

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

**Meeting Date: Tuesday, September 6, 2022 (3:30 p.m.)**

**Location: *AUDITORIUM*, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the August 17<sup>th</sup>, 2022 meeting.
2. Adopt the Bridge NY standard resolution award in the amount of \$757,681 for the French Road Bridge maintenance project (as approved on 8/24/2022) (Highway Dept.) – Request from Mike Guyon for Town Board action to adopt the standard resolution accepting the Bridge NY funding in the amount of \$757,681. This award represents 2021 NY Bridge program application amount for \$757,681 which is inclusive of all anticipated design and construction services (see letter from M. Guyon).
3. Award bid for the purchase of one (1) trailer mounted boom lift to Integra Supply Corporation in the amount of \$54,950 (Public Works Dept.) – Request from Evert Garcia for Town Board action to award the bid for the purchase of a trailer mounted boom lift to Integra Supply Corporation in the amount of \$54,950. Integra Supply Corp. was the only respondent. This purchase is budgeted and the bid price is below the budget amount of \$60,000 (see letter from E. Garcia).
4. Accept a SAM grant in the amount of \$100,000 for the Elmwood Avenue Sidewalk Project (Public Works Dept.) – Request from Mike Guyon for Town Board action to accept a SAM grant in the amount of \$100,000 for the Elmwood Avenue sidewalk project. These funds will be utilized in conjunction with the CDBG funds for this sidewalk project (see letter from M. Guyon).
5. Executive Session: Discuss the employment of a particular person.

**The next regularly scheduled meeting of the FASC will be held on  
TUESDAY, September 20, 2022 at 3:30 p.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 August 17, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Mike Guyon (Highway/Public Works)  
Lisa Pavlovych (Justice Court)  
Pam Post (Assessor)

**Department Heads/Other attendees:**

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 August 3, 2022 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Accept the Bridge NY Funding award in the amount of \$757,681 for the French Road Bridge maintenance project and authorize the Finance Department to make the necessary budget amendments (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to accept the Bridge NY funding in the amount of \$757,681 and authorize the Supervisor to execute any contracts and related documents to this award. This award represents 2021 NY Bridge program application amount for \$757,681 which is inclusive of all anticipated design and construction services for the French Road Bridge maintenance project. The Town will have to provide a 5% cash match of \$37,885 (see letter from M. Guyon).

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

**Contracts and Contract Change Orders:**

No matters for this meeting.

## **Budget Amendments and Transfers:**

No matters for this meeting.

## **Personnel Matters:**

Approve appointment of Bertha Frias to the Deputy Court Clerk Full Time position effective August 29, 2022 (Justice Court) - The FASC discussed with Lisa Pavlovych her request for Town Board action to approve the appointment of Bertha Frias to the position of Deputy Court Clerk full-time effective August 29<sup>th</sup>, 2022. Salary shall be set at Group 3 Step 1 \$41,787.20 (35 hours per week) of the Non Represented Employee Salary & Wage Schedule. This is a permanent appointment and will be subject to the successful completion of a 52-week probationary period with all other benefits as outlined in the Town of Brighton's policies. This is the replacement for Sandie Jonas who is retiring on September 9<sup>th</sup>, 2022 (see letter from L. Pavlovych).

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

Authorize the promotion of Nikolas Walker from Laborer to Motor Equipment Operator (MEO) effective on August 29<sup>th</sup>, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Nikolas Walker from a Laborer to a Motor Equipment Operator (MEO) in the Highway Department. The promotion will be effective August 29<sup>th</sup>, 2022, will serve a 26 week probationary period and is in accordance with the CSEA contract (see letter from M. Guyon).

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

Authorize the promotion of Carson LaDelfa from Laborer to Motor Equipment Operator (MEO) effective on August 29<sup>th</sup>, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Carson LaDelfa from a Laborer to a Motor Equipment Operator (MEO) in the Highway Department. The promotion will be effective August 29<sup>th</sup>, 2022, will serve a 26 week probationary period and is in accordance with the CSEA contract (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:**

Declare one 2012 white Chevy Impala sedan as surplus to be sold at either live or online auction (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to declare one 2012 white Chevy Impala sedan ID# 6G1MK5U22CL661919 as surplus to be sold at either the live or online municipal auction. This vehicle is currently being used by the Fire Marshal's department and the cost of repairs will exceed the value of the vehicle. The Fire Marshal will be replacing this vehicle with a Ford Explorer from the Brighton Police Department (see letter from M. Guyon).

