

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

Meeting Date: Tuesday, October 4, 2022 (1:00 p.m.)

Location: *AUDITORIUM*, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the September 20th, 2022 meeting.
2. Authorize JCAP Grant for Justice Court for the 2022-2023 program period (Justice Court Dept.) – Request from Lisa Pavlovych for Town Board authorization to submit a grant application in the amount of \$8,200 to the Justice Court Assistance Program (JCAP). The grant funds will cover the woodwork refinishing of the clerk's bench areas, jury box, witness stand, room dividers and interior doors. Quotes were solicited with on Seamless Construction responding (see letter from L. Pavlovych).
3. Award Bid for the purchase of one 2022 Ford Explorer for the Police Department (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to award the bid for one (1) 2022 Ford Explorer to EH Automotive #5 LLC – DBA Tradition Ford. The vehicle meets all the bid specifications with a cost not to exceed \$44,465. A sealed bid process was done due to the lack of replies from the New York State Vehicle Marketplace (see letter from D. Catholdi).
4. Approve a professional services contract in the amount of \$3,000 with the Cohen Law Group (Public Works Dept.) – Request from Mike Guyon for Town Board action to approve a professional services contract with the Cohen Law Group in the amount of \$3,000. The services will be to review the contract Verizon Wireless provided to the Town for the Right of Way Licensing agreement as related to Town Poles in the County and State Right of Ways. The revisions by Verizon are substantial and necessitate a detailed and thorough review (see letter from M. Guyon).
5. Approve an appointment to the position of Laborer in the Highway Department effective October 31, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of JaQuane Wyche to the position of Laborer effective October 31, 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).

6. Approve a professional services contract with Municipal Solutions, Inc. for financial and disclosure filings with EMMA with fees set forth in the contract (Finance Dept.) – Request from Paula Parker for Town Board action to approve a professional services contract with Municipal Solutions, Inc. for services related to the filing of the financial statements/budgets (\$200 per filing) and any material event filings (\$230 per filing). The contract will be effective for a five year term beginning on October 2, 2022 through October 1, 2027. This agreement can be cancelled at any time by either party (see letter from P. Parker).

7. Authorize amendment to the 2022 budget for the utilization of ARPA funds for the HVAC/Town Hall review project (Finance Dept.) – Request from Paula Parker for Town Board action to amend the 2022 budget as follows:

To: A.UNDST.4289	Other Federal Aid	\$116,660
To: A.UNDST.9.10	Trans. To Capital Projects	\$116,660

Funds will be appropriated from the ARPA funds previously received (see letter from P. Parker).

8. Authorize amendment to the 2022 budget for the purchase of vehicles as outlined in the 2023-2025 CIP adopted at the 9/28/2022 Town Board meeting (Finance Dept.) – Request from Paula Parker for Town Board action to amend the 2022 budget as follows:

To: A.DPW.1490.2.22	Trucks/Vans	\$ 45,000
To: A.DPW.1620.2.22	Trucks/Vans	60,000
To: A.DPW.8020.2.22	Trucks/Vans	36,900
To: A.PARKS.7021.2.23	Tractors/Backhoes	53,000
To: D.HWY.5130.2.22	Trucks/Vans	66,000
To: D.HWY.5130.2.23	Tractors/Backhoes	61,300
To: SS.SEWER.8120.2.22	Trucks/Vans	58,200

Funds will be appropriated from any funds available (fund balance) so the vehicles can be ordered. This is being done to vehicle availability and delayed delivery concerns (see letter from P. Parker).

9. Authorize amendment of the 2022 Permanent Part-Time & Seasonal Salary Schedule effective October 15, 2022 pay period (Finance Dept.) Request from Paula Parker to amend the Permanent Part-Time & Seasonal salary schedule to include the change in the hourly rate for Office Clerk III and Student Intern (Engineering). Other changes include the separation of the Permanent Part-Time and Seasonal listing into two sections. Obsolete titles have been removed and seasonal positions have been grouped by title. The schedule will be effective with the pay period beginning on October 15, 2022. Affected Department Heads and the Personnel Department have reviewed these changes and are in support of them (see letter from P. Parker and support letters).

