

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

**Meeting Date: Wednesday, May 4, 2022 (8:30 a.m.)**

**Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the April 19<sup>th</sup>, 2022 meeting.
2. Declare one (1) 2005 Chevy Silverado Pickup Truck (#45) as surplus to be sold at the May 14, 2022 Municipal Auction (Highway Dept.) – Request from Steve Zimmer for Town Board action to declare the 2005 Chevy Silverado pickup truck (VIN: 1GCHC24U35E3296807) as surplus to be sold at the May 14, 2022 Municipal Auction. This vehicle was replaced in 2019 as has reached its useful life (see letter from S. Zimmer).

3. Amend budget to reflect an increase in NYS various transportation related funding streams for the 2022-2023 State Fiscal Year (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	Pave NY	\$23,424.20
	D.HWY.5140.3501	CHIPS	\$60,067.93
	D.HWY.5140.3501	Extreme Winter	\$21,049.40
Expense:	D.HWY.5110.4.16	Road Materials	\$104,541.53

The additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from M. Guyon).

4. Amend budget to reflect the Pave Our Potholes (POP) a new NYS program for repair of town highways for the 2022-2023 State Fiscal Year (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	POP	\$46,879.47
Expense:	D.HWY.5110.4.16	Road Materials	\$46,879.47

New York State has authorized this new program and will fund this annually for the next five years. This additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from M. Guyon).

5. Approve the probationary promotion of Zack Potter from Laborer to the position of Skilled Laborer effective May 16, 2022 (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve the probationary promotion of Zack Potter from Laborer to Skilled Laborer effective May 16, 2022. This promotion is subject to the successful completion of a 26 week probationary period. Salary and all other terms of this promotion will be set per the CSEA Bargaining Unit agreement. (see letter from M. Guyon).
6. Extend contract with Bero Architecture, PLLC for one additional year per the original RFP award (Public Works Dept.) – Request from Ramsey Boehner for Town Board action to extend the contract with Bero Architecture, PLLC for an additional year as outlined in the 2021 RFP award. The current hourly rate remains unchanged and the total amount charged for a property survey update will not to exceed \$600; the total amount for each new property survey will not exceed \$2,200. Funds have been budgeted in A.HIST.7515 Historic Preservation budget (see letter from R. Boehner).
7. Create position of Employee Benefits Technician, amend table of organization and place position on Salary Schedule (Personnel Dept.) – Request from Tricia VanPutte for Town Board action to create the position of Employee Benefits Technician, amend to organizational table in the Personnel Department to include this new position and add this position title to Group 4 of the Town's Non-represented Employee Salary and Wage Schedule. This title has been approved by the Monroe County Civil Service Commission. (see letter from T. VanPutte).

**The next regularly scheduled meeting of the FASC will be held on  
WEDNESDAY, May 18, 2022 at 8:30 a.m. in the STAGE CONFERENCE ROOM  
at 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, April 19, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

Ken Gordon (Town Attorney)  
Mike Guyon (Highway/Public Works)

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 – Receive and file the minutes of the April 5, 2022 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Authorize solicitation of Local Design Engineering Services related to the French Road Bridge over Allen Creek as funding was approved through the Bridge NY Program (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation of proposals for engineering for a Local Design Service Agreement (LDSA) as related to the French Road Bridge over Allen Creek. Funds have been approved through the Bridge NY Program in the amount of \$757,681 (see letter from M. Guyon). 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:**

No matters for this meeting.

**Budget Amendments and Transfers:**

No matters for this meeting.

### **Other Matters for Action of the Town Board:**

Schedule mandatory referendum for the termination of the LOSAP and other related actions to this termination (WBFPD Fund) – The FASC discussed with Ken Gordon, Town Attorney, his request for Town Board authorization to take the necessary actions to schedule a mandatory referendum to terminate the LOSAP as pursuant to the State Supreme Court Order as filed with Monroe County Clerk's office on December 17, 2020. Mandatory referendum will be scheduled for May 24, 2022 at 7:00 pm at the First Bible Church, 1095 East Henrietta Road. Each vested member of the program will be paid out a proportionate amount as actuarially determined by PenFlex. Also to authorize payment to PenFlex per the Board approved contract (adopted resolution# 03-09-22-7) (see letter from K. Gordon).

