

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

Meeting Date: Wednesday, July 6, 2022 (8:30 a.m.)

Location: *AUDITORIUM*, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the June 15th, 2022 meeting.
2. Approve an appointment to the position of Laborer in the Sewer Department effective July 25, 2022 (Sewer Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of Nicholas Crandall to the position of Laborer effective July 25, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This positon is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).
3. Approve an appointment to the position of Laborer in the Highway Department effective July 25, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of Timmie Kenyon, Jr. to the position of Laborer effective July 25, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This positon is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).
4. Approve an appointment to the position of Laborer in the Sewer Department effective August 1, 2022 (Sewer Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of Anthony Rogers to the position of Laborer effective August 1, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This positon is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).
5. Approve a probationary appointment to the position of Assistant Fire Marshal, part-time in the Public Works Department effective July 18, 2022 (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve the probationary appointment of Edward Gerger to the position of Assistant Fire Marshal part-time effective July 18, 2022. The hourly salary for this position is \$21.51 as outlined on the Town of Brighton's Flat Salaried / Wage Positions Schedule for a 20 hour work week. Mr. Gerger must also successfully complete a 52 week probationary period. Funds are available in the A.DPW. 3410 budget to accommodate this appointment (see letter from M. Guyon).

6. Accept SAM Grant in the amount of \$750,000 for the East Avenue Sidewalk Extension project (Public Works Dept.) – Request from Evert Garcia for Town Board action to accept a SAM (State and Municipal Facilities Program) Grant in the amount of \$750,000 for the East Avenue Sidewalk Extension Project. Further authorize the Supervisor, Town Attorney, and/or his designee to execute any and all documents related to the grant. Further, authorize the Finance Department to make the necessary budget modifications to accommodate the grant and the costs related to the project (see letter from E. Garcia).
7. Award Landfill Yard Waste Processing & Disposal Services for 2022 (Public Works Dept.) – Request from Chad Roscoe for Town Board action to award the bid for Landfill Yard Waste Processing & Disposal Services for 2022 to the lowest responsible bidder, Green Renewables, Inc. Green Renewables, Inc. will provide the services as outlined in the bid at no cost to the Town and will make an annual payment to the Town of \$10,125. Further, authorize the Supervisor to execute two one-year renewal options (see letter from C. Roscoe).
8. Amend Part Time & Seasonal Employee Wage Schedule to change Group X of this schedule (Finance & Recreation Depts.) – Request from Paula Parker and Rebecca Cotter for Town Board action to amend the Part Time & Seasonal Employee Wage Schedule. We will be removing the titles of Micro Computer Support Technician and Senior Payroll Clerk from Group X and adding the Lifeguard positions as follows:

Group X: (Lifeguards)	Step A	Step B
a. Lifeguard II	\$18.00	\$18.40
b. Supervising Lifeguard	\$19.00	\$19.40
c. Supervising Lifeguard I	\$19.50	\$19.90

 These titles will also be removed from Groups VI, VII and IX respectively. In addition the title of Lifeguard Instructor will be removed from the schedule as it is no longer used. The rates for these positions will be effective Nunc Pro Tunc, June 23, 2022. These rate increases are essential to be competitive with other organizations and to recruit and retain qualified staff for our summer season (see letter from P. Parker & R. Cotter).
9. Correction Note: Effective June 6th the new full time Recreation Leader, Colin Dawley was hired. There was a typo in the communication submitted for the salary schedule which reflected Group 1 and not Group 2. After consulting Town Attorney, Ken Gordon, it was determined that no further action is needed.
10. Executive Session: Discuss the employment of particular person/people.

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, July 20, 2022 at 8:30 a.m. in the
AUDITORIUM 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 Wednesday June 15, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Lisa Pavlovych (Justice Court)
Ken Gordon (Town Attorney)
David Catholdi (Police Department)
Mike Guyon (Public Works/Highway)
Evert Garcia (Public Works)
Steve Zimmer (Highway/Sewer)
Mike DeSain (Police Department)
Connor Kimball (Enterprise Fleet Consultant)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 June 1, 2022 meeting.

There was a motion by Robin Wilt at 8:42 am to enter an executive session to discuss the employment of a particular person. This was seconded by Supervisor Moehle and all voted aye.

