

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

**Meeting Date: Tuesday, April 5, 2022 (3:30 p.m.)
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the March 15th, 2022 meeting.
2. Declare two police vehicles as surplus to be sold at the spring 2022 Annual Municipal Auction (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to declare two Police vehicles #112 and #119, a 2015 and a 2017 Ford Explorers respectively. These vehicles will be sold at the annual Municipal Auction in May of 2022 (see letter from D. Catholdi).
3. Authorize the participation in the NYS Homeland Security Local Exercise Grant activities (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to authorize the Supervisor to sign the necessary agreements to participate in the New York State Homeland Security Local Exercise Reimbursement Grant. The Town Police Department has participated in the activities in the past. The grant will allow for the recoupment of personnel costs to participate in these exercises (see letter from D. Catholdi).
4. Authorize the Supervisor to execute a contract with the Skycoasters for the 4th of July 2022 celebration (Parks Dept.) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute a contract with the Skycoasters to provide music at the 2022 4th of July celebration. The cost of this contract will not exceed \$3,800 and funding is available in the celebrations budget (see letter from M. Beeman).
5. Authorize the Supervisor to execute a contract with Young Explosives for the 4th of July 2022 celebration (Parks Dept.) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute a contract with Young Explosives to provide the 2022 4th of July fireworks display. The cost of this contract will not exceed \$11,400 and Young Explosives will provide all the necessary insurance information naming the Town of Brighton as additionally insured. Funds are available in the 2022 celebrations budget (see letter from M. Beeman).
6. Award bid and authorize the Supervisor to execute a contract with Plant Concepts, Inc. for the GIGP Monroe Avenue maintenance (Public works Dept.) – Request from Chad Roscoe for Town Board action to award the bid for the Monroe Avenue GIGP green infrastructure maintenance to Plant Concepts, Inc. in an amount not to exceed \$42,350. This contract will be effective immediately through March 31, 2023. There is also the option to renew this contract for two additional periods at the sole discretion of the Town (see letter from C. Roscoe).

7. Accept SAM Grant award of \$350,000 for the Library roof and authorize the Supervisor to execute all related documents (Public Works Dept.) – Request from Mike Guyon for Town Board action to accept a SAM Grant in the amount of \$350,000 to partially fund the replacement of the Library roof. Further authorize the Supervisor and his designee to execute all related documents as necessary for the acceptance and administration of this grant (see letter from M. Guyon).
8. Approve contract with CIH Services for air quality monitoring as related to the Library Roof Replacement Project (Public Works/Facilities Dept.) – Request from Evert Garcia for Town Board action to approve a contract with CIH (Certified Industrial Hygienist) to provide air quality monitoring services for several days during the installation of the membrane roof system. The Library has requested these services due to the odors of the compounds used in the membrane placement and sealing. The daily cost of these services will be \$1,440 plus an additional \$500 for each “badge” sample if warranted. An estimated five days at a minimum will be needed (see letter from E. Garcia).
9. Award RFP and authorize the Supervisor to execute a contract with Lu Engineers for Phase I Environmental Site Assessment services (Public Works Dept.) – Request from Evert Garcia for Town Board action to authorize the Supervisor to execute a contract with Lu Engineers for Phase I Environmental Site Assessment Services. These services will be utilized in conjunction with the proposed purchase of the 44.3 acres of land on S. Winton Road. The contract amount will not exceed \$1,600 (see letter from E. Garcia).
10. Approve Non-Represented Salary Schedule amendment (Public Works Dept.) – Request from Mike Guyon for Town Board action to add the position of Senior Planner to Group 10 of the Non-Represented Salary Schedule. Further the position of Planning Associate will be deleted following the official retirement of Ramsey Boehner (see letter from M. Guyon).
11. Approve the promotional appointment of Rick DiStefano to Senior Planner effective May 2, 2022 (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve the promotional appointment of Rick DiStefano from Planner to Senior Planner effective May 2, 2022. Further Mr. DiStefano’s salary will be placed in Group 10, Step 2 at \$84,338.80 annually for a 35 hour work week. This promotion is subject to a 26 week probationary period (see letter from M. Guyon).
12. Approve the promotional appointment of Jeff Frisch Planner effective May 2, 2022 (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve the promotional appointment of Jeff Frisch from Planning Technician to Planner effective May 2, 2022. Further Mr. Frisch’s salary will be placed in Group 7, Step 3 at \$63,991.20 annually for a 35 hour work week. This promotion is subject to a 26 week probationary period (see letter from M. Guyon).

13. Authorize an amendment to the current contract with Gwen, Inc. to increase the not to exceed amount by \$5,016 (Supervisor's Office) – Request from Supervisor Moehle for Town Board action to amend the current contract with Gwen, Inc. to increase the original agreement by \$5,016 from \$47,500 to an amount not to exceed \$52,516. The work of the IDEA Board took longer than expected due to the COVID-19 Pandemic and as a result more of the consultant's time being utilized to keep the project on course (see letter from B. Moehle).
14. Authorize appropriations 2022 budget and 2022 re-appropriations for Capital Projects in process (Finance Dept.) – Request from Paula Parker for Town Board action to approve the list of appropriations necessary to allow for some small equipment purchases, fees related to the administrative and LOSAP dissolution fees for the WBFPD, the re-appropriation of the current Capital Projects and entries to close finished Capital Projects. A fully detailed list is attached (see letter from P. Parker).
15. Approve annual subscriptions with ClearGov for Digital Budget Book and Capital Budgeting (Finance Dept.) – Request from Paula Parker for Town Board action to approve annual subscriptions with ClearGov for Digital Budget Book and Capital Budgeting & Planning software. This online software will streamline and enhance these processes. The cost for 2022 (for the 2023 budget year) is \$10,773.33 and the cost of the software for all additional years through 2027 will be \$11,840. This contract can be cancelled with at least 60 days' notice prior to the end of the fiscal year (see letter from P. Parker).
16. Adopt a Type I SEQR negative declaration as related to the purchase of the 44.3 acres of land on S. Winton Road (Public Works Dept.) – Request from Ramsey Boehner for Town Board action to approve and adopt the Type I negative declaration as related to the purchase of the 44.32 acres of land on S. Winton Road (see letter from R. Boehner).
17. Adopt Bond Resolution in the amount of \$1,895,000 for the purchase of 44.32 acres of land located at S. Winton Road and adjacent to the current Buckland Park (Finance Dept.) – Request from Paula Parker for Town Board action to adopt a bond resolution in the amount of \$1,895,000 to purchase 44.32 acres of land (parcel #150.05-1-1.22) located on S. Winton Road. The bond amount includes \$1,845,000 for the land and an additional \$50,000 for all bond related expenses such as closing costs, legal and municipal advisory fees, advertising and other miscellaneous fees. The Bond Resolution is being prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from P. Parker).

18. Approve Finance Department Organizational Chart amendment and Non-Represented Salary Schedule Amendment (Finance Dept.) – Request from Paula Parker for Town Board action to add the position of Senior Office Account Clerk to the Finance Department's organizational chart effective immediately. Also place this title on Group 4 of the Non-Represented Salary Schedule. With the retirement of the Assistance Director of Finance, these changes are necessary for the continued operation of the Finance Department (see letter from P. Parker).

The next regularly scheduled meeting of the FASC will be held on TUESDAY, APRIL 19, 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 15, 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:

Mike Guyon (Highway/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 March 1, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid for tree maintenance & removal services to Terry Tree Service, LLC per rates as bid (Public Works Dept.) – The FASC discussed with Mike Guyon the 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).

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Approve subscription and issuance of purchase order ShiftDiff, LLC for vacant position posting (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request 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).

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

Approve RFP contract with Stantec Consulting Services, Inc. for 12 Corners Traffic Study in an amount not to exceed \$11,100 (Public Works Dept.) – The FASC discussed with Mike Guyon his request 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 competition of the study. Also authorize the Finance Department to make the necessary budget amendments (see letter from M. Guyon).

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:

Amend Table of Organization in the Building and Planning Department (Public Works Dept.) – The FASC discussed with Mike Guyon his request 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).

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

Amend the Sewer Department's table of organization (Highway & Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an 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).

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

Appoint Ellen Padulo to the Full Time position of Clerk II in the Sewer Department effective March 14, 2022 (Sewer Dept.) – The FASC discussed with Mike Guyon his request 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 FASC recommends the Town Board take favorable action on this matter.

Executive Session:

There was a motion by Robin Wilt at 4:00 pm to enter an executive session to discuss the employment of particular people. This was seconded by Supervisor Moehle and all voted aye.

At 4:20 pm there was a motion by Robin Wilt to end the executive session and a second by Supervisor Moehle. All voted aye.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

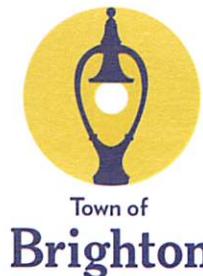
No matters for this meeting.

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

The next regularly scheduled meeting of the FASC will be held on Tuesday, APRIL 5, 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)****



Brighton Police Department

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



David Catholdi
Chief of Police

March 26, 2021

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

RE: Vehicle Surplus

Dear Board Members:

In recent years, the Police Department has utilized the Annual Municipal Equipment Auction to dispose of our used vehicles. The advertising campaign and size of this auction has allowed us to sell our vehicles for considerably more than if we had disposed of them ourselves.

The auction will be held in May of 2022, and I request that the vehicles and trailer listed below be declared surplus. The vehicles and trailer listed have been determined to be in need of replacement.

Control#	Year	Make	Vin#
112	2015	Ford Explorer	1FM5K8AR2FGA35467
119	2017	Ford Explorer	1FM5K8AR3HGA17773

With your declaration, the Police Department will make the arrangements necessary to prepare and transport the vehicles to the auction site. Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

David Catholdi
Chief of Police

CDC:jpo



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

April 1, 2022

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

RE: New York State Department of Homeland Security – Local Exercise Reimbursement Grant

Dear Board Members:

The New York State Department of Homeland Security conducts security assessments and exercises throughout New York State.

The Brighton Police Department has participated in these exercises in the past.

The New York State Department of Homeland Security has a Reimbursement Grant to cover personnel costs for agencies that participate in these exercises. I hereby request that the Supervisor be authorized to enter into an agreement with the New York State Department of Homeland Security for the reimbursement of associated costs.

Respectfully,

David Catholdi
Chief of Police



Town of
Brighton

Parks Department

Matthew Beeman
Superintendent of Parks

March 29, 2022

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with the Skycoasters for the 2022 July 4th celebration. The cost for their performance will be \$3,800, and funding will be available from our celebration budget and potential donations if needed. As part of their agreement, the Skycoasters are required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured. The certificate will be received prior to the event.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Matt Beeman
Superintendent of Parks
Town of Brighton

Cc:
P.Parker
S. Zaso
A. Banker



12 Windchase Rise
Fairport, NY 14450

This contract made on March 1, 2022, by and between the presenter and the undersigned performed as leader or attorney-in-fact and such extras as the said performer(s) may secure.

Presenter: Town of Brighton
Date: Monday, July 4, 2022
Type of Event: **Town of Brighton 4th of July Celebration – Meridian Park**
Start/Finish Time: 8:00 PM – 9:45 PM w/fireworks after performance
Terms Agreed Upon: \$3,800.00 (presenter will provide stage/tent at their expense)

The Presenter agrees to provide the following at **NO CHARGE** to the Skycoasters. If any of these listed items cannot be made available, please advise us, as we will be glad to work with you to make adjustments, or alternative arrangements. **Contact name/number at your event site with whom we can discuss set-up details –**

ELECTRICITY REQUIREMENTS: Six (6) separate 20-amp dedicated circuits (outlets) with nothing else connected to them and circuits need to be within 25 feet of the stage area. If you don't have 6 outlets, please contact us and we will work around the issue with your event site person.

STAGING: All staging, platforms, and dance flooring, need to be assembled and in place prior to the arrival of the Skycoasters' crew. **For smaller shows (i.e., weddings), if you do not want the band on a stage, that is fine...it is your choice. If you do choose to have a stage, we request an overall stage size of 16' x 20' or equivalent space without a stage. Please make sure the 20' side of the stage is facing the audience and 16' deep. For larger shows, when using a drum riser on the stage: A drum riser measuring 8' wide and 8' deep x 1' high and should be located in the center towards back of stage.**

PARKING: Please reserve parking spaces for the Skycoasters' vehicles (two trucks and a bus), adjacent to the event location.

WEATHER: If the performance is to be outside, the presenter is requested to provide protection, such as a stage roof (covering) and plastic or tarps for instruments, sound and lighting equipment, in case of rain or other inclement weather.

HOSPITALITY: It would be appreciated if you could provide cold soft drinks and a sandwich platter for the band & crew (16 people) by 6 p.m. as they usually set up for the show in the late afternoon/early evening and then stay right on through the evening for the show

Please Note: NO deposit is due with your signed contact. Final balance is due the night of the performance and you can give the check made payable to *Skycoasters LLC* to Jerry Boone.

This contract shall bind and benefit the parties jointly and severally, and each and any performer or extra may enforce it. This contract constitutes the entire agreement between the parties with respect to its subject matter. It cannot be changed or waived in whole, or in part, except by a signed writing.