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

Set 202-B Public Hearing for Sewer District Improvements/Equipment purchases for May 11, 2022 at 7:00 pm (Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to set a 202-B hearing for the Sewer District's purchase of a small dump truck (\$65,000), and partial funding of an excavator (\$75,000) and the contribution to the purchase and installation of outside lighting at the Operations Center (\$26,720) totaling \$166,720. Budget adjustments were made at the April 13<sup>th</sup> Board meeting to facilitate these purchases and no bonding will be necessary. The Public Hearing will be set for May 11, 2022 at 7:00 pm (see letter from M. Guyon).

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

Adopt Bond Resolution in the amount of \$435,000 for the purchase of two pieces of highway equipment (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to adopt a bond resolution in the amount of \$435,000 to purchase on (1) large heavy duty dump truck with dump box and snow plow equipment (\$280,000) and one excavator (\$155,000) at an estimated cost of \$230,000 with the Sewer Department contributing \$75,000 or one-third (1/3) toward the purchase. This bond will have a repayment period of ten (10) years and is subject to 2/3rds majority vote. The Sewer portion of the excavator purchase is subject to the 202-B Public Hearing process. The bond amount includes the cost of the equipment plus estimated fees relating to the bonding. 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). As a note: The date this resolution is placed on the Town Board meeting agenda may be changed pending the outcome of the 202-B Public Hearing as related to the excavator purchase.

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

### **Personnel Matters:**

Approve the probationary appointment of Eric Castle to the position of Part-Time Assistance Building Inspector effective May 16, 2022 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the probationary appointment of Eric Castle to the position of Part-Time Assistant Building Inspector effective May 16, 2022. Salary will be set at Group X, Step 1 of the Part-Time Permanent and Seasonal Employee Wage Schedule \$24.12 per hour for 20 hours per week. This position is competitive and Mr. Castle was hired off of the Monroe County Civil Service list. This appointment is subject to the successful completion of a 52 week probationary period at which time the appointment will become permanent (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

### **Executive Session:**

No matters for this meeting.

### **Other Matters for Discussion Only:**

Reminder – The summer schedule begins with our next FASC meeting on Wednesday, May 4<sup>th</sup>. Meeting will be on Wednesday mornings at 8:30 am until our September 6<sup>th</sup> meeting. I have attached a schedule for your reference. The attached schedule does also note some room changes for the May 18<sup>th</sup> and June 1<sup>st</sup> meetings.

### **Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**\*\*The FASC meeting was adjourned at 4:00 pm.**

**The next regularly scheduled meeting of the FASC will be held on Wednesday, May 4, 2022 at 8:30 AM 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)\*\***



**Amy Banker**  
Accountant

April 21, 2022

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

Dear Finance Committee Members:

I recommend that the following Highway Vehicle be declared surplus to our needs:

**2005 Chevy Silverado (#45) - OLD**  
**Asset # 296807**  
**VIN 1GCHC24U35E296807**

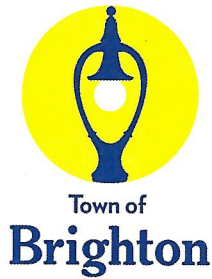
This vehicle was replaced in 2019 and has exceeded its useful life. I further recommend that this item be disposed of through a municipal auction scheduled for May 14, 2022.

I would be happy to answer any questions regarding this matter.

Sincerely,

Steve Zimmer  
Deputy Comm. of Public Works

Cc: Paula Parker, Suzanne Zaso, Mike Guyon, Amy Banker



## Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

April 21, 2022

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

Re: 2022-2023 CHIPS, Extreme Winter Recovery (EWR) and Pave-NY Funding  
New York State Adopted Budget

Dear Councilperson DiPonzio and Committee Members:

New York State recently adopted its 2022/2023 budget. The CHIPS, Pave NY and Extreme Winter Recovery budget adopted by the New York State exceeds the amount of funding allocated in the Town of Brighton 2022 budget. Table -1 compares the 2022 Town of Brighton budget versus the funding that was allocated to the Town of Brighton in the NYS adopted budget. A copy of the revised CHIPS, EWR and Pave-NY funding for the Town of Brighton is attached as Exhibit A for your reference.

Due to the increased funding for the Town of Brighton in the NYS Budget we are requesting to amend the Town's 2022 budget by increasing the revenues in account D.HWY.5140.3501 as shown in Table-1.