Personnel Matters (Executive Session):

Approve a probationary appointment to the position of Clerk to Town Justice II in the Justice Court effective July 18, 2022 (Justice Court Dept.) – The FASC discussed with Lisa Pavlovych her request for Town Board action to approve a probationary appointment to the positon of Clerk to the Town Justice II effective July 18, 2022. The starting annual salary for this positon is \$43,898.40 – Group 3 Step 2 of the 2022 Non-Represented Employee Salary Schedule (35 hour work week). This position is exempt; however the permanent appointment is contingent upon the successful completion of a 52 week probationary period, with all other terms and conditions as outlined in the Town's policies for the Non-Represented employees (see letter from L. Pavlovych).

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

There was a motion by Supervisor Moehle at 8:45 am to end the executive session and continue with the regular meeting. This was seconded by Robin Wilt and all votes aye.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Approve NYS DOT Use and Occupancy Permit #40987 review of terms and acknowledgement for Brighton Town Park (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to approve and authorize the Supervisor to sign the review acknowledgement of the terms and conditions of the current NYS DOT Use and Occupancy permit #40987 for Brighton Town Park at 777 Westfall Road. This agreement is a temporary license for the Town to use the State's property in accordance with the conditions and regulations outlined in the agreement. This is a review and acknowledgment of those terms and not a renewal. The renewal of this agreement is scheduled for 2028 (see letter from E. Garcia).

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

*Note: Ken Gordon will confirm if this an action item for the Town Board

Budget Amendments and Transfers:

Approve use of Forfeited funds for the purchase of the Pivotal Trainer Rotating Firearm System along with the budget amendment (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve the use of “Proceeds of Forfeited Property” funds in the amount of \$2,500 for the purchase of the Pivotal Trainer Rotating Fire Arm System from Triumph Systems, Inc. This system is highly versatile and would greatly enhance the firearms training by providing multiple and more realistic shooting scenarios. The US Attorney’s Office has been consulted and they concur with this use of seized forfeiture asset funds. Further to approve an amendment to the Police Department’s 2022 budget as follows:

Increase: A.POLCE.3125.2.17	Law Enforcement Equip.	\$2,500
From: A.889.JSTCE	Forfeited Property	\$2,500

(see letter from D. Catholdi).

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

Personnel Matters:

Approve an appointment to the position of Laborer in the Highway Department effective July 11, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the appointment of Camryn Hamel to the position of Laborer effective July 11, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This position is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).

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

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

Connor Kimball of Enterprise Fleet Management presented information regarding a leasing program for the Town. The Town would lease passenger type and small dump truck type vehicles for the Highway and Sewer Departments. Connor reviewed the general program and the financial review. Deputy Police Chief Mike DeSain also join the discussion. Ken Gordon asked several questions regarding the program. Connor will provide additional documentation as requested. This item will remain on the agenda for further discussion.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

At 9:56 am, there was a motion by Supervisor Moehle to enter into an executive session to discuss litigation. This was seconded by Robin Wilt and all voted aye. At 10:20 am there was a motion to end the executive session by Supervisor Moehle. This was seconded by Robin Wilt and all voted aye.

Upon returning to regular session, the meeting was adjourned at 10:21 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, July 6, 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)****



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 23, 2022

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

Re: Proposed Permanent Hiring
Laborer Position (**Sewer** Department)

Dear Chairperson DiPonzio and Committee Members:

The Sewer Department is seeking to fill vacant laborer positions. We continue to look for qualified candidates and we feel that Nicholas Crandall has the necessary experience and construction background to immediately assist our crews with their daily workload. Therefore, I am recommending:

- 1) Nicholas Crandall, 43 Post Hill, Henrietta, New York be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be Monday July 25, 2022 with the starting wage to be \$20.23/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

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

As always, thank you for your consideration. Steve Zimmer will be in attendance at your regularly scheduled July 6, 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



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 23, 2022

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

Re: Proposed Permanent Hiring
Laborer Position (Highway Department)

Dear Chairperson DiPonzio and Committee Members:

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

- 1) Timmie Kenyon Jr. 85 Campus Drive, Rochester New York 14623 be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be Monday July 25, 2022 with the starting wage to be \$20.23/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