Presenter: _____

Performer: **Skycoasters LLC**

Auth. Signature _____

Auth. Signature 

Office # _____

Office Manager: Barbara @ (585) 746-7634

Cell # _____

Tax I.D. #16-1437850

**The Skycoasters were Voted #1 Band in Rochester!
We look forward to your event and delighting you and your audience!**



Brighton

Parks Department

Matthew Beeman
Superintendent of Parks

March 29, 2022

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with Young Explosives for the 2022 July 4th fireworks display. The cost will be \$11,400 and funding is available in our 2021 celebration budget. As part of their agreement, the contractor is required to submit a certificate of insurance naming the Town of Brighton as additionally insured. In addition we will also secure all the needed permits required for the display.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

Matt Beeman
Superintendent of Parks

Cc:
P. Parker
S. Zaso
A. Banker

YOUNG EXPLOSIVES CORPORATION
Fireworks Exhibition Agreement

This agreement made this 24 day of March, 20 22 by and between Young Explosives Corporation of Rochester, NY, hereafter designated **Young**, and

Town of Brighton

220 Idlewood Road

Rochester, NY 14618

hereafter designated the **customer**, providing for the sale of and an exhibition of fireworks to be located at

Meridian Centre Park: 2025 Meridian Centre Blvd., Rochester, NY 14618

on the date of Monday, July 4, 20 22 in a location to be designated by the customer and approved by **Young**.

The parties hereto mutually agree, one with the other, as follows:

1. Guaranteed Exhibition of Fireworks

Young agrees to furnish an exhibition of fireworks substantially in accordance with the program submitted and that it shall be of first quality and properly made. Young shall supply a sufficient number of technicians to execute the display in a safe and artistic manner. Young guarantees that the display will be performed to any specifications outlined in this contract or in any approved addendums.

2. Spectator Control

The customer agrees to furnish sufficient protection, by either barricades, rope lines, or other dividers, at all points from the discharge area to prevent and keep spectators from entering the area and agrees to furnish ample police protection to Young's property and for the assembly, firing and dismantling of the exhibition without interference from the public. The customer shall defend, indemnify and hold Young harmless for any liability because of the customer's negligent breach of this Section 2.

3. Permits

The customer agrees to procure and pay for all necessary permits and licenses which may be required by the municipal authorities. Young will apply for and obtain necessary permits and licenses on behalf of the customer if noted on page 2 of the contract or if notified by written notice from the customer. In that event, customer will pay in advance to Young the amount needed to pay for the permits and licenses. Permit and licensing fees are non-refundable unless refunded by the licensing authority. Customer assumes the responsibility for seeking a refund when applicable.

4. Insurance

a) Young agrees to procure liability insurance for \$ 2,000,000.00 coverage and zero deductibility on behalf of the customer. The insurance cost is included in the payable sum shown on this agreement.
b) Young will provide Workers' Compensation and Disability for the fireworks technicians.

5. Postponement or Cancellation

a) Young agrees that in the event of rain or inclement weather, a reasonable postponement may be made with *no extra charge*.
b) If the customer cancels the exhibition, Young reserves the right to bill the customer for travel expenses incurred, labor performed, and for the cost of the insurance.
c) If the customer cancels the exhibition before Young's technicians have been dispatched to the site, there will be *no charge*. However, customer is responsible for the actual expenses incurred by Young for special work and for nonrefundable fees outlined in this contract. Young may retain from any deposit or invoice the customer the amount necessary to reimburse it for expenses incurred on behalf of the customer when applicable.

6. Terms of Payment

a) Check box that applies: Young requires no down payment. Young requires a down payment of \$ _____, due by Day of show 20 22. If the exhibition is canceled the deposit will be refunded, less the expenses for which Young is entitled to reimbursement under Paragraph 5 above.
b) The customer agrees to pay Young, or his agent, the total sum of Eleven thousand four hundred Dollars for an exhibition of fireworks, which will include fireworks, insurance and technicians and expenses incurred by Young, forthwith at the end of said exhibition.
c) In the event of customer's failure to pay when due all sums due Young under this contract, Young shall be entitled to collect from customer its reasonable cost of collection, including interest and reasonable attorney's fees.

7. Counterpart Execution; Electronic Signatures

This Agreement may be executed in any number of counterparts with the same effect as if all the Parties had signed the same document. All counterparts shall be construed together and shall constitute one agreement. Facsimile and electronic signatures shall be deemed original signatures for all purposes of this Agreement.

Total sum 11,400.00 Dollars

Young Explosives Corp.

Display Fireworks

(800) 747-1781

(585) 394-1783

(585) 396-2663 Fax

P.O. Box 18653

Rochester, NY 14618

YoungExplosives.com

E-Mail: fireworks@youngexplosives.com

The parties sign below:

Young Explosives Corp.

James R. Young

(Print Name)

President

Title

Customer Signature

Title

(Print Customer Name)

8. Headings

Section and other headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof.

9. Entire Agreement

This Agreement for the fireworks Display constitutes the entire agreement between the Parties with respect to the subject matter here, of and there are no other understandings, whether oral or written, regarding the subject matter hereof.

Customer Contact Name(s)

Matt Beeman

Telephone (with Area Code)

Work: **585-784-5262**

Fax: **585-784-5365**

Home: _____

Cell: _____

Email: **matt.beeman@townofbrighton.org**

Send Invoice to:

Address on front OR **Name/Address below**

Additional Contact Name/Information

Work: _____

Fax: _____

Home: _____

Cell: _____

Email: _____

Insurance Information: Please list all parties to be listed as additional insured. Young will extend coverage to the entities listed below as additional insured. Customer is responsible for providing all information needed for full insurance coverage.

Town of Brighton; New York State Canal Corporation; New York State

Customer Requests

Time of show: **10:00pm** AM PM

List special requests, such as ground pieces, shells, finale, quantity or time requirements. List any other special requests such as salutes at certain times (i.e., if the show is a surprise for someone), etc.

Customer will provide 5 people to review & clean-up display site & fall out area

on 7/5/22 at 8 am with YEC representatives

Customer will apply for and provide YEC with copies of the 3 required permits:

NYS Canal Corp, NYS office of fire & prevention, and Town of Brighton

YEC will provide customer with required supporting documents

Permits

Customer to apply for the Permit(s) and provide Young with a copy 14 days prior to event

Young to apply for the Permit(s) on your behalf and ADD the below permit costs to the show price on the front of the contract.
Customer to pay the amount of \$ _____. Includes permit cost and fees. (Permit costs subject to change by the municipality)

Young to apply for the Permit(s) on your behalf and INCLUDE the below permit costs in the show price on the front of the contract

Customer to pay the amount of \$ _____. Includes permit cost and fees. (Permit costs subject to change by the municipality)



Town of
Brighton

Public Works Department

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

Chad Roscoe
Junior Engineer

March 24, 2022

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

Re: Monroe Avenue GIGP Project
Green Infrastructure Maintenance
Contract Award

Dear Councilperson DiPonzo and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened, all as required by law. Bids were received and opened on March 24, 2022 at 9:30 AM. Attached is the bid notice for your reference.

One (1) contractor, Plant Concepts Inc., obtained the bidding documents and submitted a bid proposal. The bid pricing submitted by Plant Concepts to provide maintenance for each type of green infrastructure practice along the Monroe Avenue GIGP project is shown in Table-1 below.

Table-1

Payment Item	Description	Unit	Total Cost
001	Bioretention Area	LS	\$34,400
002	Wetland Area	LS	\$4,800
003	Permeable Pavement	LS	\$3,150
Base Bid Total			\$42,350

I am requesting that FASC recommend that the Town Board award the contract to provide maintenance services for the green infrastructure along Monroe Avenue to the low, responsible and responsive bidder, Plant Concepts, Inc. for a total contract cost not to exceed \$42,350. \$48,990 is available to fund this project in ADPW.85.10 4.43 Landscaping Maintenance of the approved amended budget for 2022.

The effective term of this contract is immediate through March 31, 2023, with an option to renew up to two (2) additional twelve (12) months periods at the sole discretion of the Town of Brighton.

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

Respectfully,

Chad J. Roscoe
Junior Engineer



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

March 24, 2022

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

Re: Roof Replacement at the Memorial Library
State and Municipal Facilities Program Grant
Project ID: 24788

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton received a State and Municipal Facilities Program Grants in the amount of \$350,000 to fund the replacement of the Brighton Memorial Library roof. The funding agency, DASNY, requires that two officers of the Town, one being the Supervisor, execute, a Grantee Certification and a Grantee Questionnaire for each grant award. Furthermore, the funding agency requires that an authorized officer of the Town of Brighton endorse the Project Information Sheet and the Project Certification for each grant application. I am requesting that FASC recommend that the Town Board authorize the supervisor and his designee to endorse the documents referenced above.

I will be in attendance at your regularly scheduled April 5, 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
Department of Public Works

Cc Evert Garcia
Bridget Monroe
Paula Parker



Town of
Brighton

Public Works Department

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

Evert Garcia, P.E.
Town Engineer

April 4, 2022

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

Re: Brighton Memorial Library Roof Replacement Project
Certified Industrial Hygienist

Dear Chairman DiPonzo and Committee Members:

The Brighton Memorial Library roof replacement project is scheduled to begin the week of April 18. The installation of the proposed membrane roof system requires the use of various primers and adhesives which contain low volatile organic compounds (VOCs) that commonly cause distinct odors during installation. As such, the Brighton Memorial Library has requested that a certified industrial hygienist (CIH) provide air monitoring during the installation of the new roof system. Similar services were provided during the re-roof of the public safety wing in 2012 by David Dufford, CIH.

Town staff requested a quote from Mr. Dufford to provide air monitoring professional services during the replacement of the Brighton Memorial Library roof. The services include coordination with the contractor to determine best management practices during installation, real-time air sampling during the installation process, and perform VOC testing with laboratory analysis. The project fees associated with Mr. Dufford's services are outlined in Table-1 below:

Table 1 – Project Fee CIH Services

Description	Project Fees
Certified Industrial Hygienist (CIH) - Site work sampling, equipment, materials, supplies, mileage, travel, laboratory shipping, report, etc.	\$1,040.00 / Day
Photoionization detector	\$200.00 / Day
Laboratory Analysis of “badge” monitor analyzed for VOCs including: toluene, acetone, methyl acetate, heptane, and dimethyl ether.	\$500.00 / sample
Laboratory Analysis MDI full-shift sample	\$200.00 / sample

We are estimating that at a minimum, five days (5) of the CIH services and photoionization detector will be needed for this project along with one (1) MDI full shift laboratory analysis. The estimated cost for these services is \$6,400. The fee for a laboratory analysis of VOC badge monitoring was provided by Mr. Dufford if deemed necessary during the project. A copy of Mr. Dufford's proposal is attached.

We are requesting that the FASC recommend that the Town Board authorize the Supervisor to enter into an agreement with CANAM Environmental Safety, Inc. to provide air monitoring professional services during the installation of the Brighton Memorial Library roof project. Additionally, we are requesting that FASC authorize the Finance department to coordinate with the Brighton Memorial Library to complete the necessary 2022 budget amendments to fund these services.

As always, your consideration of matters such as this is greatly appreciated.

Respectfully,



Evert Garcia, PE
Department of Public Works

Cc Paula Parker
 Michael E. Guyon



April 1, 2022

Evert Garcia, P.E.
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Air Monitoring During Roofing Replacement at Brighton Memorial Library

Dear Evert,

Thank you for the opportunity to provide this proposal for Certified Industrial Hygiene services associated with performing chemical exposure monitoring during roof replacement at the Brighton Memorial Library 2300 Elmwood Ave, Rochester, NY 14618. It is understood that the Town of Brighton is replacing the library roof and desires to keep it open and occupied during the project. A review of the safety data sheets provided show that the roofing adhesives being used are hazardous chemicals and the ingredients have published airborne occupational exposure limits. The “Low-VOC” roofing adhesives being used contain: toluene, acetone, methyl acetate, heptane, and dimethyl ether. This adhesive will release volatile organic compound vapors at room temperature and is highly flammable. Inhalation of odors and vapors may cause respiratory irritation. The “Flexible Fast Part A” adhesive contains diphenylmethane diisocyanate (MDI). This chemical is suspected of causing cancer, contains isocyanates, and inhalation of vapors may cause respiratory irritation. Based on our understanding we propose the following scope of work:

Scope of Work

- I. All work will be conducted by a Certified Industrial Hygienist (CIH) in a manner consistent with recognized professional practices.
- II. Perform daily coordination with the roofing contractor and general contractor to determine roofing adhesive use schedule, engineering controls, administrative controls and work practices planned to prevent chemical odors from entering the building, e.g., turning off outside air handlers and sealing air intakes when applying adhesive near AHUs.
- III. Perform daily real-time air sampling inside the library during the application of roofing adhesives. Air samples will be taken using a direct reading photoionization detector (PID). A Photoionization Detector (PID) is a gas detector used to measures volatile organic compounds (VOCs), such as toluene, and other vapors. The primary limitation is that the PID provides a nonselective measurement. It measures the total organic gas concentration without identifying individual species.
- IV. Perform an initial exposure assessment the first day “Low-VOC” roofing adhesive work takes place for an entire work shift. An 8-hour time-weighted-average (TWA) personal air sample using a passive “badge” monitor pinned to the lapel of the librarian will be collected and analyzed for VOCs including: toluene, acetone, methyl acetate, heptane, and dimethyl ether. Results will be compared to published occupational exposure limits.

V. Perform an initial exposure assessment the first day “Flexible Fast Part A” adhesive containing MDI work takes place for an entire work shift. An 8-hour time-weighted-average (TWA) area air sample using an active sampling pump and sample media filter will be set up in the library and analyzed for MDI. Results will be compared to published occupational exposure limits.