Table-1

Funding Source	Account	NYS Budget Funds, 2022-23	2022 Town Budget	2022 Town Budget Increase
Pave NY	D.HWY.5140.3501	\$ 70,319.20	\$ 46,895.00	\$ 23,424.20
Consolidated Highway Aid, (CHIPS)	D.HWY.5140.3501	\$ 265,517.93	\$ 205,450.00	\$ 60,067.93
Extreme Winter Recovery, (EWR)	D.HWY.5140.3501	\$ 60,140.40	\$ 39,091.00	\$ 21,049.40
<b>TOTALS =</b>		<b>\$ 395,977.53</b>	<b>\$ 291,436.00</b>	<b>\$ 104,541.53</b>

The CHIPS, Extreme Weather Recovery funds support the construction and repair of highways, bridges, highway-railroad crossings and other facilities that are not on the State Highway system. While the Pave-NY funding supports Highway resurfacing and reconstruction. Therefore, we are also requesting to amend the 2022 highway budget by increasing the expenses in account D.HWY.5110.4.16, by \$104,541.53.



As always, thank you for your consideration. I will be in attendance at the May 4, 2022 FASC meeting to answer any questions regarding this matter.

Respectfully,

Michael E. Guyon

Attachment

Cc Steve Zimmer  
Paula Parker  
Ken Gordon



# EXHIBIT A

## PaveNY

## Budget Proposal, Dated 12-Apr-2022

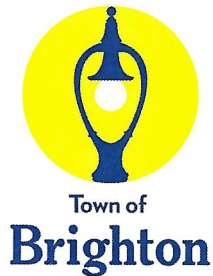
County	OSC Code	Municipality Name	21/22 PaveNY total	22/23 PaveNY total	22/23 PaveNY change	Percent changed
Monroe	260100000000	County of Monroe	1,821,386.19	1,825,895.38	4,509.19	0.25
			1,821,386.19	1,825,895.38	4,509.19	0.25
	260248000000	City of Rochester	1,253,769.50	1,252,620.68	-1,148.82	-0.09
			1,253,769.50	1,252,620.68	-1,148.82	-0.09
	260309200000	Town of Brighton	70,340.11	70,319.20	-20.91	-0.03
	260316000000	Town of Chili	59,162.10	59,136.17	-25.93	-0.04
	260316600000	Town of Clarkson	8,532.85	8,527.82	-5.03	-0.06
	260331600000	Town of Gates	59,371.19	59,351.21	-19.98	-0.03
	260334100000	Town of Greece	150,277.45	150,218.16	-59.29	-0.04
	260336400000	Town of Hamlin	24,036.84	24,036.11	-0.73	0.00
	260338800000	Town of Henrietta	75,550.02	75,519.61	-30.41	-0.04
	260341900000	Town of Irondequoit	123,417.96	123,383.22	-34.74	-0.03
	260352200000	Town of Mendon	23,971.58	23,964.34	-7.24	-0.03
	260360600000	Town of Ogden	28,985.79	28,972.12	-13.67	-0.05
	260364200000	Town of Parma	13,899.82	13,896.63	-3.19	-0.02
	260364900000	Town of Penfield	71,220.81	71,188.65	-32.16	-0.05
	260365000000	Town of Perinton	85,548.19	85,510.36	-37.83	-0.04
	260366900000	Town of Pittsford	58,678.44	58,655.63	-22.81	-0.04
	260371400000	Town of Riga	15,289.37	15,285.31	-4.06	-0.03
	260372900000	Town of Rush	16,779.60	16,774.53	-5.07	-0.03
	260381900000	Town of Sweden	19,214.67	19,210.43	-4.24	-0.02
	260388500000	Town of Webster	58,271.38	58,241.29	-30.09	-0.05
	260390400000	Town of Wheatland	17,315.46	17,311.59	-3.87	-0.02
			979,863.63	979,502.38	-361.25	-0.04
	260481900560	Village of Brockport	29,060.24	29,044.78	-15.46	-0.05
	260471400990	Village of Churchville	3,345.53	3,341.36	-4.17	-0.12
	260425251450	Village of East Rochester	32,708.19	32,693.24	-14.95	-0.05

**NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION  
Consolidated Local Street and Highway Improvement Program (CHIPS)  
Budget Proposal, Dated 12-APR-22**