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

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

Review request to complete a Town-wide re-evaluation of property values for the Town of Brighton (Assessor's Dept.) – Request from Pam Post for committee review of the option to conduct a Town-wide re-evaluation of the property values for the Town of Brighton. The last re-valuation was completed in 2018 and since that time our equalization rate has dropped from 100% to 89% for the 2023 budget year. Pam will discuss her proposal and the estimates for the costs. Pending guidance from the committee, changes will be made to the 2023 budget request for the Assessor's department (see letter and documents from P. Post). No recommendation was made at this time. More discussion is needed.

Review new increase in Income Limit for Senior Citizens and people with disabilities (Assessor's Dept.) – Request from Pam Post for committee review of the several options that exist to increase the current income base rate to \$50,000 for the 50% assessment reduction. Governor Hochul has recently signed legislation to give Towns, Counties and Schools the option to increase the current income levels. (see letter and documents from P. Post).

With the current time constraints, Pam does not recommend putting any changes into place for the current year. She will attend the Assessors' meeting in September and gather more information from other the other towns at that time. No recommendation was made at this time. More discussion is needed.

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

No matters for this meeting.

### **Executive Session:**

No matters for this meeting.

The meeting was adjourned at 9:35 am.

**The next regularly scheduled meeting of the FASC will be held on**

**Tuesday, September 7<sup>th</sup>, 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\*\***



Town of  
**Brighton**

Public Works  
Department

**Mike Guyon, P.E.**  
Commissioner of Public  
Works

September 2, 2022

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

Re: French Road Preventative Maintenance Project  
Bridge NY Funding

Dear Council Person Diponzio and Committee Members:

On December 15, 2021 the Town of Brighton was informed that the preventative maintenance rehabilitation project for the French Road bridge over Allen Creek was approved for funding through the 2021 Bridge NY program. The funding amount is \$757,681.

The Town Board at their August 24, 2022 meeting accepted the above referenced Bridge NY program grant. Town staff then submitted the Federal aid Local Project Agreement and Town Board resolution accepting the grant to the funding agency. However, the funding agency requires that the Town Board resolution mimic the sample resolution provided in the funding agencies project start package.

Therefore, I am requesting that the Town Board adopt the attached resolution at their September 14, 2022 meeting.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 14, 2022 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon

Cc Bridget Monroe  
Paula Parker  
Evert Garcia

Attachment

**BRIDGE NY RESOLUTION BY MUNICIPALITY**  
**French Road over Allen Creek Bridge Rehabilitation, P.I.N. 4BNY40**  
**RESOLUTION NUMBER: \_\_\_\_\_**

**Authorizing the implementation and funding of the costs of 100% of the costs of a transportation project, which may be eligible for federal-aid and/or state-aid, or reimbursement from Bridge NY funds.**

WHEREAS, a project for the **French Road over Allen Creek Bridge Rehabilitation, P.I.N. 4BNY40** (the Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 95% Federal funds and 5% non-federal funds; and

WHEREAS, the **Town of Brighton** will design, let and construct the Project: and

WHEREAS, the **Town of Brighton** desires to advance the Project by making a commitment of 100% of the costs of the work for the Project or portions thereof.

NOW, THEREFORE, the **Town of Brighton Town Board**, duly convened does hereby

**RESOLVE**, that the **Town of Brighton Town Board** hereby approves the above-subject Project; and it is hereby further

**RESOLVED**, that the **Town of Brighton Town Board** hereby authorizes the **Town of Brighton** to pay 100% of the cost of **design, let and construction** work for the Project or portions thereof, with the understanding that qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds; and it is further

**RESOLVED**, that the sum of **\$757,681** is hereby appropriated from the **Highway unappropriated fund balance or any other available funds** and made available to cover the cost of participation in the above phase(s) of the Project; and it is further

**RESOLVED**, that the **TOWN OF BRIGHTON TOWN BOARD** hereby agrees that the **Town of Brighton** shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid, or NY Bridge funding awarded to the **Town of Brighton**; and it is further

**RESOLVED**, that in the event the Project costs not covered by federal-aid, state-aid, or NY Bridge funding exceed the amount appropriated above, the **Town of Brighton** shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the **Commissioner of Public Works** thereof; and it is further

**RESOLVED**, that **Town of Brighton** hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

**RESOLVED**, that the **Supervisor of the Town of Brighton** is hereby authorized to execute on behalf of the **Town of Brighton** all necessary agreements, certifications or reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the **Town of Brighton's** funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

**RESOLVED**, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

**RESOLVED**, this Resolution shall take effect immediately.



Town of  
**Brighton**

# Public Works Department

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

**Evert Garcia, P.E.**  
Town Engineer

September 1, 2022

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

Re:     Trailer Mounted Boom Lift  
Bid Award

Dear Council Person Diponzo and Committee Members:

The 2022 adopted budget includes the purchase of a new trailer mounted boom lift. The purchase of a boom lift will allow the Highway Department to reduce the annual bucket truck rental costs associated with the Town's tree management program. An invitation for bid was publicly advertised on June 20, 2022 and unfortunately, no bids were received for the trailer mounted boom lift on the original bid due date of July 14, 2022. Town staff modified the bid specifications and re-issued the bid documents. One firm, Integra Supply Corp., responded to the new invitation to bid and issued a proposal on August 28, 2022. The bid proposal submitted by Integra Supply Corp. is outlined in Table 1 below:

*Table 1*

Quantity	Item	Unit Price
1	New and Unused Trailer Mounted Boom Lift, Delivered	\$54,950

Town staff reviewed the proposal and determined that the trailer mounted boom lift quoted by Integra Supply Corp. meets the technical specifications required for this piece of equipment. Therefore, we are requesting that the FASC recommend that the Town Board award a contract to provide a new and unused trailer mounted boom lift to Integra Supply Corp. for a not to exceed price of \$54,950. The price quoted by Integra Supply Corp. is less than the amount budgeted for this piece of equipment in 2022. \$60,000 is available to fund this purchase in account A.DPW.8560.2.40 (Maintenance Equipment). Additionally, we are requesting that the Supervisor be authorized to execute all documents related to the purchase of the trailer mounted boom lift.

I will be in attendance at your regularly scheduled September 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 Submitted,

Evert Garcia, P.E.  
Department of Public Works

Cc:     Paula Parker  
          Mike Guyon, P.E.  
          Bridget Monroe  
          Steve Zimmer



## Public Works Department

**Mike Guyon, P.E.**  
Commissioner of Public  
Works

September 2, 2022

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

Re: Elmwood Avenue Sidewalk project  
SAM grant Funding

Dear Council Person Diponizio and Committee Members:

The Town of Brighton was selected to be awarded a \$100,000 State and Municipal Facilities Grant, (SAM) for the Elmwood Avenue Sidewalk project. A copy of the funding announcement is attached.

The project includes the installation of approximately 1250 lineal feet of ADA compliant 5' wide concrete sidewalk. The sidewalk will start at the existing sidewalks at 1660 Elmwood Avenue on the northside of the road and travel eastward to the entrance of Faith Temple and Lac DeVille intersection. These sidewalks will be an improvement to the neighborhood and will improve the overall safety for those who walk to the Brighton Memorial Library and the Town Hall along with access to 12 Corners in Brighton.

I am requesting that the Town Board accept the SAM grant funding in the amount of \$100,000; authorize the supervisor and/or his representative to sign documents associated with this funding and authorize the Finance Department to complete the necessary budget transfers and amendments to fund this project.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 6, 2022 meeting in the event that you have any questions regarding this matter.

Respectfully,

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

Michael E. Guyon

Cc Bridget Monroe  
Paula Parker  
Evert Garcia

Attachment

THE SENATE  
STATE OF NEW YORK

**Albany Office:**  
Room 809, Legislative Office Building  
Albany, New York 12247  
(518) 455-2909 • Fax (518) 426-6938

**District Office:**  
2300 West Ridge Rd.  
Rochester, New York 14626  
(585) 225-3650 • Fax (585) 225-3661

**E-mail Address:** cooney@nysenate.gov  
**Webpage:** cooney.nysenate.gov



SENATOR  
**JEREMY A. COONEY**  
56<sup>TH</sup> DISTRICT

Chair  
Cities 2  
Committees  
Codes  
Cultural Affairs, Tourism, Parks and  
Recreation  
Higher Education  
Insurance  
Procurement and Contracts  
Transportation

Hon. William Moehle  
Town Supervisor  
2300 Elmwood Ave  
Rochester, NY 14618

August , 2022

Dear Supervisor Moehle:

I write to inform you that I have selected the **Town of Brighton** to be awarded a \$100,000 State and Municipal Facilities Grant (“SAM”) for the *Elmwood Avenue Sidewalk* project.

Following your acceptance to this letter, I will provide you the SAM Preliminary Application (“SPA”) for you to complete and return to me along with a detailed project description. After Senate Finance approves the SPA, they will send it to the Dormitory Authority of the State of New York (“DASNY”) to initiate the grant process. A representative from DASNY will then contact you with instructions for the next phases in the process.

Please be aware that the grant process can be lengthy with the amount of paperwork and processing needed and it will likely take anywhere from six months to eighteen months. The grantee should avoid starting their project until they have a fully executed and signed Grant Disbursement Agreement (“GDA”).

Please respond to this letter to initiate the process and receive the SPA. If you have any questions, please call **Joe Vertoske** in my office at (585) 225-3650.

Sincerely,

A handwritten signature in blue ink that reads "Jeremy A. Cooney".

Jeremy A. Cooney  
New York State Senator