

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

**Meeting Date: Tuesday, March 15, 2022 (3:30 p.m.)
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the March 1st, 2022 meeting.
2. Approve subscription and issuance of purchase order ShiftDiff, LLC for vacant position posting (Personnel Dept.) – Request from Tricia VanPutte for Town Board action to approve a subscription to ShiftDiff, LLC for the posting of the Town's vacant positions utilizing ShiftDiff's online search engine. The cost of this service is \$25 per month (\$300 annually). ShiftDiff will retrieve our vacant position postings from our website and post them in the greater Rochester and Finger Lakes areas utilizing their established network (see letter from T. VanPutte).
3. Award bid for tree maintenance & removal services to Terry Tree Service, LLC per rates as bid (Public Works Dept.) – Request from Chad Roscoe for Town Board action to award a contract and authorize the Supervisor to execute a contract with the lowest responsible bidder, Terry Tree Service, LLC, for tree maintenance and removal services per pricing as bid. Contract will be effective immediately through December 31, 2022, with three additional annual renewal options each at the sole discretion of the Town and running per calendar year (see letter from C. Roscoe)
4. Approve RFP contract with Stantec Consulting Services, Inc. for 12 Corners Traffic Study in an amount not to exceed \$11,100 (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve and authorize the Supervisor to execute a contract with Stantec Consulting Services, Inc. for a feasibility study of adding left turning lanes and/or protected left turn movements on Winton Road at Monroe Avenue. Base amount of the contract is \$8,800 with an additional amount of \$2,300 should street light data be required by the MC DOT for a total contract amount of \$11,100. Contract will be effective upon execution through the completion of the study. Also authorize the Finance Department to make the necessary budget amendments (see letter from M. Guyon).
5. Amend Table of Organization in the Building and Planning Department (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve a correction/clarification to the amendment in the Building and Planning Department's table of organization. After reviewing the numerous job descriptions and duties of the Part Time Building Inspection, it is more appropriate that this title be Part-Time Assistant Building Inspector. This change will replace the new title and remove the old title. This new title will be placed in Group X of the Part-Time Permanent and Seasonal Employee Wage Schedule (see letter (see letter from M. Guyon).

6. Amend the Sewer Department's table of organization (Highway & Sewer Dept.)
– Request from Mike Guyon to correct the amendment to the Highway and Sewer tables of organization as follows: Sewer: make current positon of Clerk II Part Time to Full Time, with the salary being set at Group 3, Step 2 (\$43,898.40 annually - \$24.21/hr) for the Clerk II full time position. The original table presented in the letter dated January 31, 2022 failed to take into account the difference in the hourly rates for the part time and full time position salary schedules. The full time rate (\$24.21) is slightly over 13% hirer at the same step as the part time rate (\$21.30). This change would be effective as of March 14, 2022 (see letter from M. Guyon).
7. Appoint Ellen Padulo to the Full Time position of Clerk II in the Sewer Department effective March 14, 2022 (Sewer Dept.) – Request from Mike Guyon to move Ellen Padulo from the Sewer Clerk II Part Time to the Sewer Clerk Full Time effective March 14, 2022. Salary will be set at Group 3, Step 2 \$43,898.40 annually for a 35 hour workweek or \$24.21 per hour.as per the Non-Represented Full-Time Salary Schedule with all other benefits as per the Town Full-Time Non-Represented policy (see letter from M. Guyon).