VI. Air samples collected will be submitted to an American Industrial Hygiene Association (AIHA) Accredited Laboratory.

Air monitoring data records shall indicate:

- The date of the measurement for each sample taken;
- The task monitored;
- Sampling and analytical methods used;
- The number, duration, and results of samples taken;
- The identity of the laboratory that performed the analysis;
- The name, ID number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored.
- The laboratory results.

PROFESSIONAL SERVICES FEE

Our proposed fee includes professional services, equipment, materials and supplies associated with the industrial hygiene job including a report for the above scope of work. The table below outlines a breakdown of the services and costs. Total number of days and samples for laboratory analysis is to be determined (TBD).

Table 1 – Project Fee CIH Services

Description	Project Fees
Certified Industrial Hygienist (CIH) - Site work sampling, equipment, materials, supplies, mileage, travel, laboratory shipping, report, etc.	\$1,040.00 / Day
Photoionization detector	\$200.00 / Day
Laboratory Analysis of “badge” monitor analyzed for VOCs including: toluene, acetone, methyl acetate, heptane, and dimethyl ether.	\$500.00 / sample
Laboratory Analysis MDI full-shift sample	\$200.00 / sample

Terms

A purchase order (P.O.) or signed work authorization are required before starting work. Invoice balances are due within 30 days of invoice. If this proposal is satisfactory to you please sign it and return to us. If you have any questions or require additional information, please do not hesitate to contact me. Thank you.

Sincerely,

Dr. David Duford, CIH, CHMM
Certified Industrial Hygienist
585.261.3205

This Proposal is Understood and Accepted:

By:

Date:

Phone:



Town of
Brighton

Public Works Department

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

Evert Garcia, P.E.
Town Engineer

March 31, 2022

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

Re: Phase 1 Environmental Site Assessment
Professional Consulting Services

Dear Chairman DiPonzio and Committee Members:

The Town of Brighton is considering the acquisition of a 44.3-acre parcel to expand Buckland Park and is in the process of conducting “due diligence” to identify any issues associated with the subject property. The Town prepared a Request for Proposals (RFP) seeking a qualified environmental consultant to perform a Phase 1 Environmental Site Assessment of the subject property in accordance with ASTM E1527-21 “Standard Practice of Environmental Site Assessments: Phase 1 Environmental Site Assessment Process.”

The RFP was advertised on March 16, 2022 and responses were received on March 30, 2022. Ten (10) firms submitted responses to the RFP and are summarized in Table 1 below along with their price to provide the requested professional services.

Table 1

CONSULTING FIRM	PRICE PROPOSAL
Lu Engineers	\$ 1,600.00
Ravi Engineering & Land Surveying	\$ 1,800.00
Neu-Velle	\$ 1,850.00
Day Environmental	\$ 2,100.00
LaBella	\$ 2,100.00
Atlantic Testing Laboratories	\$ 2,300.00
EFI Global	\$ 2,600.00
Stantec	\$ 3,000.00
Barton and Loguidice	\$ 3,200.00
SWCA	\$ 4,000.00

Town staff reviewed the submitted proposals for completeness and accuracy and determined that Lu Engineers is the lowest priced and qualified firm to perform these services. Therefore, I am requesting that the FASC recommend that the Town Board authorize the Supervisor to enter into an agreement with Lu Engineers to provide the professional services in accordance with the scope outlined in the March 16, 2022 Request for Proposals Phase 1 Environmental Site Assessment for a cost not to exceed \$1,600. Additionally, I am requesting that FASC authorize the Finance department to complete the necessary 2022 budget amendments to fund these services.

I will be in attendance at your regularly scheduled April 5, 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,



Evert Garcia, PE
Department of Public Works

Cc Paula Parker
 Michael E. Guyon
 Ken Gordon

Proposal for



Town of Brighton
Phase I
Environmental Site
Assessment

Submitted To:

Michael E. Guyon,
Commissioner of Public Works

Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Submitted By:



Rochester, NY
luengineers.com

March 30, 2022

Michael E. Guyon, Commissioner of Public Works
Town of Brighton
2300 Elmwood Avenue
Rochester NY 14618

**Re: Phase I Environmental Site Assessment
Town of Brighton, 44.3± Acre Buckland Park Expansion**

We appreciate this opportunity to submit our qualifications to provide a Phase I Environmental Site Assessment (ESA) services to the Town of Brighton. Our proposal is enclosed for your review.

Phase I and Phase II ESAs represent a core element of Lu Engineers' environmental expertise. Over the past 35 years, we have completed hundreds of ESAs on properties ranging from vacant rural parcels to large industrial facilities located in highly developed urban environments. Environmental Assessments are completed for each subject site in full accordance with 40 CFR Part 312 (All Appropriate Inquiry) and American Society for Testing and Materials (ASTM) 1527-21.

With each Phase I Site Assessment, Lu Engineers considers the intended use of a given property throughout the environmental review process. Lu Engineers works to ensure that all reasonably foreseeable environmental impediments to acquisition and/or redevelopment are considered on behalf of our clients, even those such as National Environmental Policy Act/ State Environmental Quality Review Act concerns regarding historical or natural resources and Regulated Building Materials, which are generally outside the scope of a Phase I ESA. We also work to ensure our clients are informed about regulatory changes that may affect the progression of a given project such as the NYSDEC's newly clarified solid waste regulations and requirements relating to emerging contaminants, among others.

We look forward to working with the Town of Brighton to meet these and future environmental needs. We are committed to providing the Town of Brighton with exceptional environmental engineering services on every assignment. Thank you for considering Lu Engineers for this opportunity. If you have any questions or require any clarifications as to the content of our submittal, please contact us at 585.385.7417 x215.

Respectfully Submitted,



Gregory L. Andrus, PG
Remediation/Investigation Group Leader



Project Understanding

Lu Engineers has reviewed the Town's Request for Proposal and understands that the Phase I ESA is being undertaken as a first step in the acquisition and re-purposing of the subject property as an extension of the Town's Buckland Park. We understand that, while the proposed ESA is a preliminary this assessment will be the basis for the Town to anticipate potential challenges and associated costs relative to acquisition and redevelopment.

We understand that redevelopment will likely require grading and other improvements necessitating management of soils, which may be considered regulated materials if impairment related to past agricultural uses may exist. In addition, the unnamed tributary to Allen's Creek transecting the property is a NYSDEC Class 'C' stream. Based on the FEMA mapping provided with the RFP, ground disturbance or other activities may be necessary within the regulatory floodway and FEMA Zone A present at the site. Impacts to this tributary below the ordinary high-water elevation, or any proposed changes to water surface elevation will likely require water resource permits. These permits include a Floodplain Development Permit, US Army Corps of Engineers Section 404 Nationwide Permit, and NYSDEC Section 401 Water Quality Certification. Additional considerations relative to the historical significance of the former farm may also require review and regulatory consultation.

By keeping these and other longer-term considerations in mind as we develop the Phase I ESA, Lu Engineers is able to help our clients cost effectively navigate the environmental compliance process and ensure that unforeseen liabilities are mitigated to the extent possible, prior to acquisition and eventual redevelopment.

Scope of Services

The Phase I ESA will be conducted in accordance with American Society for Testing and Materials (ASTM) Standard E1527-21 and constitutes all appropriate inquiries into the previous ownership and uses of the property consistent with practices as defined at 42 U.S.C. § 9601(35)(B)186. The goal is to identify "the presence of hazardous substances or petroleum products in, on, or at the subject property due to a release to the environment; or the likely presence of hazardous substances or petroleum products in, on, or at the subject property due to a release or likely release to the environment; or the presence of or hazardous substances, petroleum products in, on, or at the subject property under conditions that pose a material threat of a future release to the environment."

The objective of this assessment will be to identify whether Recognized Environmental Conditions exist at the Site; including Controlled and Historical Recognized Environmental Conditions. Lu Engineers' Phase I Environmental Assessment will be completed in accordance with the specific tasks outlined below.

Historical Research

Lu Engineers will determine, to the extent feasible, a continuous past history of the Site and surrounding area's usage back to the property's first developed use or 1940, whichever is earlier.

Review of Environmentally Related Records and Databases (per ASTM search ranges)

The purpose of the review of environmental records and databases is to aid in the identification of conditions at, or related to, the Site and adjoining properties that are issues of environmental concern.

Site Visit

The purpose of the Site visit is to collect information and visually observe the property and identify RECs in connection with the Site and adjoining parcels.





Interviews with Site Manager/Occupants

Lu Engineers will conduct interviews with the Site owner, or Site manager, and selected occupants to identify potential RECs. The interviews will be conducted to determine if previous ESA reports or other Site related environmental documents (permits, waste ID#,s, etc.) exist.

Interviews with Local Officials

Lu Engineers will interview local government officials with respect to their knowledge of RECs in connection with the Site and surrounding area.

Report

A report will be prepared and submitted electronically. This report will detail the findings of Lu Engineers based on the Scope of Work detailed herein and will include an opinion based on the findings as well as Conclusions and Recommendations as warranted by the findings of the assessment. The report will also include recommendations for future work (if necessary). The report will follow the format prescribed in the Town's RFP as follows:

- the location and description of the property;
- the current and past uses of the subject property;
- the current and past uses of the surrounding properties;
- site topography and surficial drainage;
- site improvements.
- a geologic and hydrogeological description;
- the results of the site reconnaissance; and a records review for the subject property;
- The records review should include:
 - state and federal environmental record sources;
 - additional environmental sources on the state and local levels;
 - physical setting sources; and
 - historical use information

Project Staffing

Gregory Andrus, P.G., Investigation/Remediation Group Leader. Mr. Andrus has over 32 years of experience in the area of environmental remediation, geological investigations and environmental compliance standards. Areas of specialization include remedial investigation/site characterization, site remediation, site assessment and regulatory compliance and permitting. His experience also includes over 30 years of petroleum tank management services including inspection, system design, soil and groundwater testing, corrective measures planning and oversight of tank removal. Greg is the contract manager of all of Lu Engineers' USAF contracts. Mr. Andrus will be the Project Manager for Environmental Site Assessments/Remediation on the contract.

Benjamin Seifert – Field Geologist/GIS Specialist. Mr. Seifert joined Lu Engineers in 2018 and is responsible for completing Phase I and II ESAs and related services including geophysical surveys, subsurface investigations and soil vapor investigations. Mr. Seifert is extremely proficient in Geographic Information Systems (GIS) and has produced project deliverables including groundwater plume models, soil vapor plume models, soil and groundwater contaminant mapping, redevelopment planning documentation and quantity estimates. Mr. Seifert will provide environmental assessment and remediation services for this contract.

Janet Bissi, CHMM - Environmental Scientist. Ms. Bissi is a Certified Hazardous Materials Manager with over 15 years of experience conducting Phase I ESAs in New York, Pennsylvania and Florida. Site assessments included properties such as warehouses, gas stations, manufacturing facilities, farms, commercial properties, and residences. Ms. Bissi will provide environmental site assessment services for this contract.





Klajdi Macolli – Environmental Scientist. Mr. Macolli is a graduate of SUNY Geneseo, where he earned a Bachelor of Arts degree in Geological Sciences. Klajdi possesses training in hazardous materials compliance, hydrogeology, and environmental health and safety. Mr. Macolli is experienced in construction/contractor management and specification compliance as well as environmental and hazardous materials management. He is proficient in various types of field data acquisition, analytical data management, geographic information systems (GIS) and report development. He has worked on a number of projects in the field and office environment employing his varied skills including environmental investigations and assessments, which involve evaluation and analysis of environmental conditions relating to environmental compliance.

Please see completed resumes and relevant project examples on the following pages.




EDUCATION

Bachelor of Science Geology
 Washington & Lee University

Graduate Level Studies
 Hydrogeology
 State University at Brockport

**PROFESSIONAL
 ASSOCIATIONS**

Professional Geologist,
 New York

Air and Waste Management
 Association (National/
 Genesee Finger Lakes
 Chapter)

New York State Council
 of Professional Geologists

40-Hour OSHA HAZWOPER
 Training and Refresher Courses

ACHMM Fingers Lakes Chapter
 Former President

National Groundwater
 Association

www.luengineers.com

PROFESSIONAL EXPERIENCE

Mr. Andrus started his career as a mineral exploration Geologist in 1987 and joined Lu Engineers in 1993 as a Hydrogeologist and Environmental Engineer. His areas of expertise include brownfield site redevelopment, environmental permitting, impacted environmental materials management, remedial investigations, site remediation, geology and hydrogeology. Projects have ranged from large industrial clients, environmental design and construction of rail and transportation corridors, educational institutions and federal facilities to small commercial and retail facilities.

Regional Greater Rochester Transportation Authority (RGRTA) Subsurface Investigation & Remediation, Rochester, NY

Mr. Andrus was the Project Engineer as Lu Engineers provided the Regional Greater Rochester Transportation Authority (RGRTA) with petroleum bulk storage (PBS) engineering, regulatory compliance and investigation of subsurface contamination associated with the Service and Operations Buildings. A subsurface investigation Work Plan was developed for review and approval by NYSDEC prior to commencement of field activities. Direct push soil sampling methods were used to obtain soil core samples and install wells for sampling and oil removal. Remedial activities included the use of a petroleum hydrocarbon well pump system. Lu Engineers installed the well pump and trained RGRTA staff in the operation and maintenance of this pump system.