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

As always, thank you for your consideration. Steve Zimmer will be in attendance at your regularly scheduled July 6, 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



Town of
Brighton

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 23, 2022

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

Re: Proposed Permanent Hiring
Laborer Position (**Sewer** Department)

Dear Chairperson DiPonzo and Committee Members:

The Sewer Department is seeking to fill vacant laborer positions. We continue to look for qualified candidates and we feel that Anthony Rogers has the necessary experience and construction background to immediately assist our crews with their daily workload. Therefore, I am recommending:

- 1) Anthony Rogers, 124 Stockton Lane, Rochester, New York 14625 be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be Monday August 1, 2022 with the starting wage to be \$20.23/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

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

As always, thank you for your consideration. Steve Zimmer will be in attendance at your regularly scheduled July 6, 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



Town of
Brighton

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 24, 2022

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

RE: Part-Time Assistant Fire Marshal Appointment

Dear Council Person DiPonzo and Committee Members:

As you are aware David Kaltenbach tendered his retirement as a part-time Assistant Fire Marshal in May 2022. We are seeking to replace this position. We interviewed two candidates and Edward Gerger was selected as the most qualified. We have attached a copy of his resume for the committee's reference. We are requesting that Edward Gerger be appointed as a Part-Time Assistant Fire Marshal effective Monday July 18, 2022.

The position is subject to a 52-week probationary period with a starting hourly rate of \$21.51 per hour. As mentioned this is a part-time position which includes a 20-hour work week.

This position is funded in 2022 therefore, there are sufficient funds in account A.DPW.3410 1.10 to accommodate the hours and hourly rate. No additional funds are being requested.

Thank you for your consideration in this matter.

Sincerely,

Michael E. Guyon
Town of Brighton DPW

Attachment

Cc Paula P.
 Chris R.
 Bridget Monroe
 Ken Gordon

EDWARD (TED) GERGER

41 Hartwood Drive Rochester NY 14623 | 585-750-1000 | edwardgerger@gmail.com

June 6, 2022

Christopher Roth
Chief Fire Marshal
2300 Elmwood Avenue
Rochester, New York 14618

Dear Chief Roth:

I am writing today to express my interest in the position of Part-time Deputy Fire Marshal. Over 24 years as a career firefighter has allowed me to experience many aspects of emergency services. I have worked in an industrial setting at Eastman Kodak as a security officer and as a Firefighter/EMT/Haz-Mat Technician. I have worked part time in Henrietta as a part time Fire Inspector and as a part time Assistant Fire Marshal (Civil service appointed) with 11 years combined. I have learned a great deal working in a large town with a very diverse commercial development. I am fortunate to see the fire service side of the necessity of solid inspection/code enforcement as career firefighter in Henrietta and now as a Lieutenant.

I believe that my combination of life experience, training and officer experience make me a good candidate for this position.

Sincerely,

Edward (Ted) Gerger

EDWARD GERGER

41 Hartwood Drive Rochester NY 14623 (585)750-1000 edwardgerger@gmail.com

Goal

My goal is to continue to grow and develop as a leader in the fire service. I am currently enrolled to complete my Bachelor's Degree in Fire Administration at Columbia Southern University. I also will continue to seek out training to further my knowledge in all aspects of the fire service.

Experience

Henrietta Fire District

Lieutenant EMT / March 2021 to Present

First line supervisor assigned currently to Station 5, Group 3. Previously assigned to Station 4 Group 2. Member of the safety committee, bailout trainer, awards committee as well as continue as Chairperson of the Station 6 construction project.

Firefighter EMT / March 2008 March 2021

Protecting residents and visitors from the effects of fire, medical emergencies, or other conditions created by man or nature. Additional duties of car seat technician and bailout training instructor. Served on several committees including Safety, air pack selection, bailout training, awards, and most recently Chairperson of Station 6 building committee.

Town of Henrietta

Building and Fire Prevention

Assistant Fire Marshal / June 2015 to present (Fire Inspector May 2003 to 2007)

Civil Service, part-time. Conducting fire and life safety inspections, utilizing NYS Fire Prevention Code, NYS Property Maintenance Code and Local Law. Assist the Fire Marshal for emergency call out requests for fires, building damage or other requests from the Fire District or local law enforcement.