The next regularly scheduled meeting of the FASC will be held on TUESDAY, APRIL 5, 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, March 1, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Pamela Post (Assessor's Office)
David Catholdi (Police Dept.)
Mike Guyon (Highway/Public Works)
Brendan Ryan (Public Works)
Evert Garcia (Public Works)
Tricia VanPutte (Personnel)

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

Approval of Minutes: Approval of Minutes – Received and filed the minutes of the February 15, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid to M.L. Caccamise Electric Corp. for the 2022 LED Lighting Retrofit Project (Public Works Dept.) – The FASC discussed with Mike Guyon and Evert Garcia the request from Brendan Ryan for Town Board action to award the bid and contract to M.L. Caccamise Electric Corporation, the lowest responsible bidder, for services related to the 2022 LED Lighting Retrofit Project. Said contract will be in an amount not to exceed \$94,242.65 and will remain effective until the project is complete. Funds for this project were obtained through a SAM grant in the maximum amount of \$125,000 and funds are available in the 2022 budget (see letter from B. Ryan).

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

Award RFP to Lu Engineers for design services and construction documents related to the East Avenue Sidewalk project (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to sign a contract with Lu Engineers for the development of design and construction documents for the East Avenue Sidewalk project. Twelve firms received copies of the RFP; however Lu Engineers was the only respondent. The contract with Lu Engineers will be in an amount not to exceed \$139,850 and will remain in effect until the scope of the

project is completed. The Town is finalizing a SAM grant that will be utilized to fund the cost of these services. Further, the Finance Department is authorized to make the necessary 2022 budget amendments to fund the project (see letter from M. Guyon).

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

Grant Authorizations and Acceptances:

Approve NYS DCJS Live Scan Grant through Monroe County (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to approve an agreement and authorize the Supervisor to sign said agreement with Monroe County to participate in the Live Scan Grant through NYS DCJS as administered by Monroe County. The grant program will allow for Monroe County to purchase equipment that will replace the Town of Brighton Police Department's current fingerprint scanner. This will be at no cost to the Town (see letter from D. Catholdi)

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

Contracts and Contract Change Orders:

Approve agreement with Pathway Vet Alliance LLC (dba Veterinary Specialists & Emergency Service) for boarding and veterinary services for the 2022 calendar year (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute an agreement with Pathway Vet Alliance LLC (dba Veterinary Specialists & Emergency Service) for boarding and veterinary services for the Town of Brighton Animal Control unit. This contract will be effective January 1, 2022 thru December 31, 2022 at fees as outlined in the schedule of fees section of the agreement. This agreement replaces the agreement with Pittsford Animal Hospital which terminates on March 1, 2022 (see letter from D. Catholdi)

It was noted that this may not be final contract.

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

Amend rate for Davidson Fink for tax assessment matters from \$230 to \$275 per hour effective immediately (Assessor's Dept.) – The FASC discussed with Pam Post her request for Town Board action to approve a rate increase from \$230 to \$275 per hour for legal services provided by Davidson Fink as related to tax assessing matters for the Town of Brighton. This rate per hour increase will become effective upon the adoption of the Town Board resolution with all other terms and conditions of the contract with Davidson Fink, LLC remaining unchanged (see letter from P. Post).

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

Authorize a two-year renewal contract with UR Medicine for Employee Assistance Program (EAP) services effective 1/1/2022 through 12/31/2023 (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve and authorize the Supervisor to execute a renewal contract with the University of Rochester to provide Employee Assistance Program (EAP) services to the Town of Brighton employees. The contract is for a two year period at the annual cost of \$24.50 per employee for 200 employees or \$4,900 per year (\$9,800 over the two year period). This does represent a 6%

cost increase over the last contract, however UR has provided the Town will excellent service and for the dollar effective of this increase it is recommended that the Town continue retaining services from the UR for this program (see letter from T. VanPutte).

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

Approve contract with PenFlex for Length of Service Awards Program annual 2021/2022 and Program Close out Services Fees (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute a contract with PenFlex to provide the LOSAP annual and close out services for the West Brighton Fire Department as outlined in the settlement documents related to the law suit with the West Brighton Fire Department. The annual services fees will be prorated based on the active months for the 11/2021 through 10/2022 year and the close out fees will directly related to those services. Total contract will not exceed \$12,000 (see letter from P. Parker)

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:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Executive Session:

No matters for this meeting.