County	OSC Code	Municipality Name	21/22 REG CAP portion	21/22 CONV CAP portion	21/22 CHIPS total	22/23 REG CAP portion	22/23 CONV CAP portion	22/23 CHIPS total	22/23 CHIPS change	Percent changed
Monroe	260100000000	County of Monroe	5,589,892.05	685,727.58	6,275,619.63	5,601,622.75	687,166.63	6,288,789.38	13,169.75	0.21
			5,589,892.05	685,727.58	6,275,619.63	5,601,622.75	687,166.63	6,288,789.38	13,169.75	0.21
	260248000000	City of Rochester	3,994,764.18	490,048.33	4,484,812.51	3,991,775.49	489,681.70	4,481,457.19	-3,355.32	-0.07
			3,994,764.18	490,048.33	4,484,812.51	3,991,775.49	489,681.70	4,481,457.19	-3,355.32	-0.07
	260309200000	Town of Brighton	236,559.65	29,019.37	265,579.02	236,505.24	29,012.69	265,517.93	-61.09	-0.02
	260316000000	Town of Chili	196,270.84	24,077.04	220,347.88	196,203.40	24,068.77	220,272.17	-75.71	-0.03
	260316600000	Town of Clarkson	27,888.11	3,421.11	31,309.22	27,875.01	3,419.50	31,294.51	-14.71	-0.05
	260331600000	Town of Gates	198,908.18	24,400.56	223,308.74	198,856.18	24,394.18	223,250.36	-58.38	-0.03
	260334100000	Town of Greece	500,732.09	61,426.07	562,158.16	500,577.83	61,407.15	561,984.98	-173.18	-0.03
	260336400000	Town of Hamlin	79,829.83	9,792.93	89,622.76	79,827.92	9,792.69	89,620.61	-2.15	0.00
	260338800000	Town of Henrietta	251,537.60	30,856.75	282,394.35	251,458.47	30,847.05	282,305.52	-88.83	-0.03
	260341900000	Town of Irondequoit	415,652.49	50,989.12	466,641.61	415,562.10	50,978.03	466,540.13	-101.48	-0.02
	260352200000	Town of Mendon	79,248.64	9,721.64	88,970.28	79,229.80	9,719.32	88,949.12	-21.16	-0.02
	260360600000	Town of Ogden	95,871.89	11,760.85	107,632.74	95,836.34	11,756.48	107,592.82	-39.92	-0.04
	260364200000	Town of Parma	46,129.34	5,658.81	51,788.15	46,121.05	5,657.79	51,778.84	-9.31	-0.02
	260364900000	Town of Penfield	236,020.79	28,953.27	264,974.06	235,937.13	28,943.01	264,880.14	-93.92	-0.04
	260365000000	Town of Perinton	283,740.96	34,807.22	318,548.18	283,642.54	34,795.14	318,437.68	-110.50	-0.03
	260366900000	Town of Pittsford	195,626.67	23,998.02	219,624.69	195,567.33	23,990.74	219,558.07	-66.62	-0.03
	260371400000	Town of Riga	51,566.49	6,325.79	57,892.28	51,555.93	6,324.49	57,880.42	-11.86	-0.02
	260372900000	Town of Rush	56,407.32	6,919.62	63,326.94	56,394.15	6,918.00	63,312.15	-14.79	-0.02
	260381900000	Town of Sweden	64,136.21	7,867.75	72,003.96	64,125.18	7,866.40	71,991.58	-12.38	-0.02
	260388500000	Town of Webster	191,707.43	23,517.24	215,224.67	191,629.16	23,507.64	215,136.80	-87.87	-0.04
	260390400000	Town of Wheatland	58,323.21	7,154.65	65,477.86	58,313.13	7,153.41	65,466.54	-11.32	-0.02
			3,266,157.74	400,667.81	3,666,825.55	3,265,217.89	400,552.48	3,665,770.37	-1,055.18	-0.03
	260425251450	Village of East Rochester	109,181.07	13,393.52	122,574.59	109,142.18	13,388.75	122,530.93	-43.66	-0.04
	260452202370	Village of Honeoye Falls	25,083.38	3,077.04	28,160.42	25,071.27	3,075.55	28,146.82	-13.60	-0.05
	260460604770	Village of Spencerport	59,981.91	7,358.14	67,340.05	59,954.56	7,354.79	67,309.35	-30.70	-0.05

NEW YORK STATE OF DEPARTMENT OF TRANSPORTATION  
Extreme Winter Recovery Program  
Budget Proposal, Dated 12-Apr-2022