Air Force Research Laboratory Environmental Term Contract USAF

Mr. Andrus is currently managing our sixth consecutive multi-year, multi-million dollar IDIQ contract providing civil and environmental engineering services to the Air Force Research Laboratory/Rome Research Site at the former Griffiss Air Force Base. The contract has included numerous assignments including multiple BRAC site investigations and cleanups, archaeological surveys, UST and disposal area closures, wetland delineations, on-call environmental sampling services demolition and hazmat assessment, asbestos surveys and wastewater sampling.

DRI Environmental Reviews, City of Rome, NY

Mr. Andrus has completed various environmental reviews working directly for the City of Rome's Planning Department as part of the City's revitalization initiatives under the DRI program. These reviews have included desktop audits, Phase I Environmental Site Assessments, Vapor Intrusion Studies as well as subsurface sampling and testing evaluations at various commercial properties. Detailed evaluations of properties included under the City's "Downtown Rome BOA" as well as other properties have also been completed on an ongoing basis.

Orchard Whitney Brownfield ERP, Rochester NY

Mr. Andrus manages environmental services from the initial Phase I Assessment through Phase II sampling and testing continually through remedial implementation and certificate of completion for the Orchard Whitney Brownfield site for the City of Rochester's LYLAKS BOA under the NYSDEC Environmental Restoration Program and use EPA funding requirements. The project has included extensive hazardous materials inspections, sampling and testing programs, Remedial Investigation/Interim Remedial Measures, geophysical investigations, contaminated soil, large-scale regulated building materials, survey and demolition design, groundwater remediation, groundwater monitoring and PRR compliance. Lu Engineers is currently assisting the City with site redevelopment.

Sewall's Island, ERP Brownfield Investigation, City of Watertown, NY

Mr. Andrus was the Project Manager and Lead Scientist in charge of a Remedial Investigation/Alternatives Analysis Report (RI/AAR) on Sewall's Island for the City of Watertown, New York. Our scope of work on this project included completion of a NYSDEC-approved and funded Environmental Assessment and an Interim Remedial Measures (IRMs), geophysical surveys, identification of hazardous waste and asbestos in on-site debris, Remedial Investigation, completion of an instrument survey, a Remedial Investigation/ Alternatives Analysis Report and participating in public meetings to inform the public of findings pursuant to requirements of the ERP program.

City of Geneva – Waterfront Re-Development Feasibility Study

Mr. Andrus was the Project Manager for this project as part of an architect/engineering team assisting the City of Geneva with environmental impairment including active and historical railroad alignments potentially affecting redevelopment and revitalization of the Seneca Lake shoreline within the City. Our review included extensive research of available state and federal databases, interviews with local government representatives and business owners as well as a detailed review of historical mapping including Sanborn and Plat mapping in addition to archival plans and mapping provided by the NYSDOT.

Phase I and II Environmental Site Assessments - Various Municipal, Institutional and Commercial Clients New York State-Wide

Mr. Andrus provides contract management and Quality Assurance/Quality Control review on all of Lu Engineers' Phase I Environmental Site Assessments. These assessments are generally completed as part of property acquisitions associated with redevelopment projects including residential, commercial and agricultural uses as well as open space management. These assessment projects range from large-scale industrial facilities to small urban parcels and undeveloped rural properties. A percentage of these assessments have lead to Phase II intrusive assessments, petroleum storage tank management and closures, NEPA/SEQR consulting, regulated building materials review and soil vapor/radon intrusion evaluations.

RGRTA Facilities Environmental Compliance Assistance

Mr. Andrus has worked with RGRTA on many environmental compliance-related projects since the 1990's involving petroleum and chemical bulk storage, soil and groundwater evaluations and remediation, and construction management. Notable recent projects have included Phase I and II assessment and soils management engineering for acquisition and construction of RTS' Eastman Avenue facility, the recently completed AESB project and hazardous waste management services. Mr Andrus also recently managed subsurface evaluations and NYSDEC liaison relative to RTS's Main Street Campus Spill closure process.

City of Rochester Environmental Services Term Contract, Rochester NY, Project Manager

Mr. Andrus serves as project manager for various environmental compliance and engineering assignments for City owned properties under Lu Engineers current Professional Services Agreement for environmental services. Projects Mr. Andrus has managed for the City have included Phase I and II Site Assessments, soil and materials management, indoor air quality investigations, petroleum and chemical bulk storage compliance, NEPA/SEQR reviews for brownfield Site redevelopment, soil, air, water and groundwater testing, asbestos identification and abatement, hazardous and non-hazardous materials and waste management, mold and lead surveys, soil vapor intrusion testing and mitigation. This contract requires our personnel to be available and responsive to on-call demands of the City.



EDUCATION

Bachelor of Science
 Environmental Management
 and Technology
 Rochester Institute of
 Technology (RIT)

CERTIFICATIONS

Certified Hazardous Materials
 Manager (CHMM)

Certified NYSDOL Mold Assessor

40-Hour OSHA HAZWOPER
 Training and Refresher Courses

Finger Lakes Chapter of
 the ACHMM Former President

www.luengineers.com

PROFESSIONAL EXPERIENCE

Ms. Bissi started her professional career in 2001 and joined Lu Engineers in 2007 after working with us as an intern in 1997 while attending RIT. Ms. Bissi is a Certified Hazardous Materials Manager with extensive experience conducting Phase I Environmental Site Assessments (ESAs) on properties such as warehouses, gas stations, manufacturing facilities, farms, commercial properties and residences. Ms. Bissi has also completed Phase II investigations, soil vapor intrusion sampling, mold surveys and indoor air quality studies, tank removals, GPR surveys, Spill Prevention, and Control and Countermeasure Plans (SPCC). Janet is proficient in the NYSDEC EQuIS™ System and Federal data management Environmental Restoration Program Information Management System. (ERPIMS)

City of Rochester Environmental Investigation Term Contract

Ms. Bissi completed Phase I Site ESAs and assisted in Phase II Investigations under current term contract. Properties include Brownfield sites in NYSDEC Hazardous Waste Remediation programs as well as other former industrial sites, dry cleaning facilities, gas stations and other commercial properties. Janet has also completed assessments for mold and indoor air quality under this contract and assisted with various City of Rochester training initiatives including annual HAZWOPER, Petroleum Bulk Storage and ReJobs programs.

Phase I Environmental Site Assessment Enterprise Way Parcel, Mohawk Valley Edge

Ms. Bissi completed a Phase I ESA on an approximate 8-acre parcel located within the former Griffis Air Force Base in Rome, NY. This Phase I ESA was completed to verify site conditions relative to planned redevelopment of the subject parcel, which included potential recognized environmental conditions associated with past USAF activities.

Brownfield Opportunity Assessment Step 2 Nomination Study, City of Utica

Working as a subconsultant to Bergmann, Ms. Bissi completed general assessments of over 400 properties within the BOA area and profile summary sheets for over 60 properties identified as Brownfield properties. Research included reviewing federal and state regulatory records and historical information compiled to identify current and past uses of each property and known or potential environmental impacts. This assessment was part of a larger redevelopment and revitalization project for the City of Utica.

Detailed Property Evaluations and Phase I ESAs, City of Rome, NY

Ms. Bissi completed multiple Phase I Site ESAs on commercial properties located within the City of Rome as part of a USEPA-funded BOA reutilization plan. Janet conducted extensive research into past site use and developed reports for The City of Rome and USEPA use.

Air Force Research Laboratory, Former Griffiss AFB, NY

Ms. Bissi assisted with the completion of numerous Environmental Baseline Surveys following ASTM 1527 BRAC and USAF guidance requirements. She conducted extensive research on a massive collection of aerial photographs, as-built plans and hazardous waste site cleanup data relative to multiple USAF facilities associated with the former Griffiss AFB site.

Brownfield Opportunity Assessment Step 2 Nomination Study, Village of Holley

Working as a subconsultant to Bergmann, she assisted in the completion of assessments for properties within the Village of Holley as part of the BOA area and profile summary sheets for over 60 properties identified as Brownfield properties. Research included reviewing regulatory records and historical photographs and maps of the Village of Holley.

Data Management

Ms. Bissi completed NYSDEC required Electronic Data Deliverables (EDD) for numerous Brownfield cleanup sites throughout NYS using NYSDEC EQuIS™ System. Janet also manages all data developed for federal environmental investigation and remediation contracts. Federal data management includes use of the Environmental Restoration Program Information Management System (ERPIMS). Janet also handles all environmental data requiring Data Usability Summary Reports and Data Validation.

Private Developer Term Contract

Ms. Bissi completed several Phase I ESAs throughout New York State for housing projects for a not-for-profit residential developer. Locations have ranged from vacant properties to highly developed urban areas. She assisted with development and planning of several Phase II investigations as well as Radon, Mold and SVI testing.

PROFESSIONAL EXPERIENCE



EDUCATION

Bachelor of Arts
 Geology Environmental & Science
 Alfred University

Graduate Level Studies
 Petroleum Geosciences
 University of Houston

CERTIFICATIONS

40-Hour OSHA HAZWOPER
 Training and Refresher Courses

NYSDEC Erosion & Sediment Control Training

FAA Part 107 UAS Remote Pilot
 (In Progress)

PROFESSIONAL ASSOCIATIONS

NYS GIS Association

Genesee/Finger Lakes Region GIS/SIG

Geoscience & Remote Sensing Society (GRSS)

Systems & Technologies for Remote Sensing Applications Through Unmanned Aerial Systems (STRATUS)

www.luengineers.com

Mr. Seifert joined Lu Engineers in 2018 and has worked on a number of investigation and remediation projects. In addition to field sampling, testing and overseeing remedial work on various projects, Ben is extremely proficient in Geographic Information Systems (GIS) mapping, modeling, and data management.

Orchard Whitney Brownfield Site, City of Rochester, NY

Mr. Seifert assisted with contractor oversight on Site cleanup efforts including restoration of the Site's cover system in accordance with strict NYSDEC requirements and the decommissioning of a number of groundwater monitoring wells. Along with managing large amounts of historical GIS maps and data, Mr. Seifert updates geodatabases with findings from most recent field sampling and laboratory analysis. From the collected data he generates groundwater elevation surfaces and contours within ArcMap to create figures for analysis and reporting. Mr. Seifert also graphs and analyzes groundwater elevation and contaminant concentration trends. At the request of the City of Rochester and New York State Department of Environmental Conservation (NYSDEC) Mr. Seifert oversaw the decommissioning of unused monitoring wells in accordance with NYSDEC CP-51 procedures, as well as periodic sampling/site monitoring of remaining wells.

Village of Cuba Landfill Site, Cuba, NY

Mr. Seifert performed low flow groundwater and surface water sampling including residential drinking water systems. He created GIS figures with analytical data. He also performed sampling for NYSDEC Emerging Contaminants, 1,4-Dioxane. Mr. Seifert prepares annual condition evaluations and Periodic Review Reports for this long-term monitoring project.

Air Force Research Laboratory, Rome, NY

Mr. Seifert served has worked as project scientist on multiple AFRL investigation and remediation projects. Mr. Seifert has provided GIS, field sampling and contractor oversight on projects ranging from the 500-acre Verona Inactive Hazardous Waste Site to the removal of heavy metal dust from structural steel within two active Air Force buildings. Mr. Seifert is also completing an EPA Site Investigation of USAF properties within the former Griffiss Air Force Base including soil and soil vapor sampling and testing within all active AFRL buildings and adjacent properties. He worked cooperatively with AFRL employees to designate representative passive and TO-15 soil vapor sample locations by utilizing a concrete radar unit to scan for utility lines within the building. This project involves extensive data management and GIS mapping for representation of all environmental data.

Colfax Street Yard, City of Rochester, NY

Ben systematically sampled and analyzed several City of Rochester excess soil piles to determine their potential beneficial re use as fill material. He recorded sample positions on a handheld GPS and utilized client provided imagery to create GIS figures. Soils were continuously evaluated and screened for VOCs using a PID. Lu Engineers supervised and directed all excavation work provided by the City of Rochester.

Phase I and II Assessments, 350 and 370 Orchard Street, Rochester, NY

Under Lu Engineers' BOA Assessment contract with the City of Rochester, Mr. Seifert conducted Phase I and II Site Assessments on two parcels targeted for potential redevelopment as part of the City's LYLAKS BOA. These assessments included Phase I Assessments in compliance with ASTM and EPA AAI requirements, development of a Phase II work plan and USEPA QAPP and all field evaluations including subcontracted geotechnical evaluations and laboratory analyses of representative soils. Report development completed by Mr. Seifert included detailed GIS representations of Site characteristics and environmental findings. Opinions of probable redevelopment costs were developed as well as conclusions and recommendations relative to potential redevelopment of both properties.

West River Wall, City of Rochester, NY

Mr. Seifert oversaw subsurface investigation, inspection and monitoring efforts to determine the extent of impacted soils along a high profile section of the west bank of the Genesee River. Subsequently, Mr. Seifert oversaw a rotary drill rig investigation to determine the structural integrity of site bedrock. He also oversaw the construction and installation of multiple monitoring wells. Following installation, he developed and sampled wells using low flow methods for general and emerging contaminants parameters. After the investigation Mr. Seifert utilized several GIS programs, including ArcMap and ArcScene, to create geologic cross sections from stratigraphic data collected and logged in the field.