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 4:10 pm.

The next regularly scheduled meeting of the FASC will be held on Tuesday, MARCH 15, 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)****



Town of
Brighton

Personnel Department

Tricia Van Putte
Director of Personnel

March 7, 2022

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

Re: ShiftDiff service agreement

Dear Honorable Members:

I am requesting that the Town Board authorize the Supervisor to execute issuance of a Town purchase order with ShiftDiff LLC to provide online job posting services at the attached agreed upon prices for the Town beginning April 1, 2022.

ShiftDiff is an online job search engine based in Rochester that provides information on vacant positions in the Greater Rochester and Finger Lakes regions. ShiftDiff will post the Town's open positions on their site, include our postings in any job fairs they host and post any job fairs or hiring events we have on their website.

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

Sincerely,

A handwritten signature in blue ink that reads "Tricia VanPutte".

Tricia VanPutte
Director of Personnel

Cc: Paula Parker, Director of Finance



ShiftDiff LLC
30 N. Union St.
Rochester, NY 14607

March 3, 2022

Tricia VanPutte
Director of Personnel
2300 Elmwood Avenue
Rochester, NY 14618

Re: 2022 Proposal Town of Brighton

Dear Ms. Van Putte,

ShiftDiff.com is an online job search engine based in Rochester, NY. We have served the community since 2018, surviving the pandemic and unfortunate hiring freezes. Now that we have gotten used to living with Covid, employers are hiring again and we are helping them in their talent acquisition needs.

Since the Town of Brighton posts less than 10 jobs per month, we are offering you our small business subscription posting plan which includes:

- Job scrape of your jobs weekly, you don't have to post them—we do it for you.
- Inclusion in any job fairs that we host
- Posting of your job fairs or hiring events on our website www.rochesterjobfairs.com

References:

Dan DiClemente – President of BENTE 2419 we helped with their Security Guard shortage push.
585-739-7685
Jalen Miller – Part-Time Associate
585-284-5720

Price:
\$25 per month
Credit card payment preferred

Link: <https://buy.stripe.com/5kA3dj9BhbbE4tW5ks>

Thank you!

Sincerely,

Amorette Miller
Co-Owner
585-966-9945
amorette@shiftdiff.com

QUOTE

Valid until Apr 6, 2022

ShiftDiff 30 N. Union St. #104 Rochester NY 14607 \$25.00

ShiftDiff LLC

30 N. Union St. #104
Rochester, New York 14607
United States
+1 585-966-9945
info@shiftdiff.com

QUOTE NUMBER QT-9C6AECCF-DRAFT

ISSUE DATE

EXPIRATION DATE Apr 6, 2022

QUOTE FOR
Town of Brighton
tricia.vanputte@townofbrighton.org

We will post any Town of Brighton jobs from your website and also any Town of Brighton jobs emailed to us. We will email resume submissions to HR of the Town to Tricia Van Putte or any other designated contact. Cancel at anytime. Debit happens every month after approximately 30 days.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Town of Brighton small posting plan A few jobs per month posting plan	1 ⚡	\$25.00 / month	\$25.00
Subtotal			\$25.00
Total			\$25.00



Town of Brighton

Public Works Department

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

Chad Roscoe
Junior Engineer

March 14, 2022

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

Re: Tree Maintenance & Removal Services
Contract Award

Dear Councilperson DiPonzo and Committee Members:

The Department of Public Works publicly advertised and received bids on 3/8/22 for the Tree Maintenance & Removal Services Contract. The bid advertisement is attached for your reference.

The prices submitted by the contractors for the services outlined in the contract documents are shown in Table-1. Terry Tree Service, LLC of Henrietta, NY is the apparent responsible low bidder.