County	OSC Code	Municipality Name	21/22 Ext. Winter total	22/23 Ext. Winter total	22/23 Ext. Winter change	Percent changed
Monroe	260100000000	County of Monroe	955,994.13	955,994.13	0.00	0.00
			955,994.13	955,994.13	0.00	0.00
	260248000000	City of Rochester	822,994.79	822,994.79	0.00	0.00
			822,994.79	822,994.79	0.00	0.00
	260309200000	Town of Brighton	60,140.40	60,140.40	0.00	0.00
	260316000000	Town of Chili	47,556.30	47,556.30	0.00	0.00
	260316600000	Town of Clarkson	6,387.77	6,387.77	0.00	0.00
	260331600000	Town of Gates	49,906.46	49,906.46	0.00	0.00
	260334100000	Town of Greece	123,250.82	123,250.82	0.00	0.00
	260336400000	Town of Hamlin	19,419.64	19,419.64	0.00	0.00
	260338800000	Town of Henrietta	61,739.43	61,739.43	0.00	0.00
	260341900000	Town of Irondequoit	106,181.35	106,181.35	0.00	0.00
	260352200000	Town of Mendon	18,957.76	18,957.76	0.00	0.00
	260360600000	Town of Ogden	22,975.49	22,975.49	0.00	0.00
	260364200000	Town of Parma	11,191.69	11,191.69	0.00	0.00
	260364900000	Town of Penfield	56,963.25	56,963.25	0.00	0.00
	260365000000	Town of Perinton	68,692.14	68,692.14	0.00	0.00
	260366900000	Town of Pittsford	48,245.71	48,245.71	0.00	0.00
	260371400000	Town of Riga	13,237.42	13,237.42	0.00	0.00
	260372900000	Town of Rush	14,319.67	14,319.67	0.00	0.00
	260381900000	Town of Sweden	15,884.70	15,884.70	0.00	0.00
	260388500000	Town of Webster	45,034.56	45,034.56	0.00	0.00
	260390400000	Town of Wheatland	14,905.51	14,905.51	0.00	0.00
			804,990.07	804,990.07	0.00	0.00
	260481900560	Village of Brockport	23,222.38	23,222.38	0.00	0.00
	260471400990	Village of Churchville	1,784.73	1,784.73	0.00	0.00
	260425251450	Village of East Rochester	27,045.53	27,045.53	0.00	0.00



## Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

April 25, 2022

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

Re: 2022-2023 Pave Our Potholes, (POP) Funding  
New York State Adopted Budget

Dear Councilperson DiPonzio and Committee Members:

New York State recently enacted the Pave Our Potholes, (POP) program. This program authorizes \$100 million annually for the next five years to cities, counties, towns and villages that report local roadway mileage to NYSDOT pursuant to the Local Highway Inventory (LHI). Eligible project activities include highway resurfacing and highway reconstruction projects with a service life of ten years or more. The Town of Brighton was apportioned \$46,879.47 in the SFY 2022-23 Budget. A copy of the revised POP funding award for the Town of Brighton is attached as Exhibit A for your reference.

Due to the increased funding for the Town of Brighton in the NYS Budget we are requesting to amend the Town's 2022 budget by increasing the revenues in account D.HWY.5140.3501 as shown in Table-1.

Table-1

Funding Source	Account	NYS Budget Funds, 2022-23	2022 Town Budget	2022 Town Budget Increase
Pave Our Potholes, (POP)	D.HWY.5140.3501	\$ 46,879.47	\$ -	\$ 46,879.47
<b>TOTALS =</b>		<b>\$ 46,879.47</b>	<b>\$ -</b>	<b>\$ 46,879.47</b>

The POP funds support the resurfacing and reconstruction of roadways that are not on the State Highway system. Therefore, we are also requesting to amend the 2022 highway budget by increasing the expenses in account D.HWY.5110.4.16, by \$46,879.47.



As always, thank you for your consideration. I will be in attendance at the May 4, 2022 FASC meeting to answer any questions regarding this matter.