EDUCATION

Bachelor of Arts
Geological Sciences
SUNY Geneseo

AS Geological Science
Monroe Community College

Bachelor of Arts
Art History- Geography
Akejsander XHuvani University,
Elbasan, Albania

CERTIFICATIONS

40-Hour OSHA HAZWOPER
Training and Refresher Courses

ACI Concrete Field Testing
Technician Grade I (CFTT)

ACI Concrete Strength Testing
Technician (CSTT)

APNGA Portable Nuclear
Gauge

Safety and U.S.D.O.T. Hazmat
Certification

NorthEast Transportation
Training and Certification
Program (NETTCP)

www.luengineers.com

PROFESSIONAL EXPERIENCE

Mr. Macolli is a graduate of SUNY Geneseo, where he earned a Bachelor of Arts degree in Geological Sciences. Klajdi possesses training in hazardous materials compliance, hydrogeology, and environmental health and safety. Mr. Macolli is experienced in construction/contractor management and specification compliance as well as environmental and hazardous materials management. He is proficient in various types of field data acquisition, analytical data management, geographic information systems (GIS) and report development. He has worked on a number of projects in the field and office environment employing his varied skills including environmental investigations and assessments, which involve evaluation and analysis of environmental conditions relating to environmental compliance.

Construction Observation and CAMP Monitoring - City of Rochester West River Wall

Observed construction operations including excavation and demolition on this NYSDEC-regulated Site. Conducted CAMP monitoring and PID screening during contractor activities. Consolidated data and field reports for regulatory submission.

Site Monitoring and Groundwater Sampling - Private NYSDEC Voluntary Cleanup Program Site

Performed groundwater sampling per the site-specific SMP to assess residual petroleum and chlorinated solvent impacts to the environment immediately surrounding the facility to support eventual site closure and assess surface water and groundwater quality. Developed Periodic Review Report (PRR) including identification, assessment, and certification of each EC/institutional controls (IC) required by the remedy for the Site.

Groundwater Sampling-RTS, Rochester, NY

Performed groundwater sampling for volatile organic parameters in accordance with applicable protocols to assess potential residual impacts to Site groundwater quality. Developed report comparing groundwater sample analytical results to 6 New York Code Rules and Regulations (6 NYCRR) Part 703.5 Ambient Water Quality Standards. Completed mapping using GIS.

AFRL Building 2 Hazardous Materials Remediation

Supervised subcontracted remediation of lead and chromium-containing dust associated with structural steel in various locations throughout occupied building. Conducted air monitoring and sampling to ensure safety of building occupants. Interfaced with owner, contractor and security personnel and documented all aspects of remediation process. Completed report upon completion of remedial activities.

Private Brownfield Site, Rochester, NY

Developed Health and Safety Plan (HASP), CAMP and Remedial Investigation/Feasibility Study Work Plan for evaluation of past chlorinated solvent and petroleum releases. Observed subcontracted well installations, remedial pilot testing and related sampling and testing of soil, groundwater and soil vapor.

Steuben County, Nichol Inn ERP Site

Performed annual sampling of residual groundwater petroleum impacts and evaluation of current versus long-term monitoring findings. In accordance with the approved Site Management Plan (SMP) during this reporting period. Developed Periodic Review Report (PRR) document required as a component of ongoing site management.

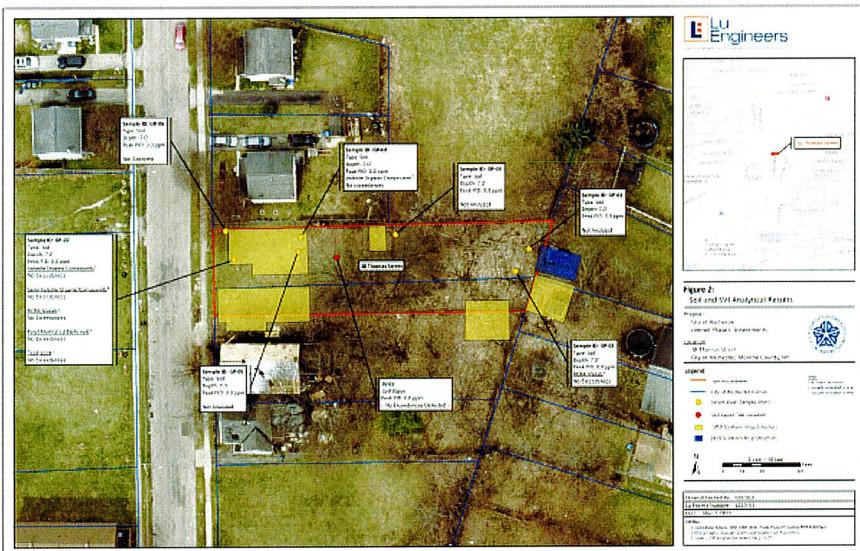
Closed Municipal Landfill Monitoring, Village of Cuba, NY

Performed groundwater sampling in accordance with the NYSDEC requirements including site-specific SMP on this Inactive Hazardous Waste Site. Work included on and off-Site groundwater sampling using multiple sampling techniques due to variable groundwater depths. Developed Periodic Review Report (PRR) including identification, assessment, and certification of each EC/institutional controls (IC) required by the remedy for the Site.

Non-Profit Residential Developer, NY

Performed Quality Assurance (QA)/Quality Control (QC) on field reports compiled regarding various stages of construction and environmental management of projects. Sites include wide variety of past uses and environmental impairment due to petroleum storage, various hazardous materials releases and contaminated building materials.

City of Rochester Term Agreement for Environmental Engineering Services, Rochester, NY



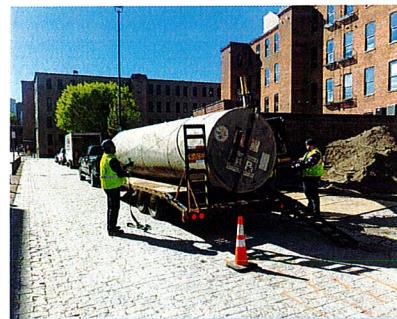
Phase II ESA Recently Completed on 38 Thomas Street

Lu Engineers has a Term Contract with the City of Rochester to provide Environmental Testing and Brownfield Services. We are well recognized by the City for our expertise in evaluating abandoned properties for structural conditions, environmental impairment, mold, asbestos, lead, and hazardous materials. Our ability to quickly evaluate these concerns and provide working corrective measures estimates have helped the City make informed decisions on foreclosures and other real estate options. All professional personnel are provided by Lu Engineers. Laboratory, excavation and drilling services are subcontracted with local contractors that we have worked with for many years. The City of Rochester Term has been used for all types of Environmental, Structural and Site Development projects. Since 2001 we have completed over **200 projects for the City**.

The types of services provided have included:

- Phase I and II Environmental Site Assessments in accordance with ASTM, EPA and HUD standards
- Comprehensive Brownfield and BOA Investigations, Remediation and Site Management Plans
- Comprehensive asbestos sampling, abatement design, air monitoring, and project management
- Completion of a City-wide asbestos management plan
- Surface and subsurface soil sampling chemical compounds including (PCBs, VOCs, SVOC, metals, and pesticides)
- Groundwater well installations, development and sampling
- Geophysical surveys to identify buried metallic objects such as tanks and drums
- Geotechnical studies
- Soil vapor intrusion sampling and mitigation design (sub slab vapor depressurization systems)
- Tank testing and removals
- Soils management plan preparation
- Mold sampling, abatement design and oversight
- Lead sampling, abatement design and oversight
- Site survey and redevelopment engineering
- Design of implementation of environmental cleanup systems (i.e. soils removal/disposal, soil vapor extraction)

The City also uses Lu Engineers to evaluate potential employee exposures to a variety of materials including dusts, molds, asbestos, carbon dioxide, noise and volatile organic compounds. These evaluations are commonly performed using a variety of air sampling techniques that satisfy OSHA and NIOSH requirements.



UST Closure Observation at Holly Pump Station



ACM Survey at Rundell Library



Mutiple Underground Storage Tanks at Orchard Whitney Site

Client: City of Rochester
Contact: Anne Spaulding
Phone: 585.428.7474



*Partnering with Clients and Communities
 to Provide Enduring Solutions.
 luengineers.com*

Indefinite Delivery Indefinite Quantity (IDIQ) Term Contract for Environmental and Civil Engineering Services, Central, NY



AFRL Hazardous Waste Site Remediation In-Progress

In 2020, Lu Engineers was awarded its sixth 5-year, multi-million dollar term agreement with the United States Air Force to provide environmental and civil engineering services to the Air Force Research Laboratory (AFRL) based in Rome, New York associated with the former Griffiss Air Force Base and multiple other USAF properties.

Delivery orders include:

- indoor air quality investigations
- on-call sampling and testing
- large-scale environmental investigation and remediation projects
- asbestos abatement design and project monitoring
- energy conservation
- petroleum bulk storage engineering
- hazardous materials compliance
- pollution prevention planning and implementation
- cultural and natural resources management
- structural engineering
- structural design and analysis
- fire suppression system replacement
- demolition design and oversight
- various infrastructure and survey related assignments

Key Projects:

- BRAC Site Investigation on all USAF-owned Griffiss properties
- Verona (Brownfield) Test Site Hazardous Waste Cleanups, IRMs asbestos pre-demolition surveys (all buildings), landfill closure, natural and cultural resources management/planning
- Asbestos Management Plan (all RRS-owned buildings on Griffiss and off-site locations)
- Griffiss Brownfield Site Environmental Baseline Surveys and remediation/closures
- Hazardous Materials Management System, staffed on-site (on-going)



Floor Tile and Mastic Sampling



Remedial Injections at Verona Test Site



**Irish Hill
Newport Test Site**

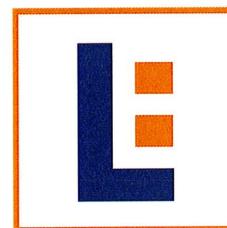
Client: Air Force Research Laboratory

Contact: Jaclyn Holbritter

Phone: 315.330.2698

Completion Date: Ongoing

Contract Fee: \$4.5M



*Partnering with Clients and Communities
to Provide Enduring Solutions.*

luengineers.com

Orchard Whitney Brownfield ERP Site, Rochester, New York



415 Orchard Street

Since the completion of an updated Phase I Site Assessment in 2006, Lu Engineers has provided professional environmental and civil engineering and hydro-geological services to implement a Remedial Investigation/Feasibility Study, a range of Interim Remedial Measures, and Construction Completion Report and Site Management Plan for the Orchard/Whitney Brownfield Site located at 415 Orchard Street and 354 Whitney Street situated within the City of Rochester's LYLAKS Brownfield Opportunity Area. This project was funded with EPA, NYSDEC and City Funds.

Interim Remedial Measures implemented for this project included hazardous materials abatement in addition to several phases of large-scale demolition, excavation and disposal of hazardous waste and petroleum-contaminated soils. In-situ remediation of contaminated soil and groundwater was also completed using various proprietary materials to chemically alter and enhance microbial degradation of residual subsurface contamination. Lu Engineers has been continuing to assist the City with implementation of the site management plan including periodic monitoring, sampling and reporting.

Our work on this complex site involves extensive structural engineering effort. Early on in the project we verified the structural integrity and load-bearing of various above and below-grade structures. As part of the demolition design structural evaluations were required on several site buildings. Using this site as a test case, we worked with the Rochester Institute of Technology's architectural department on potential redevelopment approaches. Lu Engineers also completed a Pre-development Report to document site conditions and the availability of utilities and local infrastructure related to potential redevelopment.

We recently completed a full NEPA/SEQR review on this property to ensure compliance with HUD requirements for partial funding of Site redevelopment and qualification for tax credits under the NYSDEC's ERP. We are working with both the City and the Site developer on ensuring compliance with applicable ERP requirements for soils management and environmental compliance during the construction process. Lu Engineers was also recently awarded a new contract to support BOA projects throughout the City of Rochester.



Orchard Street High-Rise Building



Demolition of 415 Orchard St.



415 Orchard Street after fire

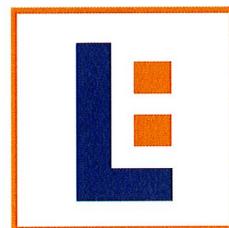
Client: City of Rochester

Contact: Jane Forbes

Phone: 585.428.7892

Completion Date: on-going

Project Fee: \$800,000



*Partnering with Clients and Communities
to Provide Enduring Solutions.*

luengineers.com

City of Rome Phase I and II Assessments and Related Services

City of Rome



Former Rome Cable Site and Monitoring Wells

The City of Rome has engaged Lu Engineers on a variety of Phase I and II environmental assessments. Among others, these projects have included a Brownfield Opportunity Area (BOA) Step 2 Nomination Study completed as part of a team with Bergmann Associates. The study area included 721 acres in southwest Rome with over 900 vacant and underutilized parcels. The study area included a mixture of residential, commercial and industrial properties. Lu Engineers provided the environmental review of the study area. As part of the project Lu Engineers created an inventory of all associated parcels including their condition and viability relative to potential BOA or related funding.

Relevant brownfield, abandoned, and vacant sites were identified through review of: current and historical aerial photographs, Sanborn maps, topographic maps, and other historical maps; regulatory record review of federal and state listed properties; City of Rome assessment and building records; existing or historical records and reports; remedial investigations, studies and reports; and field observations. Information from the Pre-nomination study and other prior studies were also utilized to identify relevant sites.

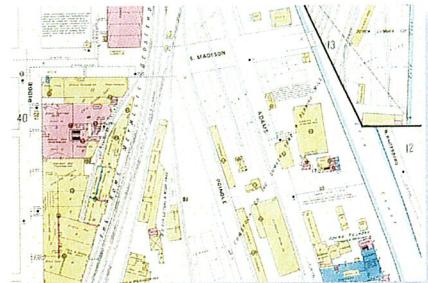
The assessment was completed in preparation for redeveloped and revitalization of the area using BOA Grant funds. The project goal was to determine if further investigation was necessary on any parcel due to known or potential environmental impacts at or in the immediate vicinity of the parcel.