Table-1

Item No.	Size	Birchcrest Tree & Landscape Inc.	Arnolds Tree Service	Terry Tree Service, LLC
001	14" and <	\$ 294.48	\$ 300.00	\$ 225.00
	15"-24"	\$ 588.96	\$ 700.00	\$ 675.00
	25"-36"	\$ 1799.00	\$1400.00	\$ 1200.00
	37"-48"	\$ 2800.00	\$ 2400.00	\$ 2400.00
	49" and >	\$ 3900.00	\$ 3500.00	\$ 3100.00
002	Tree Trimming	\$ 250.00	\$ 350.00	\$ 225.00
003	Stump Removal	\$ 450.00	\$ 400.00	\$ 250.00
004	Emergency Call Surcharge	\$ 300.00	\$ 450.00	\$ 300.00
005	Cabling & Bracing	\$ 35.00	\$ 45.00	\$ 12.50

Therefore, I am recommending that the Finance and Administrative Services Committee advise the Town Board to award the Tree Maintenance & Removal Services contract to Terry Tree Service, LLC. The effective start date of the contract is when it is awarded and will run till the end of the year with the option to renew the contract up to three (3) additional twelve (12) month periods at the sole discretion of the Town of Brighton.

Funding is available in the account A.DPW.8560 4.43 of the 2022 approved budget in the amount of \$54,435.00.

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

THE DAILY RECORD

AFFIDAVIT OF PUBLICATION

STATE OF NEW YORK
County of Monroe, ss.:

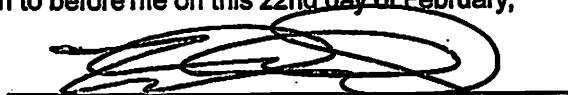
Order #: 12088691
Case #:

The undersigned is the authorized designee of Ben Jacobs/Associate Publisher of The Daily Record, a daily newspaper published in Rochester, New York. A notice was published in said newspaper one times, commencing on 2/22/2022 and ending on 2/22/2022. The text of the notice as published in said newspaper is as set forth below, or in the annexed exhibit. This newspaper has been designated by the Clerk of Monroe County for this purpose.



Ben Jacobs
Authorized Designee

Sworn to before me on this 22nd day of February,
2022



Notary Public, State of New York

ADVERTISEMENT FOR BIDS

The Town of Brighton, Monroe County, New York will receive sealed bids for the improvements to provide

Tree Maintenance & Removal Services

Sealed Bids will be received and bids publicly opened and read at the following place and time:

Place: Town of Brighton
Dept. of Public Works
2300 Elmwood Avenue
Rochester, New York 14618

Date: Tuesday, March 8th, 2022

Time: 10:00 A.M. Local Time

The work consists principally of Tree maintenance, removal and stump removal and disposal.

The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Plans and Specifications are available for inspection at the above location or you can download them from the Towns website (www.townofbrighton.org) under the Town Departments - Public Works - Current Bid Offerings

Bids must be made in writing on the forms furnished and shall be accompanied by a bid guarantee for an amount not less than five percent (5%) of the amount bid in accordance with the INSTRUCTIONS TO BIDDERS.

The Town of Brighton is exempt under New York State Tax law, and therefore, no sales tax on the cost of materials incorporated into the project

shall be included in the bid.

All prices bid shall be good for a period of sixty (60) days after opening. The Town of Brighton reserves the right to consider bids for sixty (60) days after their receipt before awarding any contract. The Town of Brighton further reserves the right to reject any and all bids, and to accept any Proposal or individual item or items, which it may deem to be the most favorable to its best interests.

A non-collusive bidding certificate shall be included with each bid. The attention of the Bidder is call to the requirements as to the conditions of employment and the minimum wage rates to be paid under this contract.

The Contractor, by bidding on the contract, acknowledges his or her understanding and support of this policy and pledges to fully cooperate within the Town of Brighton in meeting State requirements as set forth in the Bidding and Contract Documents.