EDWARD GERGER

41 Hartwood Drive Rochester NY 14623 (585)750-1000 edwardgerger@gmail.com

Goal

My goal is to continue to grow and develop as a leader in the fire service. I am currently enrolled to complete my Bachelor's Degree in Fire Administration at Columbia Southern University. I also will continue to seek out training to further my knowledge in all aspects of the fire service.

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Town of Henrietta

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Town of
Brighton

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

June 28, 2022

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

Re: East Avenue Sidewalk Extension
State and Municipal Facilities Program Grant
Project ID: 25038

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton received a State and Municipal Facilities Program Grant in the amount of \$750,000 to fund the East Avenue sidewalk extension. 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. Finally, the grant award requires that the Town Supervisor and Town Attorney endorse a Certificate of Municipal Site Control. I am requesting that FASC recommend that the Town Board accept the grant award and authorize the Supervisor, Town Attorney and/or his designee to execute any document related to the grant. Furthermore, I am requesting that the Finance Department be authorized to make the necessary budget amendments for the project.

Evert Garcia will be in attendance at your regularly scheduled July 6, 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,

 for

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.

Chad Roscoe
Junior Engineer

June 30, 2022

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

Re: Landfill Yardwaste Processing & Disposal Services for 2022
Recommendation of Award

Dear Councilperson DiPonzo and Committee Members:

Bids for the above referenced services were publicly advertised and publicly opened, all as required by law. Bids were received and opened on 6/30/2022 at 10am. Two firms submitted bids to provide these services as outlined in Table-1 below.

Table-1

<u>Company Name</u>	<u>Cost for Processing and Hauling Waste</u>	<u>Credit</u>	<u>Total Base Bid</u>
Green Renewable Inc.	\$ 0	\$ 10,125	(\$10,125) Payment to Town
Zoladz Construction Company	\$ 221,460	\$ 10,500	\$ 210,960

We request that the FASC recommend that the Town Board award the contract to provide yard waste processing and disposal services to the low, responsive, and responsible bidder, Green Renewables Inc. with the option to extend the contract for two additional years. Green Renewables Inc. will provide the services outlined in the bid documents for a payment to the Town of \$10,125

As always, thank you for your consideration. Myself or Evert Garcia will attend the next regularly scheduled meeting in the event that you have any questions regarding this matter.

Sincerely,

Chad J. Roscoe

THE DAILY RECORD

AFFIDAVIT OF PUBLICATION

STATE OF NEW YORK
County of Monroe, ss.:

Order #: 12128508
Case #:

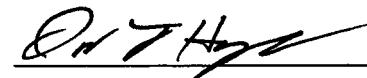
The undersigned is the authorized designee of Ben Jacobs/Associate Publisher of The Daily Record, a daily newspaper published in Rochester, New York. A notice was published in said newspaper one times, commencing on 6/16/2022 and ending on 6/16/2022. The text of the notice as published in said newspaper is as set forth below, or in the annexed exhibit. This newspaper has been designated by the Clerk of Monroe County for this purpose.

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Sworn to before me on this 16th day of June, 2022



Ben Jacobs
Authorized Designee



Notary Public, State of New York

ADVERTISEMENT FOR BIDS

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

YARD WASTE PROCESSING AND DISPOSAL

FOR THE TOWN OF BRIGHTON, MONROE COUNTY

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

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

Date: Thursday, June 30, 2022

Time: 10:00 A.M. Local Time

The work consists principally processing the Town's organic waste stream, inclusive but not limited to brush, logs and wood wastes in the designated and agreed upon stockpile location(s) situated on site at the Facility located at 444 Browncroft Blvd. The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Specifications are available for download from the Towns website (www.townofbrighton.org) under the Town Departments - Public Works - Current Bid Offerings

Bids must be made in writing on the forms furnished.

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

shall be included in the bid. The Town of Brighton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S. C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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

A noncollusive bidding certificate shall be included with each bid.

The attention of the Bidder is call to the requirements as to the conditions of employment and the minimum wage rates to be paid under this contract.

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

forth in the Bidding and Contract Documents.