Several abandoned and vacant sites and over **90 brownfield sites** were **identified out of over 900 parcels**. For each relevant site, a 2-page profile was completed that included a site map, site name, location, owner, zoning, size, existing infrastructure, environmental and land use history and known of suspected contaminants. The information obtained during this study will be utilized for targeting and prioritizing properties for redevelopment.

Subsequent completion of the step two study, and concurrently with Lu Engineers was contracted directly by the City of Rome to complete detailed Phase I and Phase II assessments on selected parcels.



IHWDS on Erie Boulevard and Madison Street



Sanborn Map indicating RECs



Abandoned Tires

Client: City of Rome, NY Community and Economic Development

Contact: Matthew Andrews, Deputy Director

Phone: 315.339.7628

Completion Date: on-going

Contract Fee: \$50,000



Partnering with Clients and Communities to Provide Enduring Solutions.

luengineers.com



Federal, State, DBE Requirements

Lu Engineers is a New York State certified Minority and Disadvantaged Business Enterprise MBE/DBE. Lu Engineers is certified to do business in the State of New York. A copy of our Certificate of Authorization has been provided at the back of our proposal, along with our DBE certification.

Price Proposal

Lu Engineers recommends a lump sum arrangement for the proposed Phase I work. A budget of \$1,600 is recommended for the Phase I ESA. This fee includes expenses for direct expenses, mileage, and environmental database searches. No additional work will be undertaken without the prior consent of the Client. An invoice will be sent upon completion of the project. Payment is due within 30 days of receipt.

Scheduling and Assumptions

It is anticipated that the project can be completed in a two-week time period from authorization to proceed, pending the availability of necessary information and records. It is understood that this ESA must be completed by June 1, 2022.

Insurance

Upon designation, Lu Engineers will provide the Town of Brighton with all required insurances.

Please see Lu Engineers Professional Engineering Certificate and DBE Certification on the following pages.

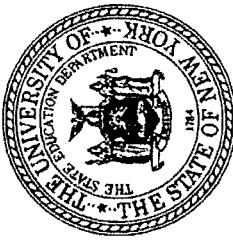


**THE UNIVERSITY OF THE STATE OF NEW YORK
EDUCATION DEPARTMENT**

THIS IS TO CERTIFY THAT HAVING MET THE REQUIREMENTS OF SECTION 7210 OF THE
EDUCATION LAW AND IN ACCORDANCE THEREWITH THIS CERTIFICATE OF AUTHORIZATION
IS GRANTED WHICH ENTITLES

JOSEPH C LU ENGINEERING PC
339 EAST AVENUE
SUITE 200
ROCHESTER, NY 14604-0000

TO PROVIDE PROFESSIONAL ENGINEERING SERVICES IN THE STATE OF NEW YORK FOR
THE PERIOD 01/01/2021 TO 12/31/2023.



CERTIFICATE NUMBER
0017973

BETTY ROSA
INTERIM COMMISSIONER OF EDUCATION





Niagara Frontier Transportation Authority
Serving the Niagara Region

June 8, 2021

Cletus Ezenwa
Joseph C. Lu Engineering, P.C. DBA Lu Engineers
339 EAST AVE STE 200
ROCHESTER, NY 14604-2615

Re: DBE Certification Notice

Dear Cletus Ezenwa:

The **Niagara Frontier Transportation Authority**, a Certifying Partner in the New York State Unified Certification Program (NYSUCP), has reviewed your request for certification as a Disadvantaged Business Enterprise (DBE) and is pleased to inform you that your firm meets the eligibility criteria established by the U.S. Department of Transportation Disadvantaged Business Enterprises regulations codified at 49 CFR, Part 26 and has been CERTIFIED as a Disadvantaged Business Enterprise (DBE). Your firm is certified as a DBE providing the services listed below:

NAICS 237310: CONSTRUCTION MANAGEMENT, HIGHWAY, ROAD, STREET AND BRIDGE

NAICS 541330: CIVIL ENGINEERING SERVICES

NAICS 541330: CONSTRUCTION ENGINEERING SERVICES

NAICS 541330: ENGINEERING CONSULTING SERVICES

NAICS 541330: ENGINEERING DESIGN SERVICES

NAICS 541330: ENVIRONMENTAL ENGINEERING SERVICES

NAICS 541330: EROSION CONTROL ENGINEERING SERVICES

NAICS 541330: TRAFFIC ENGINEERING CONSULTING SERVICES

NAICS 541620: ENVIRONMENTAL CONSULTING SERVICES

Your firm's certification status is effective from the date of this letter, provided there are no changes in the ownership, control and/or operations of the firm or eligibility requirements during the approval period. However, you are required to submit, annually, on the anniversary date of this notice, a sworn affidavit affirming whether there have been any changes in your firm's economic disadvantaged status, ownership or control. Additionally, please be advised that you are required to notify Niagara Frontier Transportation Authority, within 30 days, of any changes in your business' ownership, control and/or operations including address, telephone number, business services and capabilities.

Your firm will be included in the NYSUCP Directory (<https://nysucp.newnycontracts.com>) which will indicate the type of work which your firm has been certified to perform. Please note that the NYSUCP reserves the right to review your firm prior to participation on a federally assisted project or at any time that it is determined that re-evaluation is warranted.

We are pleased to have you as a Disadvantaged Business Enterprise and wish you success in acquiring work with the DBE program.

Should you have any questions, please call me at (716) 855-7489.

Sincerely,

Stephanie Joy Calhoun, Esq., Manager
EEO/Diversity Development

*Thank you for
your time
and
consideration.*



Rochester | Buffalo | Syracuse | Albany | Binghamton | NYC



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

April 2, 2022

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

Re: Building and Planning Department
Senior Planner 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 the Senior Planner position. We are requesting that the Sr. Planner position be added to Group 10 of the Town of Brighton Non-Represented Full-Time Employee Salary and Wage Schedule. Also, we request that the Associate Planner position be eliminated following the official retirement of Ramsey Boehner

I will be in attendance at the April 5, 2022 FASC meeting to address any questions.

Respectfully,

Michael E. Guyon

Cc Ramsey Boehner
Rick DiStefano



Town of
Brighton

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

April 4, 2022

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

re: Senior Planner Promotion
Rick DiStefano

Dear Chairperson DiPonzo and Committee Members:

As you are aware Ramsey Boehner will be retiring in April 2022. Staff and I presented a transition plan to the FASC on October 5, 2021 that we believe will address the loss of Ramsey's 30+ years of experience. The proposed Organization chart results in the elimination of the Associate Planner position following the retirement of Ramsey Boehner and the addition of a Senior Planner position which would oversee the Building and Planning Department. The Senior Planner position was selected since it represents the correct line of promotion as described by the Monroe County Civil Service.

I am proposing that Rick DiStefano be promoted to Senior Planner, Group 10, 35 hours/week, step 2, \$84,338.80 annual salary with a 26-week probation period beginning May 2, 2022.

As always thank you for your consideration. I will be in attendance at the regularly scheduled April 5, 2022 FASC meeting to answer any question regarding this matter.

Respectfully,

Michael E. Guyon

cc. Bridget Monroe
Paula Parker
Tricia Van Putte
Ken Gordon



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

April 2, 2022

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

re: Planner Promotion
Jeff Frisch

Dear Chairperson DiPonzo and Committee Members:

As you are aware Ramsey Boehner will be retiring in April 2022. Staff and I presented a transition plan to the FASC on October 2021 that we believe will address the loss of Ramsey's 30+ years of experience. The proposed Organization chart results in the elimination of the Associate Planner position following the retirement of Ramsey Boehner and the addition of a Senior Planner position which would oversee the Building and Planning Department. The Senior Planner position was selected since it represents the correct line of promotion as described by the Monroe County Civil Service. We are proposing that Rick DiStefano vacate the position of Planner and assume the role of the Building and Planning Department leader as a Senior Planner.

I am proposing that the vacant Planner position be filled by Jeff Frisch and provisionally promote Jeff to Planner, Group 7, 35 hours/week, step 3, \$63,991.20 annual salary with a 26-week probation period beginning May 2, 2022.

As always thank you for your consideration. I will be in attendance at the regularly scheduled April 5, 2022 FASC meeting to answer any question regarding this matter.

Respectfully,

Michael E. Guyon

cc. Bridget Monroe
Paula Parker
Tricia Van Putte
Ken Gordon



Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe

Assistant to Town Supervisor

March 28, 2022

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

Re: Amending agreement with Gwen, Inc., IDEA Board consultant

Dear Councilperson DiPonzo and Committee Members:

On April 10, 2019, the Town Board approved an agreement with Gwen, Inc. to serve as the consultant for the new Inclusion, Diversity and Equity Advisory Board (“IDEA Board”). Since that time, Gwen, Inc. has facilitated numerous meetings of the IDEA Board, two “World Cafes” for gathering community feedback on diversity, equity and inclusion in Brighton, and has worked with the IDEA Board to draft an Inclusion, Diversity and Equity Action Plan (“IDEA Plan”). The draft IDEA Plan was presented to the Town Board during the Town Board meeting of February 23, 2022, and shortly thereafter, the IDEA website was launched. Currently, members of the IDEA Board and Town Board are working together to plan community feedback opportunities on the draft Plan before it is presented to the Town Board for approval.

The work of the IDEA Board took longer than anticipated due to the tremendous changes to daily living and working during the worst of the COVID pandemic throughout 2020 and 2021. As a result, more of the consultant’s time was needed to keep the initiative on course. I recommend that the Town Board take action to authorize the Supervisor to amend the professional services agreement with Gwen, Inc. by increasing the total cost of the original agreement of \$47,500 by \$5,016, increasing the not-to-exceed amount from \$47,500 to \$52,516.

Thank you for your consideration of this matter.

Respectfully Submitted,

William W. Moehle
Town Supervisor

2300 Elmwood Avenue, Rochester, NY 14618

585-784-5252

Bridget.monroe@townofbrighton.org



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

April 5, 2022

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

RE: 2022 Capital Projects Budget Re-appropriation for Projects (not yet completed)
2022 Capital Projects to be Closed and Transferred to Debt Service Fund
2022 Appropriations for expenses related to the WBFPD and small equipment purchases & projects

Dear Board Members:

I am requesting Town Board authorization to record the attached 2022 appropriations and the Capital Projects Fund re-appropriations for the 2021 budget for the projects indicated. The requested budget appropriations are necessary to reflect actual activity that has occurred relative to the 2021 amended budget (see attached) and to re-appropriate unspent committed project funds for the following grant funded projects:

1. Capital Projects in process (Farmer's Market, Library Roof and 2021 Highway Equipment)
2. Capital Projects to be closed to the Debt Service Fund (Highland Crossing Trail with \$4,551.50 to be returned to the Quality of Life Reserve (QLIFE) and, 2003 Parkland Acquisition with \$139,312.07 to be returned to the Parks Reserve (PARKS)).
3. Appropriations for the General, Highway and Sewer funds for the purchase of small equipment and the Highway/Sewer Facility Lighting installation project.

Each project is outlined on the attached detail sheet.

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

Sincerely,

Paula Parker
Director of Finance

Attachment

			TO REVENUE or ANY FUNDS AVAILABLE	TO EXPENSE
2022 Appropriations				
Fire Protection District Fund (SF)				
WBFPD - Dissolution	SF.FIRED.3415.1.40	Other Wages		\$5,275
WBFPD - Dissolution	SF.FIRED.3415.4.21	Gas & Electric (final Riverside)		\$7
WBFPD - Dissolution	SF.FIRED.3415.4.56	ACCT/Fiscal Advisor Fees		\$12,000
WBFPD - Dissolution	SF.FIRED.3415.8.20	Employer FICA		\$380
*appropriate from fund balance for dissolution expenses & administrator salary stipend.				
General Fund (A)				
Parks - Administration	A.PARKS.7021.2.23	Tractors/Backhoes		\$55,000
HWY - Highway/Sewer Facility	A.HWY.5132.2.60	Facility Impr. Lot Lighting 2/3		\$53,280
SEWER - Highway/Sewer Facility	SS.SEWER.8120.2.60	Facility Impr. Lot Lighting 1/3		\$26,720
SEWER - EQUIPMENT/VEHICLES	SS.SEWER.8120.2.22	Small Dump Truck (#10 replace)		\$65,000
SEWER - EQUIPMENT/VEHICLES	SS.SEWER.8120.2.35	#100 1/3 Excavator (increase)		\$7,003
SEWER - TRANSFER TO RESERVE	SS.SEWER.8120.9.80	Transfer to Capital Reserve		\$20,000
HWY - EQUIPMENT/VEHICLES	D.HWY.5130.2.22	Trucks/Vans (#5 Puw/Plow		\$50,000
HWY - EQUIPMENT/VEHICLES	D.HWY.5130.2.23	Tractors/Backhoes		\$55,000
HWY - EQUIPMENT/VEHICLES	D.HWY.5130.2.30	Equipment / Boom Lift		\$60,000
*appropriate from Fund respective Fund Balance Accounts for equipment purchases & addition to reserve				
Capital Projects Fund (H)				
Library Roof Project				
Library Roof Project - Expense	H.LIBRY.ROOF.2.63	Building Improvements		\$727,000.00
Library Roof Project - Expense	H.LIBRY.ROOF.4.53	Attorney's Fees		\$2,400.88
Library Roof Project - Expense	H.LIBRY.ROOF.4.56	Acct/Fiscal Advisor Fees		\$1,304.95
Library Roof Project - Expense	H.LIBRY.ROOF.4.86	Legal Notice/Adv Chgs		\$252.23
*re-appropriate unencumbered/unspent balances in project.				
Farmer's Market Project				
Farmer's Market Project - Revenue	H.PARKS.FMRKT.3895	NYS Aid - Grant (SAM)	\$1,024,448.02	
Farmer's Market Project - Expense	H.PARKS.FMRKT.2.63	Building Improvements		\$791,376.21
Farmer's Market Project - Expense	H.PARKS.FMRKT.4.49	Other Contracted Services		\$75,965.00
*re-appropriate unencumbered/unspent balances in project.				
Highway 2021 (HWY21) Equipment				
Highway 2021 HWY21 Expense	H.TRUCK.HWY21.2.22	Trucks/Vans		\$7,688.37
Highway 2021 HWY21 Expense	H.TRUCK.HWY21.2.23	Tractors/Backhoes		\$2,196.57
Highway 2021 HWY21 Expense	H.TRUCK.HWY21.4.86	Legal Notices/Adv Chgs		\$877.65
*re-appropriate unencumbered/unspent balances in project.				
CLOSE FOLLOWING CAPITAL PROJECTS TO DEBT SERVICE FUND				
*move amount back to reseve account				
Highland Crossing Trail*				
Highland Crossing Trail - Close Project to Debt	H.PARKS.TPTRL.9.20	Transfer to Debt Service Fund		\$370,990.00
*Highland Crossing Trail - Amt back to QLIFE	H.PARKS.TPTRL.9.60	Transfer to QLIFE Reserve		\$4,551.50
CLOSE FOLLOWING CAPITAL PROJECTS TO PARKS RESERVE				
2003 Parkland Project (PRK03)				
2003 Parkland - Close Project to Park Reserve	H.PARKS.PRK03.9.60	Transfer to PARKS Reserve		\$139,312.07