This contract will start with the date of the contract award and run till the end of the year with the option to renew the contract up to three(3) additional twelve(12) month periods at the sole discretion of the Town of Brighton. Price changes may be proposed by the contractor no later than forty-five(45) days prior to contract extension, based upon the latest prevailing wage rates and material price change which must be supported with documentation. Should price changes not be

acceptable to the Town of Brighton, the contract will not be extended. Prices may change only at time of the extension.

Dated: February 22, 2022

Town of Brighton
Mike Guyon, P.E.,
Commissioner of Public Works
(585)784-5225
12088691 2-22-21

ZUHRI D. LAHMAAR
NOTARY PUBLIC STATE OF NEW YORK
MORNOE
LIC. #01LA6326794
COMM. EXP. JUNE 22nd 2023



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

March 10, 2022

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

Re: Winton Road and Monroe Avenue Intersection
Left Turn Evaluation

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton has long maintained that a designated left turn lane from Winton Road onto Monroe Avenue would alleviate traffic congestion within the twelve corners intersection. The Town previously requested that the NYSDOT review the installation of a designated left turn lane on Winton Road. The NYSDOT replied that left turn arrows without lane improvements (road/intersection widening) could not operate efficiently because a separate lane is needed to allow the left turners to use the green arrow without interference with the traffic going straight. The Town is not convinced that additional road widening is necessary to install a dedicated left turn lane and would like to engage Stantec to evaluate the Winton Road left turn scenario further.

At the request of Town staff, Stantec has provided a proposal to investigate the feasibility of adding left turn lanes and/or protected left turn movements on Winton Road at Monroe Avenue. A copy of the proposal is attached. Stantec will complete this investigation for a lump sum fee of \$8,800 which includes new traffic counts at each of the three (3) intersections. However, if the NYSDOT and/or MCDOT determines that Street Light data will be required to estimate pre-Covid traffic volumes the lump sum fee would increase to \$11,100.

I am requesting that the FASC authorize the Supervisor to enter into an agreement with Stantec to provide those professional services necessary to complete the investigation referenced above for a fee not to exceed \$8,800. We are also requesting that the supervisor be authorized to approve change orders in an amount of \$2,300 if necessary. Finally, I am requesting that FASC authorize the Finance department to complete the necessary 2022 budget amendments to secure funding for this investigation.

I will be in attendance at your regularly scheduled March 15, 2022 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

Cc Evert Garcia



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

February 25, 2022

File: 12 Corners Traffic Proposal_20220225.doc

Via e-mail only

Attention: Michael Guyon, Commissioner of Public Works

Town of Brighton DPW
2300 Elmwood Avenue
Rochester, NY 14618

Dear Mr. Guyon,

Reference: Request for Proposal – 12 Corners Traffic Study, Town of Brighton, Monroe County, NY

Thank you for this opportunity to submit a traffic study proposal for the above referenced project. Below is a summary of the proposed scope, fee, and assumptions for your review.

Project Description

The Town of Brighton wishes to study the "12-Corners" signalized intersection bundle. The proposed study includes analyzing three (3) intersections where Monroe Avenue (NY Route 31), Elmwood Avenue (County Road 87), and Winton Road intersect. These three intersections are closely spaced and currently operate in close coordinated patterns; however, left turns block thru moving vehicles on Winton due to shared lanes causing additional delay and queuing. The Town has asked Stantec to investigate the feasibility of adding left turn lanes and/or protected left turn movements on Winton Road at Monroe Avenue. Accommodating any lane and/or phasing changes will be difficult due to capacity constraints along with the tightly coordinated signal system.

Data Collection

Stantec can request the latest County Synchro model which includes the three (3) study area intersections with the current phasing. It is assumed that the MCDOT volumes are outdated and for the purposes of this proposal, Stantec will assume collection of new turning movement counts at the three intersections during the AM and PM peak hours of a typical weekday. Due to the COVID-19 pandemic, traffic volumes have not completely returned to normal so the new traffic counts may need to be factored up by a similar growth rate compared to available historical traffic data.