Dated: June 16, 2022

Town of Brighton
Michael E. Guyon
Commissioner of Public Works
(585)784-5225
12128508 6-16-1t

IAN T. HOGLIE
Notary Public, State of New York
Monroe County Reg. # 01HO6416018
Commission Expires 04/05/2026



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

July 5, 2022

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

Dear FASC Members: RE: Part Time Permanent & Seasonal Employee Wage Schedule

On behalf of Rebecca Cotter, Recreation Director and I, respectfully request your approval to amend the existing Part Time Permanent & Seasonal Employee Wage Schedule to accommodate hourly rate changes for all level of lifeguards. The new schedule will be amended as follows:

1. Remove the titles of Micro Computer Support Technician and Senior Payroll Clerk from Group X as they are obsolete on this schedule.
2. Amend Group X as follows:

Group X: (Lifeguards)

Title	Step A	Step B
a. Lifeguard II	\$18.00	\$18.40
b. Supervising Lifeguard	\$19.00	\$19.40
c. Supervising Lifeguard I	\$19.50	\$19.90

Further, each of these titles will be removed from their current Group (VI, VII, IX) and the title of Lifeguard (Instructor) currently on Group VIII will be removed from the schedule as this title is no longer used.

The rate for these positions will be effective Nunc Pro Tunc, June 23, 2022. The changes in the hourly rates for these lifeguard positions are in direct response to the ongoing lifeguard shortage in Monroe County and New York State. In order for the Town of Brighton to be competitive and able to recruit and retain qualified staff for the summer season, these rate increases are essential.

Funds are available in the 2022 budget (A.REC.7310.1.20) and the increases should not impact our current year budget.

We will be happy to answer any questions you may have regarding this issue.

Sincerely,

Paula Parker
Director of Finance

Rebecca J. Cotter
Recreation Director

skip 2

GVI

Lifeguard II \$18.00/\$18.40

GVII

Supervising Lifeguard \$18.50/\$18.90

GVIII

Lifeguard I (Instructor) \$19.00/\$19.40 *Remove from schedules*

GIX

Supervising Lifeguard I \$19.50/\$19.90

TOWN OF BRIGHTON

PART-TIME PERMANENT AND SEASONAL EMPLOYEE WAGE SCHEDULE

2022 BUDGET - Proposed Amendment (07 06 2022)

	Part-Time Seasonal *		Part-Time Permanent				
	Step A	Step B	Step 1	Step 2	Step 3	Step 4	Step 5
<u>Group I:</u> Cleaner	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
<u>Group II:</u> Telephone Operator Court Attendant Animal Control Officer II	N/A	N/A	\$ 14.42	\$ 14.95	\$ 15.48	\$ 16.07	\$ 16.62
<u>Group III:</u> Recreation Assistant V Clerk IV Office Clerk IV Student Intern	N/A	\$ 13.75	\$ 15.59	\$ 16.14	\$ 16.72	\$ 17.30	\$ 17.96
<u>Group IV:</u> Recreation Assistant IV Animal Control Officer I Seasonal Laborer	\$ 13.75	\$ 14.15	\$ 16.70	\$ 17.35	\$ 17.98	\$ 18.59	\$ 19.24
<u>Group V:</u> Recreation Assistant III Clerk III Office Clerk III Account Clerk/Typist	\$ 14.25	\$ 14.65	\$ 17.86	\$ 18.56	\$ 19.18	\$ 19.81	\$ 20.51
<u>Group VI:</u> Recreation Assistant II	\$ 14.75	\$ 15.15	\$ 19.01	\$ 19.70	\$ 20.37	\$ 21.10	\$ 21.86
<u>Group VII:</u> Recreation Assistant I Clerk II Deputy Receiver of Taxes Drafting Technician (Seasonal) Payroll Clerk	\$ 15.25	\$ 15.65	\$ 20.49	\$ 21.30	\$ 22.02	\$ 22.78	\$ 23.61
<u>Group VIII:</u> (no titles on this group)	\$ 15.75	\$ 16.15	\$ 21.88	\$ 22.65	\$ 23.43	\$ 24.28	\$ 25.12
<u>Group IX:</u> Student Intern (Engineering)	\$ 16.25	\$ 16.65					
<u>Group X: (Lifeguards)</u>							
a. Lifeguard II	\$ 18.00	\$ 18.40	N/A	N/A	N/A	N/A	N/A
b. Supervising Lifeguard	\$ 19.00	\$ 19.40					
c. Supervising Lifeguard I	\$ 19.50	\$ 19.90					

Note: All clerical and telephone operator on-call positions will be paid at the Entry Step rate (Step 1) for the appropriate title. All other on-call positions for titles listed on this schedule will be paid at the seasonal rate.