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

March 31, 2022

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

Re: ClearGov Digital Budget Book & Capital Budgeting Software Subscription

Dear Honorable Members,

I am recommending that Your Honorable Body authorize the Supervisor to execute a service order with ClearGov for subscriptions for Digital Budget Book and Capital Budgeting Software. This software will enhance and streamline our processes related to the development of the Capital Improvement plan and our digital budget book. This software will utilize our Tyler New World finance system to build both our digital annual budget book and incorporate our approved capital projects as well. The software is web-based.

The first year's subscription will be prorated at an annual fee of \$7,893.33 plus a one-time set up fee of \$2,880 for a total of \$10,773.33. The annual subscription fee beginning in 2023 will be \$11,840 and will not increase until January 1, 2028. The annual subscription will auto-renew and can be cancelled with at least 60 days' notice prior to the end of the then contract term.

Once the subscription is approved, we can begin uploading our data from our finance system to ClearGov and will utilize this subscription for the 2023-2025 CIP plan and the 2023 budget.

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

Sincerely,


Paula Parker
Finance Director



2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Rob Battaglia
Contact Phone	631-747-3253
Contact Email	rbattaglia@cleargov.com

Order Date	Mar 28, 2022
Order valid if signed by	Mar 31, 2022

Customer Information			
Customer	Town of Brighton	Contact	Paula Parker
Address	2300 Elmwood Avenue	Title	Director of Finance
City, St, Zip	Rochester, NY 14618	Email	paula.parker@townofbrighton.org
Phone	585-784-5212	PO # (If any)	

To be clear, you will be billed as follows...

Billing Date(s)	Amount(s)	Notes
May 1, 2022	\$ 2,880.00	One Time Setup Fee
May 1, 2022	\$ 7,893.33	8 Month Pro-Rata Subscription Fee
Jan 1, 2023	\$ 11,840.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
Setup	May 1, 2022	May 1, 2022	ClearGov Setup Services
Pro-Rata	May 1, 2022	Dec 31, 2022	ClearGov Subscription Services
Initial	Jan 1, 2023	Dec 31, 2027	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...

Set up Services		Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions.		Tier 2	\$ 3,600.00
ClearGov Setup Bundle Discount: Discount for bundled solutions.		Tier 2	\$ (720.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME			\$ 2,880.00
Subscription Services		Tier	Service Fees
ClearGov Capital Budgeting - Civic Edition		Tier 2	\$ 7,400.00
ClearGov Digital Budget Book - Civic Edition		Tier 2	\$ 7,400.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions.		Tier 2	\$ (2,960.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE			\$ 11,840.00

Billing Terms and Conditions

Valid Until	Mar 31, 2022	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

Customer Upgrades (ClearGov internal use only)

This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date
--	----	-------------------------------------

General Terms & Conditions

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.

Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Cancellation Option	This ClearGov Service Order is subject to the approval of the Brighton Town Board (the "Board") as set forth herein. In the event that the Board does not approve this Service Order by April 30, 2022, Customer shall have the option to terminate this Service Order immediately by providing written notice. In the event that Customer exercises this option, Customer shall have no payment obligation under this Service Order.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Appropriations	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
Signature	
Name	
Title	

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign a Client Success Manager (CSM) responsible for managing the activation and onboarding process. ClearGov CSM will coordinate with other ClearGov resources, as necessary.
- ClearGov CSM will provide a Kickoff Call schedule to Customer's Primary Contact - to be scheduled within two weeks after the Service Order has been executed.
- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s). If necessary, ClearGov will set up a Data Discovery call to assist with such requirements/instructions.
- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback and get answers to open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow up calls or emails required to complete the data onboarding process.
- ClearGov will make Customer aware of all training, learning and support options. ClearGov recommends all Users attend training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver one customized remote training session for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend Kickoff Call within two weeks after the Service Order has been executed. If Customer needs to change the date/time of the Kickoff Call, the Primary Contact will notify the ClearGov CSM at least one business day in advance.
- Customer will provide requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Review call. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on the Data Review call and any subsequent internal review, Customer shall provide a detailed list of requested changes in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer shall be solely responsible for inputting applicable text narrative, custom graphics, performance metrics, capital requests and personnel data and other such information for budget books, projects, dashboards, etc.

Capital Budgeting

PRODUCT EDITIONS



Features	Capital Budgeting Lite	Capital Budgeting
Custom Request Forms	✓	✓
Integration to Digital Budget Book	✓	✓
Integration to Transparency Center	✓	✓
Capital Budgeting Dashboard	✓	✓
Import Prior Year Requests	✓	✓
Report Builder (Custom Excel Exports)		✓
Strategic Scorecards		✓
Priority Ranking		✓
Budgeting Scenarios		✓
Budgeting Scenario Comparison		✓
Capital Projects Website	5 Projects	Unlimited
Capital Project Pages in Transparency Center	5 Projects	Unlimited
Number of Capital Requests per Year	Unlimited	Unlimited
Number of Users	Unlimited	Unlimited
Support	Self-Serve Support Center	Dedicated Phone & Email

*If subscribed to Digital Budget Book

FREE!

REGISTER TODAY



Town of
Brighton

Building and Planning
Department

Commissioner of Public Works – Tim Keef, P.E.

Ramsey Boehner
Environmental Review Liaison
Officer

April 4, 2022

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

Re: Negative Declaration – 2022 Open Space Acquisition and Financing

Honorable Supervisor and Members:

I recommend that your Honorable Body receive and file this letter and the attached negative declaration for the financing and acquisition of one parcel of land (Parcel) containing approximately 44.32 acres located on south side of Westfall Road and the west side of Winton Road South within the Town of Brighton.

The proposed action is consistent with the Town's Comprehensive Plan Envision 2028 (Plan). The Plan's Environment Policy states "Brighton's natural environment and resources play an important role in the community as ecological, aesthetic, and recreational assets. The continued preservation and enhancement of our wild areas, woodlots, parks, wetlands, and waterways will remain a priority in all development efforts and decision-making. We will work to promote environmental stewardship throughout the community to ensure the quality, availability and efficient use of our natural resources, open space, and parkland for both current and future generations." The acquisition of the Parcel further implements this Plan and the open space goals of the Town. The acquisition of the Parcel by the Town will enhance the property values and the quality of life for adjacent residents. The proposed action is consistent with the Draft Generic Environmental Impact and Final Generic Environmental Impact Statement prepared for the Plan.

Based on this information and the documentation prepared by Town staff, it has been determined that the proposed action will not result in any adverse environmental impacts. It is also recommended that the Town Board adopt the attached negative declaration.

Respectfully Submitted


Ramsey A. Boehner
Environmental Review Liaison Officer

cc: M. Guyon, Paula Parker
attachment

State Environmental Quality Review
NEGATIVE DECLARATION
Notice of Determination of Non-Significance

Project Number: ER-5-22

Date: April 4, 2022

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Brighton Town Board, as lead agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: 2022 Open Space Acquisition and Financing

SEQR Status: Type 1

Conditioned Negative Declaration: No

Description of Action:

The proposed action is the financing and acquisition of one parcel of land (Parcel) containing approximately 44.32 acres located on south side of Westfall Road and the west side of Winton Road South within the Town of Brighton. The Town of Brighton proposes to fund the acquisition of the Parcel by authorizing the issuance of \$1,895,000 in serial bonds which will cover the land purchase of \$1,845,000 and \$50,000 in all other necessary legal, fiscal advisor, closing costs, and other miscellaneous fees. If fully implemented, borrowing \$1,895,000 will increase the property tax rate by approximately 3.62 cents per \$1000 of taxable assessed value or .7%. For every \$100,000 of taxable assessed value, property owners would pay approximately \$3.62 in Town taxes each year for the next 25 years.

Location: The Parcel is located on south side of Westfall Road and the west side of Winton Road South, Town of Brighton, Monroe County, State of New York

Reasons Supporting This Determination:

After considering the action contemplated and reviewing the Environmental Assessment Form prepared by the applicant and the Criteria for determining significance in the SEQR regulations (6 N.Y.C.R.R. Section 617.11), the Town Board finds that the proposed action will not result in any significant adverse environmental impacts based on the following finding:

1. The proposed action is consistent with the Town's Comprehensive Plan Envision 2028 (Plan). The Plan's Environment Policy states "Brighton's natural environment and resources play an important role in the community as ecological, aesthetic, and recreational assets. The continued preservation and enhancement of our wild areas,

woodlots, parks, wetlands, and waterways will remain a priority in all development efforts and decision-making. We will work to promote environmental stewardship throughout the community to ensure the quality, availability and efficient use of our natural resources, open space, and parkland for both current and future generations. The acquisition of the Parcel further implements this Plan and the open space goals of the Town. The acquisition of the Parcel by the Town will enhance the property values and the quality of life for adjacent residents.

2. The proposed action is consistent with the Buckland Park Master Plan (Master Plan). The Master Plan established a vision for Buckland Park that balances recreational needs, ecological enhancement, and agricultural history while connecting to both its natural and developed context. The Master plan provides the Town of Brighton with an innovative model for public parkland in the 21st century. As an integral part of the Brighton's activity infrastructure, the park will play an important socio-economic role in reducing health care costs by enhancing fitness of all age groups. Created through collaboration and cooperation, the park will successfully balance ecological sustainability with a diversity of healthy recreational opportunities. Responsive to both natural history and local culture, Buckland Park will provide a public resource of lasting environmental and community value. The acquisition of the Parcel further implements this Master Plan.
3. The proposed action is the financing and acquisition of one parcel of land (Parcel) containing approximately 44.32 acres located on south side of Westfall Road and the west side of Winton Road South within the Town of Brighton. The Town of Brighton proposes to fund the acquisition of the Parcel by authorizing the issuance of \$1,895,000 in serial bonds which will cover the land purchase of \$1,845,000 and \$50,000 in all other necessary legal, fiscal advisor, closing costs, and other miscellaneous fees. If fully implemented, borrowing \$1,895,000 will increase the property tax rate by approximately 3.62 cents per \$1000 of taxable assessed value or .7%. For every \$100,000 of taxable assessed value, property owners would pay approximately \$3.62 in Town taxes each year for the next 25 years. The anticipated increase to the property tax rate is not deemed to be significant.
4. The Parcel to be acquired is currently owned by Faith Temple and is exempt from paying real property taxes. The removal of the Parcel from the tax rolls will not impact the annual property tax revenues currently generated by the Parcel.
5. Currently, there are no development plans for the Parcel. As a result there will be minimal maintenance and operation costs associated with the acquisition of the Parcel. In the future, if recreational and/or passive plans are proposed for the Parcel, the associated budget impacts will receive close scrutiny during Town Board budget deliberations.
6. The Environmental Impact Statement prepared for the Faith Temple project identified historic and prehistoric places within or adjacent to the Parcel. In particular, a Phase IA literature research and sensitivity assessment indicated some sensitivity for prehistoric sites, and high sensitivity for historic sites. Subsequently, a Phase IB field investigation

in the form of shovel testing and surface survey produced one prehistoric site (Stray Finds) and two historic sites (Historic Scatter and Leonard Buckland Brickyard). The two historic sites are located in the northeast portion of the Parcel. These two sites will not be disturbed as a result of this action. Because the prehistoric artifacts were found in isolation, no site mitigation is recommended.

