022

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

Re: Proposed Permanent Hiring
Planning Technician
Department of Public Works

Dear Chairman DiPonzio and Committee Members:

As you are aware Ramsey Boehner announced that he will be retiring in April 2022. At the October 19, 2021 FASC meeting we presented a modified organizational chart that included an additional planning technician to compensate for the loss of over 30 years of planning experience. The Town Board amended the table of organization of the Building and Planning Department at their October 27, 2021 meeting. In mid-November we began seeking candidates to fill the planning technician position. We received more than 20 resumes and interviewed three well qualified candidates.

██████████ stood out among the candidates. ██████████. Therefore, we are recommending that:

1. ██████████ Rochester New York 14607 be provisionally appointed to the position of Planning Technician subject to Town Board action;
2. The annual salary shall be consistent with Step 3 of the Group 5 Annual wage for a 35-hour work week, \$56,274.40;
3. The effective date of hire is February 14, 2022.
4. The appointment is subject to a fifty-two (52) week probationary period beginning on the date of permanent appointment. The probationary period may be extended by the length of any absences from work;
5. This appointment and position are classified as "competitive" by the Monroe County Civil Service Commission and requires applicants to meet both minimum qualifications and pass an examination.

This candidate exceeds the minimum qualifications listed in the title description. A copy of the title description is attached for your reference.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 1, 2022 meeting in the event that you have any questions regarding this matter.

Respectfully Submitted,

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

Cc: Paula Parker
Rick DiStefano.
Bridget Monroe

Title: PLANNING TECHNICIAN

Department of Public Works

Full Time: 35 hours per week

Application deadline: December 10, 2021

Expected start date: January 18, 2022

Salary range: \$51,069.20 - \$56,274.40

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving the collection and analysis of data for the preparation of maps, charts, graphs, and narratives for community planning studies, publications, and reports. Work is performed under the direct supervision of a senior-level employee. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be required although not listed.)

- Gathers data relative to community planning, including employment and population trends, traffic patterns, distribution of facilities, and general land use;
- Uses, or coordinates with the operator of, a computerized geographic information system and database programs to compile and analyze data collected from various sources;
- Assists in the preparation of narrative, graphic and tabular material for community planning use;
- Contacts personnel of other agencies, departments and institutions to collect information and statistics;
- Maintains files of charts, maps, and drawings in both manual and digital form;
- Assists in the analysis and application of information and research;
- Prepares drawings, charts, illustrations, maps, and other support exhibits both manually and using a computer;
- Conducts routine surveys and studies;
- Assists in field work in connection with land use, highway planning, and related planning areas;
- Assists in the analysis and preparation of reviews and reports on development proposals;
- Provides assistance to Boards and committees involved in planning related activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and procedures of community planning; working knowledge of basic drafting techniques; working knowledge of the techniques involved in gathering and compiling data including computer analysis of data; ability to prepare clear and concise narrative reports; ability to utilize the instruments involved in drafting, drawing and graphic illustration; ability to prepare tables, charts, graphs, and maps; ability to gather and organize data; ability to understand and follow written and oral instructions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in architecture, landscape architecture, civil engineering, geography, urban studies, environmental planning or environmental science, or community planning, plus two (2) years of paid full-time or its part-time equivalent experience in any of the following: preparation of planning surveys and analysis, OR land use and demographic studies, OR cartography, OR community planning, OR geographic information systems OR computer aided design; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in architecture, landscape architecture, civil engineering, geography, urban studies, environmental planning or environmental science, economics, community planning or a closely related field; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

If you are appointed you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Generous benefits package including NYS Retirement System

HOW TO APPLY:

1. Please apply online at www.townofbrighton.org/jobs OR send a resume and cover letter with references to:

**Town of Brighton
Attn: Ramsey Boehner
2300 Elmwood Avenue
Rochester, NY 14618**

2. Applications can be found on the Town's website at www.townofbrighton.org. See "Resources", "Job Opportunities".
3. The Town will contact perspective applicants to schedule interviews; please do not call the Department directly.

The Town of Brighton is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to age, race, religion, color, citizenship, national origin, sex, sexual orientation, marital status, ancestry, family care status, pregnancy, military status, veteran status, disability, prior criminal offense, domestic violence victim status, gender identity, gender expression, genetic status, limited English proficiency or any other lawfully protected status.