* Part-Time Seasonal rates effective 12/31/2022

This Wage Schedule provides for a 2% wage increase from 2021 for part-time permanent employees.

*Seasonal and Cleaner positions adjusted to accommodate proposed minimum hourly rates

TOWN OF BRIGHTON

PART-TIME PERMANENT AND SEASONAL EMPLOYEE WAGE SCHEDULE

2022 BUDGET -DRAFT WITH 2% ON 2021 FOR PERMANENTS AND \$13.75 MIN WAGE

	Part-Time Seasonal *		Part-Time Permanent				
	Step A	Step B	Step 1	Step 2	Step 3	Step 4	Step 5
Group I: Cleaner	N/A	N/A	\$ 12.55	\$ 13.01	\$ 13.45	\$ 13.91	\$ 14.41
Group II: Telephone Operator Court Attendant	N/A	N/A	\$ 14.42	\$ 14.95	\$ 15.48	\$ 16.07	\$ 16.62
Group III: Recreation Assistant V* Clerk IV Office Clerk IV Student Intern	N/A	\$ 13.75	\$ 15.59	\$ 16.14	\$ 16.72	\$ 17.30	\$ 17.96
Group IV: Recreation Assistant IV* Animal Control Officer I Seasonal Laborer	\$ 13.75	\$ 14.15	\$ 16.70	\$ 17.35	\$ 17.98	\$ 18.59	\$ 19.24
Group V: Recreation Assistant III* Clerk III Office Clerk III Account Clerk/Typist	\$ 14.25	\$ 14.65	\$ 17.86	\$ 18.56	\$ 19.18	\$ 19.81	\$ 20.51
Group VI: Lifeguard II* Recreation Assistant II*	\$ 14.75	\$ 15.15	\$ 19.01	\$ 19.70	\$ 20.37	\$ 21.10	\$ 21.86
Group VII: Recreation Assistant I* Supervising Lifeguard* Clerk II Deputy Receiver of Taxes Drafting Technician (Seasonal) Payroll Clerk	\$ 15.25	\$ 15.65	\$ 20.49	\$ 21.30	\$ 22.02	\$ 22.78	\$ 23.61
Group VIII: Lifeguard I (Instructor)*	\$ 15.75	\$ 16.15	\$ 21.88	\$ 22.65	\$ 23.43	\$ 24.28	\$ 25.12
Group IX: Student Intern (Engineering) Supervising Lifeguard I*	\$ 16.25	\$ 16.65					
Group X: Micro Computer Support Technician Senior Payroll Clerk	N/A	N/A	\$ 24.12	\$ 25.37	\$ 26.59	\$ 27.95	\$ 29.36

Note: All clerical and telephone operator on-call positions will be paid at the Entry Step rate (Step 1) for the appropriate title. All other on-call positions for titles listed on this schedule will be paid at the seasonal rate.

* Part-Time Seasonal rates effective 12/31/2020

This Wage Schedule provides for a 2% wage increase from 2021 for part-time permanent employees.



Town of
Brighton

Recreation
Department

Rebecca Cotter

Recreation Director

June 6, 2022

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

Dear Board Members:

I respectfully request that the honorable Town Board accept the following correction due to an error made in my previous appointment letter of new Recreation Leader, Colin Dawley.

Please note that the salary indicated was correct, but there was a typo for the group listed. The Recreation Leader Title is Group 2 of the salary and wage schedule, not group 1. All other details of the letter remain unchanged and were correct.

No additional action is needed on this matter as recommended by the Town Attorney, Ken Gordon.

Thank you for your time and consideration. Please let me know if you have any questions that I may assist you with.

Sincerely,

Rebecca J. Cotter
Recreation Director
Town of Brighton

CC: Tricia VanPutte, Director of Personnel
Paula Parker, Director of Finance