7. The Parcel is within 2,000 feet of a NYSDEC Remediation Site. Prior to the acquisition of the Parcel, a Phase I Environmental Site Assessment will be prepared that identifies potential or existing environmental contamination and liability associated with the Parcel. Any identified contamination will be mitigated in accordance with all federal, state and local regulations.
8. The acquisition of the Parcel, with no subsequent development, will not result in any potential adverse environmental impacts. Supplemental environmental review may occur later, if warranted, such as if active or passive recreational plans are proposed in the future for the Parcel that is more intensive and inconsistent with what was presented in the Town's Comprehensive Plan Envision 2028 and the Buckland Park Master Plan. In addition, further environmental review will be undertaken in the event of a proposed change of use or proposed development associated with the Parcel to the extent such review is required under the New York State Environmental Quality Review Act (SEQRA). Further, the approach undertaken as outlined herein to such environmental review under SEQRA is no less protective of the environment.

For further information:

Contact Person: Ramsey A. Boehner, Environmental Review Liaison Officer

Address: Town of Brighton
2300 Elmwood Avenue
Rochester, N.Y. 14618

Telephone: (585)784-5229



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

April 5, 2022

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

Dear Honorable Members,

Request for Town Board action to adopt a bond resolution for the purchase of approximately 44.32 acres of parkland.

Bond Resolution for \$1,895,000 (Parkland Purchase – S. Winton Road) (25 year repayment period)

Purchase 44.32 acres of land located on S. Winton Road and adjacent to the current Buckland Park location, parcel number 150.05-1-1.22.

The purchase price of the land is \$1,845,000 plus an additional \$50,000 which will include all related bonding fees, fiscal advisor fees, bond rating preparation fees, closing costs, advertising costs and any other costs/fees related to the acquisition of the property which will bring the total amount of the serial bond to \$1,895,000.

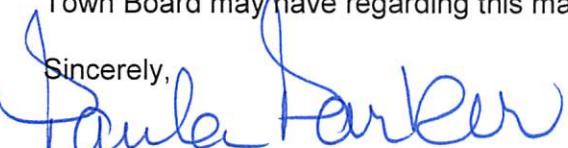
A bond resolution, as prepared by our Bond Counsel at Harris Beach, should be adopted at the April 13, 2022 Town Board meeting.

The bond repayment period is more than five years and for that reason is subject to permissive referendum. This requires 2/3rds majority vote by our Town Board (four of the five members). After the permissive referendum and estoppel period has past, the Town can go out to market to complete the bonding which will be sometime in mid-September.

Bond Counsel at Harris Beach has prepared the resolution and the notices for advertising the permissive referendum and estoppel periods and the schedule for each to be published.

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

Sincerely,


Paula Parker
Director of Finance



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

April 4, 2022

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

Dear Honorable Members,

I am requesting that your Honorable Body authorize and recommend an amendment to the Authorized Table of Organization for the Finance Department as follows:

- Add one position of Senior Office Account Clerk

With the upcoming retirement of the Assistance Director of Finance early this summer, it is necessary to add the position of Senior Office Account Clerk to our table of organization. The increasing workload in the Finance Department and for succession planning for other upcoming retirements makes this position necessary to ensure the smooth operation of the department. I would like to add this position to Group 4 of the Non-Represented Salary Schedule which is in line with our Senior Payroll Clerk positon. The actual step will be determined at the time of hire, depending on the qualifications and experience of the final candidate.

I would also like permission to begin the recruitment process for this position immediately.

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

Sincerely,

Paula Parker
Director of Finance

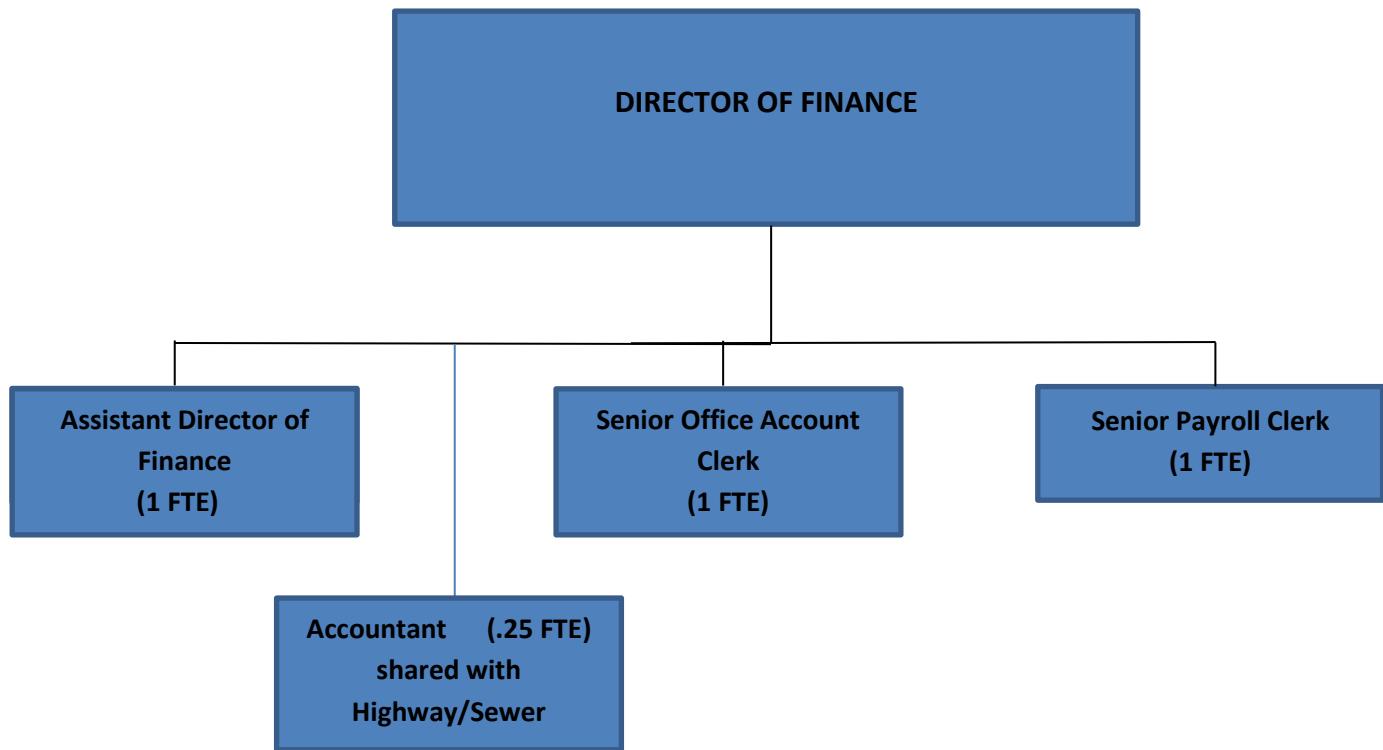
TOWN OF BRIGHTON

FINANCE DEPARTMENT

ORGANIZATIONAL CHART

(Proposed)

Effective April 13, 2022



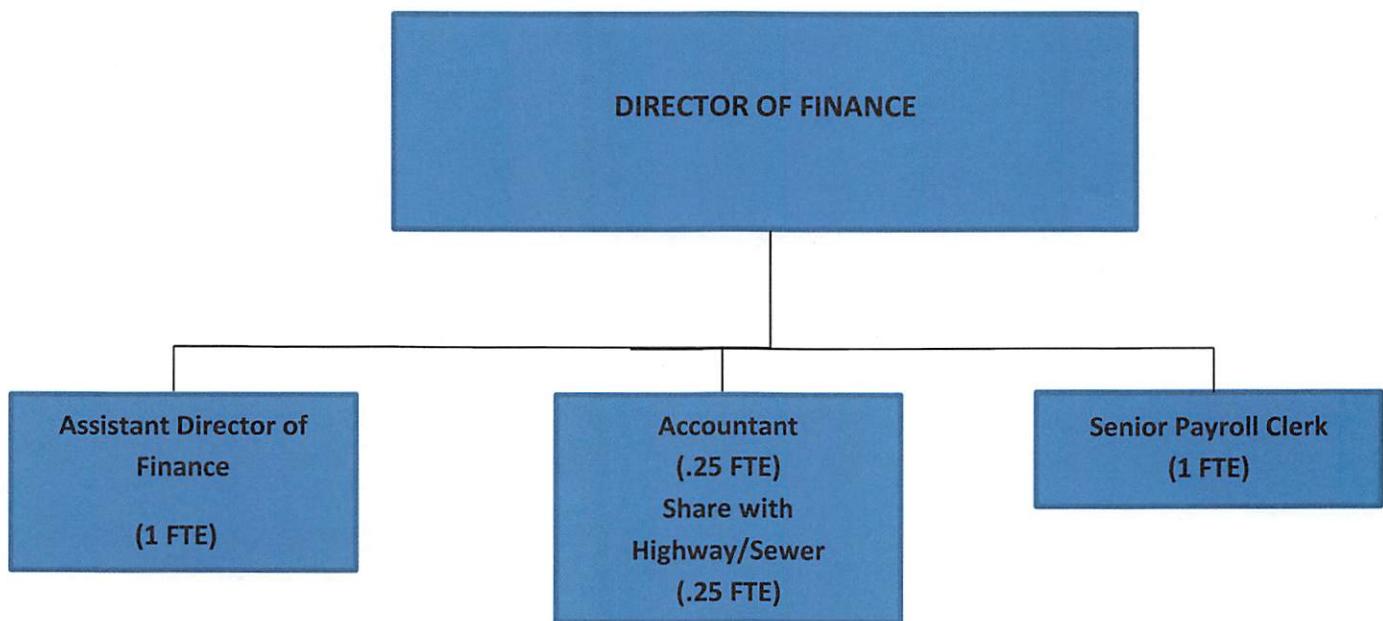
TOWN OF BRIGHTON

FINANCE DEPARTMENT

ORGANIZATIONAL CHART

(current)

Effective March 2018



Position Budgeted		Weekly Hours	Annual Salary		
Director of Finance - Paula Parker		40.0	116,890.00		
Assistant Director of Finance - Suzanne Zaso		40.0	102,000.00		
Senior Payroll Clerk - Gidget Williams		40.0	55,577.60	GRP 4 Step 1	
Accountant - Amy Banker		10.0	16,995.00		
	Total Salaries	130.0	291,462.60		
PROPOSED - Alternative 2					
Director of Finance - Paula Parker		40.0	116,890.00		
Assistant Director of Finance - Suzanne Zaso		35.0	102,000.00		
Senior Payroll Clerk - Gidget Williams		35.0	48,360.00	GRP 4 Step 1	
Accountant - Amy Banker		10.0	16,995.00		
Senior Account Clerk		35.0	48,360.00	GRP 4 Step 1	
				Annual COST	
	Total Salaries	155.0	332,605.00	(41,142.40)	
	Insurance for new employee		20,000.00	(61,142.40)	
PROPOSED - Alternative 2					
Director of Finance - Paula Parker		40.0	116,890.00		
Assistant Director of Finance - Suzanne Zaso		35.0	102,000.00		
Senior Payroll Clerk - Gidget Williams		35.0	51,087.00	GRP 4 Step 2	(to Step 3 in December \$57,505
Accountant - Amy Banker		10.0	16,995.00		
Senior Account Clerk		35.0	48,360.00		
				Annual Savings	
	Total Salaries	155.0	335,332.00	(43,869.40)	
	Insurance for new employee		20,000.00	(63,869.40)	

TOWN OF BRIGHTON

NON-REPRESENTED FULL-TIME EMPLOYEE SALARY AND WAGE SCHEDULE - 2022 BUDGET

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Group 1: Annual Wage (40 Hour/Week) for Title of:	\$ 35,984.00	\$ 37,731.20	\$ 39,707.20	\$ 41,683.20	\$ 43,763.20	\$ 45,947.20
Annual Wage (35 Hour/Week) for Title of:	\$ 31,486.00	\$ 33,014.80	\$ 34,743.80	\$ 36,472.80	\$ 38,292.80	\$ 40,203.80
Clerk IV						
Laborer						
Office Clerk IV						
Receptionist						
Group 2: Annual Wage (40 Hour/Week) for Title of:	\$ 41,350.40	\$ 43,513.60	\$ 45,718.40	\$ 48,048.00	\$ 50,440.00	\$ 52,936.00
Annual Wage (35 Hour/Week) for Title of:	\$ 36,181.60	\$ 38,074.40	\$ 40,003.60	\$ 42,042.00	\$ 44,135.00	\$ 46,319.00
Clerk III						
Office Clerk III						
Secretary to the Commissioner of Public Works						
Group 3: Annual Wage (40 Hour/Week) for Title of:	\$ 47,756.80	\$ 50,169.60	\$ 52,769.60	\$ 55,307.20	\$ 58,136.00	\$ 61,068.80
Annual Wage (35 Hour/Week) for Title of:	\$ 41,787.20	\$ 43,898.40	\$ 46,173.40	\$ 48,393.80	\$ 50,869.00	\$ 53,435.20
Clerk II						
Deputy Court Administrator						
Office Clerk II						
Group 4: Annual Wage (40 Hour/Week) for Title of:	\$ 55,577.60	\$ 58,385.60	\$ 61,339.20	\$ 64,355.20	\$ 67,558.40	\$ 70,928.00
Annual Wage (37.5 Hour/Week) for Title of:	\$ 52,104.00	\$ 54,736.50	\$ 57,505.50	\$ 60,333.00	\$ 63,336.00	\$ 66,495.00
Annual Wage (35 Hour/Week) for Title of:	\$ 48,630.40	\$ 51,087.40	\$ 53,671.80	\$ 56,310.80	\$ 59,113.60	\$ 62,062.00
Clerk I						
Clerk to Town Justice						
Deputy Receiver of Taxes						
Engineering Assistant						
Graphic Information Systems Analyst						
Recreation Supervisor						
Senior Network Technician						
Senior Payroll Clerk						