Respectfully,

Michael E. Guyon

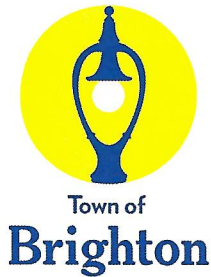
Attachment

Cc Steve Zimmer  
Paula Parker  
Ken Gordon



# EXHIBIT A

Monroe		City Sub Total	835,080.45
Monroe	260309200000	Town of Brighton	46,879.47
Monroe	260316000000	Town of Chili	39,424.12
Monroe	260316600000	Town of Clarkson	5,685.21
Monroe	260331600000	Town of Gates	39,567.47
Monroe	260334100000	Town of Greece	100,145.44
Monroe	260336400000	Town of Hamlin	16,024.07
Monroe	260338800000	Town of Henrietta	50,346.41
Monroe	260341900000	Town of Irondequoit	82,255.48
Monroe	260352200000	Town of Mendon	15,976.22
Monroe	260360600000	Town of Ogden	19,314.75
Monroe	260364200000	Town of Parma	9,264.42
Monroe	260364900000	Town of Penfield	47,459.10
Monroe	260365000000	Town of Perinton	57,006.90
Monroe	260366900000	Town of Pittsford	39,103.75
Monroe	260371400000	Town of Riga	10,190.21
Monroe	260372900000	Town of Rush	11,183.02
Monroe	260381900000	Town of Sweden	12,806.95
Monroe	260388500000	Town of Webster	38,827.53
Monroe	260390400000	Town of Wheatland	11,541.06
Monroe		Town Sub Total	653,001.58
Monroe	260481900560	Village of Brockport	19,363.19
Monroe	260471400990	Village of Churchville	2,227.57
Monroe	260425251450	Village of East Rochester	21,795.49
Monroe	260465001630	Village of Fairport	21,854.30
Monroe	260464202310	Village of Hilton	14,368.87
Monroe	260452202370	Village of Honeoye Falls	5,083.61
Monroe	260466903940	Village of Pittsford	4,924.43
Monroe	260490404510	Village of Scottsville	6,371.15
Monroe	260460604770	Village of Spencerport	12,117.75
Monroe	260488505240	Village of Webster	15,653.31
Monroe		Village Sub Total	123,759.67
Montgomery	270100000000	County of Montgomery	552,421.29
Montgomery		County Sub Total	552,421.29
Montgomery	270202000000	City of Amsterdam	111,688.86
Montgomery		City Sub Total	111,688.86
Montgomery	270302100000	Town of Amsterdam	9,151.56
Montgomery	270312000000	Town of Canajoharie	19,860.75
Montgomery	270314500000	Town of Charleston	17,593.35
Montgomery	270329100000	Town of Florida	22,614.80
Montgomery	270333000000	Town of Glen	14,227.16
Montgomery	270353600000	Town of Minden	18,085.58
Montgomery	270354000000	Town of Mohawk	16,471.06
Montgomery	270363500000	Town of Palatine	15,120.88
Montgomery	270372100000	Town of Root	18,766.01
Montgomery	270373600000	Town of St Johnsville	8,083.77
Montgomery		Town Sub Total	159,974.92



## Public Works Department

Mike Guyon, P.E.  
Commissioner of Public  
Works

April 21, 2022

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

re: Proposed Promotion  
Laborer to Skilled Laborer

Dear Chairman DiPonzio and Committee Members:

The Town Highway Department currently has two Skilled Laborer vacancies. A vacancy for a skilled laborer with expertise in tree trimming was posted on March 11, 2022. We received three applicants for this position and selected Zachariah Potter. Therefore, I am recommending:

- 1) Mr. Zack Potter be promoted from laborer to Skilled Laborer, effective May 16, 2022 subject to Town Board action;
- 2) The promotion is subject to a 26-week probationary period effective as of May 16, 2022;
- 3) The other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

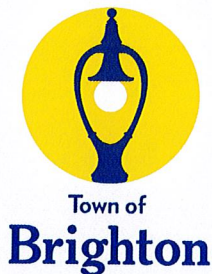
This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2022 budget. Mr. Potter is a well-qualified candidate as demonstrated by his experience.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 4, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon  
Commissioner of Public Works

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



## Building and Planning Department

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

**Ramsey Boehner**  
Town Planner

April 27, 2022

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

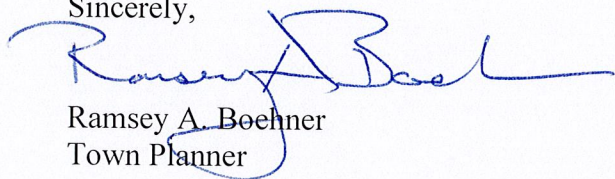
Re: Award of Professional Service Contract  
Bero Architecture PLLC  
Cultural Resources Surveys Update and Preparation

Honorable Members:

The Historic Preservation Commission is responsible for the designation of landmarks. Cultural Resources Surveys provide important information to the Commission in determining if properties are worthy of landmark designation. As previously authorized in 2021, I prepared and distributed a request for proposal (RFP) seeking professional services to update and prepare Cultural Resources Surveys pursuant to our standard procedure. The professional service contract was awarded to Bero Architecture PLLC in the hourly rate proposed and for a not to exceed amount of \$600 per property survey update and \$2,200 per new survey. The RFP process and the executed contract with Bero Architecture PLLC provide the option of renewing the contract for an additional year.