Monroe County Department of Transportation (MCDOT) or New York State Department of Transportation (NYSDOT) may require use of pre-COVID volumes. If these are not readily available from either MCDOT or NYSDOT then estimated volumes can be obtained by using StreetLight Data. It is noted that this option will require a StreetLight Data subscription which is estimated at \$5,000.

A site visit will be made by Stantec staff to confirm lane geometries, signal timings and phasing, and any other relevant information to establish the base Synchro model and confirm existing conditions.

Existing and No Build Capacity Analyses

Stantec will develop Synchro 11 analysis models for the AM and PM peak hours and perform an Existing condition capacity analysis for the study area intersections. The results of the capacity



February 25, 2022

Page 2 of 3

Reference: 12-Corners Traffic Study – feasibility of left turns at Winton-Monroe

analysis will be summarized in a Level of Service (LOS) Table. Background developments will be verified with the Town of Brighton. Any necessary growth rates will then be applied to the existing traffic volumes at the study area intersections to develop No Build condition traffic volumes. Synchro 11 will be used to conduct No Build condition capacity analyses, which will provide base line levels of service (LOS), volume-to-capacity (V/C) ratios and vehicle delays for each lane group to compare to the future Build Condition capacity analysis.

Build Condition Capacity Analysis

The Build condition will include the same traffic volumes as the No-Build conditions; however, improvements to the cluster of intersections will be Analyzed. Improvements will include protected left-turns at the intersection of Winton Road and Monroe Avenue. Signal timings and phasing will also be optimized to accommodate the new traffic volumes. Synchro 11 analysis models will be used to conduct a capacity analysis at the study area intersections. Based on the results of the analysis, Stantec will identify the feasibility of adding protected left-turns to the Winton/Monroe intersection along with any other potential operational improvements.

Documentation

Stantec will summarize our findings in a Memorandum document, in accordance with standard practices and any local requirements. A draft document will be issued to the Town, MCDOT, and NYSDOT representatives for review and one (1) revision is assumed prior to issuing the Final document.

Meetings

Stantec will attend two (2) meetings with the Town, MCDOT, or NYSDOT, as needed to determine direction and type of data collection (counts vs StreetLight Data) and also review any agency comments. Additional meetings will be billed as an additional service.

Lump Sum Fee

Stantec will complete the above for a Lump Sum Fee of **\$8,800** which includes new traffic counts at each of the three (3) intersections. If it is determined by the reviewing agencies that StreetLight data will be required to estimate pre-Covid volumes (instead of using traffic counts) this option can be completed for a lump sum fee of **\$11,100**.

Additional meetings will be billed at \$800 per meeting.

Assumptions

1. AM/PM peak hour counts will be conducted at a maximum of three (3) intersections within the study limits for a period of two-hours, each. Additional intersection counts can be added for an additional fee.



February 25, 2022

Page 3 of 3

Reference: 12-Corners Traffic Study – feasibility of left turns at Winton-Monroe

2. Lump sum cost options include either traffic counts **or** StreetLight Data and not both. The need for counts and Streetlight Data are not anticipated but can be provided for an additional fee.
3. Any concepts will be limited to simple aerial sketches for informational purposes. Design and permitting of any highway improvements is not included but can be provided as an additional service.
4. Assume attendance at two (2) teleconference meetings as directed by the Town.
5. Costs assume all work to be included in 2022.
6. StreetLight subscription to utilize less than 10 zones to establish pre-Covid volumes.

Please review and let us know if you have any questions on our proposal. We look forward to working with you.

Regards,

Stantec Consulting Services, Inc

A handwritten signature in black ink, appearing to read "Jon Hartley".

Jon Hartley, PE, PTOE

Senior Associate,
Transportation Engineer, Transportation
Planning
Phone: (585) 770-0939
jon.hartley@stantec.com

A handwritten signature in black ink, appearing to read "Dan Quiri".