I recommend that the contract be renewed with Bero Architecture PLLC for an additional year. Funds are available A.HIST.7515.4.52.

Sincerely,



Ramsey A. Boehner  
Town Planner

cc: Mike Guyon, Jeff Frisch, Rick DiStefano, Ken Gordon

I:\Ramsey\Town Board\FinanceCommitteeletterHPCConsultingServices2022 bero extention



## Personnel Department

**Tricia Van Putte**  
Director of Personnel

May 2, 2022

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

Re: Create new title; amend the Non-Represented Employee Salary and Wage Schedule;  
amend the Authorized Table of Organization in the Personnel Department

Dear Honorable Members:

I am requesting that your Honorable Body authorize the following actions:

- a. Create the title of Employee Benefits Technician as approved by Monroe County Civil Service;
- b. Amend the table of organization for the Personnel Department to include this new title;
- c. Amend the Town's Non-Represented Employee Salary and Wage Schedule to include the new title of Employee Benefits Technician under Group 4 of the schedule.

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

Sincerely,

Tricia VanPutte  
Director of Personnel

cc: W. Moehle  
K. Gordon  
P. Parker

## **EMPLOYEE BENEFITS TECHNICIAN**

Code No. 3-18-351  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for developing, implementing and analyzing a variety of benefits for employees, retirees and retiring employees. The employee also assists with benefit activities for employees. Responsibilities include interpreting and applying new and existing Federal, State and local laws, rules and regulations governing benefits in order to provide appropriate benefits, identify alternative benefits, address conflicting laws, and ensure compliance. The employee works closely with state and local benefit providers, and other department staff in order to develop and establish new and revised programs, and administer existing programs. The employee reports directly to, and works under the general supervision of an administrator with wide leeway allowed for the exercise of independent judgment. Does related work as required.

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

Coordinates benefits for employees, retirees and retiring employees;

Works closely with benefit providers, federal, state, and local agencies such as Social Security Administration and New York State Employee Retirement System (NYSERS);

Analyzes and interprets Federal, State and local laws to determine impact on employees and retirees and existing plans;

Reviews and balances medical billing, disputes improper billing, and resolves discrepancies;

Oversees the development of various new retirement plans for employees, establishes enrollment periods, interprets eligibility criteria, and conducts informational sessions;

Assists other staff with organizing and conducting weekly benefits orientation sessions, periodic open enrollment sessions, flexible spending open enrollments, benefits fairs, and pre-retirement seminars for employees;

Researches and approves/denies applications for retro-active retirement system membership;

Participates in the selection process for new vendors;

Maintains records and prepares reports for NYSERS, Social Security, Flexible Spending Account, and other employee benefit programs to meet mandated reporting requirements.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State Retirement System requirements, regulations and various retirement plans; good knowledge of Social Security laws, and regulations as related to retirees; good knowledge of various medical and dental plans, past and present as they apply to employees and retirees including Medicare and Medicaid; good knowledge of Federal and State laws such as COBRA, OBRA, TEFRA, and DEFRA; good knowledge of benefits such as Deferred Compensation, and Flexible Spending; working knowledge of collective bargaining agreements, past and present as they apply to employees and retirees; analytical skill; ability to interpret and apply Federal, State and local rules and regulations governing retirement benefits, particularly those that conflict; ability to establish and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to address groups; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Six (6) years paid full-time or its part-time equivalent experience responsible for benefits administration, three (3) years of which must have involved retirement benefits; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above, three (3) years of which must have involved retirement benefits; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above that involved retirement benefits; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**NOTE:** Successful completion of the Certified Employee Benefits Specialist (CEBS) program may substitute for one year of the required experience.

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

**ADOPTED:** October 3, 1996

**REVISED:** March 9, 2000

**REVISED:** October 4, 2001

**REVISED:** January 3, 2019