Dan Quiri, PE

Transportation Engineer, Transportation
Planning
Phone: 518-452-4358
Mobile: 518-424-0919
Daniel.quiri@stantec.com

Attachment: None

c. File



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

March 9, 2022

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

Re: Building and Planning Department
Assistant Building Inspector Position

Dear Councilperson DiPonzo and Committee Members:

The Town Board at their October 27, 2021 meeting amended the Table of Organization in the Public Works Department to include a Part Time Building Inspector. After reviewing numerous job descriptions, we have concluded that the appropriate title for the part-time position is Assistant Building Inspector. Therefore, we would like to amend the Table of Organization in the Public Works Department to include the position of Part-Time Assistant Building Inspector and remove the position of Part-Time Building Inspector.

We are requesting that the FASC recommend that the Town Board authorize amending the Table of Organization in the Public Works Department to include a Part Time Assistant Building Inspector and remove the title of Part-Time Building Inspector. We are also requesting that the FASC recommend that the Town Board add the title of Assistant Building Inspector to Group X of the Part-Time Permanent and Seasonal Employee Wage Schedule.

I will be in attendance at the March 15, 2022 FASC meeting to address any questions.

Respectfully,

Michael E. Guyon

Cc Tricia VanPutte
Ramsey Boehner
Rick DiStefano



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

March 11, 2022

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

Re: Ellen Padulo
Rate Adjustment

Dear Councilperson DiPonzo and Committee Members:

In my January 31, 2022 letter to FASC regarding the Operation Center Dispatch Position Proposed Organization Chart, I mistakenly included the wrong step for the Sewer Department Clerk 2 position. I erroneously assumed that the hourly rate included in the Part-Time Permanent and Seasonal Employee Wage Schedule for the Clerk II position was identical to the hourly rate of the Clerk II position for Non-Represented Full-Time Employees. The step 2 hourly rate for a Part-Time Permanent Clerk II is \$21.30 per hour. Whereas, the step 3 hourly rate for a Full-Time Clerk II is \$25.37 per hour. Table-2 in the January 31, 2022 FASC letter suggests that the sewer clerk 2 would be paid at step 3 of the full-time clerk 2 position which would result in a 19% rate increase. The finance department recognized the inflated hourly rate and suggested that step 2 which results in a 13% increase would be a more appropriate hourly rate for the clerk II position. Therefore, I have revised the Table-2 Salary Summary, see below, to reflect the correct hourly rate for the Full Time Clerk 2 position.

Table-2 Estimated Salary Summary

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 2	\$ 43,898.40	\$ 26,339.04	\$ 70,237.44
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 =	\$ 332,384.00
						DIFFERENCE =	\$ 75,490.48



March 11, 2022
Salary Rate Adjustment
Page 2 of 2

I will be in attendance at your regularly scheduled March 15, 2022 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,

A handwritten signature in blue ink, appearing to read "Michael E. Guyon".

Michael E. Guyon

Cc Paula Parker
 Tricia Van Putte
 Ellen Padulo



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

March 13, 2022

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

re: Full Time Clerk II Promotion
Ellen Padulo

Dear Chairperson DiPonzo and Committee Members:

At the February 1, 2022 FASC meeting we presented a reorganization table for the Highway Administration Department that included two full time Clerk II positions in lieu a one part-time Clerk II position. I am proposing that Ellen Padulo be promoted from a Part-Time Clerk 2 position to a Full Time Clerk II position, Group 3, 35 hours per week Step 2, \$43,898.40. This promotion is effective on March 14, 2022.

As always thank you for your consideration. I will be in attendance at the regularly scheduled March 15, 2022 FASC meeting to answer any question regarding this matter.

Respectfully,

Michael E. Guyon

cc. Bridget Monroe
Paula Parker
Tricia Van Putte
Ken Gordon
Ellen Padulo