EXECUTIVE SESSION:

Discuss the employment of particular employees/persons.

10. Set salary for Office Clerk III in the Town Clerk's Office retroactively back to the pay period beginning 6/25/2022 for a particular employee (Town Clerk's Office)
– Request from Town Clerk Dan Aman to consider retroactively paying one position of Officer Clerk III Part-Time back to the pay period beginning on June 25, 2022 (see letter from D. Aman).

11. Facilities Department Reorganization (Public Works Dept.) – Review and discuss the Facilities Department reorganization plan outlining the buildings and responsibilities. Amend the Department Head Salary Schedule by placing the title of Maintenance Mechanic position on Group A, Step 2 at an annual salary of \$86,898.30 and removing that title from Group 6 of the Non-represented full time salary schedule. The effective date of the change will be determined after discussion with the committee (see letter from M. Guyon).

**The next regularly scheduled meeting of the FASC will be held on
TUESDAY, October 18, 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 Tuesday, September 20, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Mike Guyon (Highway/Public Works)
David Catholdi (Police Department)

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 September 6, 2022 meeting.

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 Agreements for professional services for the Annual Rabies Clinic (Police Dept.) – The FASC discussed with Police Chief Catholdi his request for Town Board action to authorize the Supervisor to enter into agreements for professional services for two veterinarians (\$60/hour each) and two veterinary technicians (\$25/hour each), or any combination thereof, for the services to be performed on Saturday, October 8, 2022 at the annual Rabies Clinic. Total of all contracts will not exceed \$510 (no changes in terms or rates from the 2021 contracts). Funding is available in the Animal Control Budget (see letter from D. Catholdi).

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

Authorize agreement with Bero Architects to review the condition of the Entry Monuments for the Home Acres Neighborhood in the amount of \$3,600 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute and agreement with Bero Architects for the assessment of the entry monuments for the Home Acres Neighborhood. Bero will evaluation the condition of the existing monuments and provide a list of recommended repairs and their associated costs. The contract amount will not exceed \$3,600 and funds are available in the 2022 Home Acres District (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.

Personnel Matters:

Authorize the promotion of Nick Valenti from Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) effective on October 3rd, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Nick Valenti from a Motor Equipment Operator (MEO) to Construction Equipment Operator (CEO) in the Highway Department. The promotion will be effective October 3rd, 2022, and is subject to 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:

Approval of the certificate of bonding for the collection of 2023 taxes per NYS Town Law section 25 (Town Clerk) – The FASC discussed the request from Dan Aman for Town Board action to approve the certificate of bonding for the collection of the 2023 taxes. This is done pursuant to New York State Town Law Section 25. The certification and sample resolution are attached (see letter from D. Aman).
The FASC recommends the Town Board take favorable action on this matter.

Recommend adoption of the 2023 – 2025 Capital Improvement Plan. The plan has been reviewed by the Budget Review Task Force. The Sustainability Committee will also review this plan. The plan will serve as a financial planning too for our 2023 budget preparation, and therefore is subject to change (see letter from P. Parker).
The FASC recommends the Town Board take favorable action on this matter.

Set Public Hearings to consider the 2023 Special Districts Budgets, to review the Assessment Rolls for Special District charges and improvements and for Sewer Rents and to consider the 2023 Preliminary Town Operating and Capital Budgets. Hearings to be set on October 12th and October 26th, 2022 (see letter from P. Parker).
The FASC recommends the Town Board take favorable action on this matter.

Set Public Hearing for Local Law to exceed the Tax Cap (Finance Dept.) – Review with the committee the Tax Cap data for 2023. After discussing the challenges with the 2023 Town Budget, the FASC recommends taking favorable action on this matter.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 4:30 pm.

**The next regularly scheduled meeting of the FASC will be held on
Tuesday, October 4th, 2022 at 1:00 PM**

in the **AUDITORIUM** at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****

****NOTE TIME CHANGE****

JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

JUSTICES

KAREN MORRIS

JOHN FALK

September 30, 2022

Supervisor William Moehle

Town Board Members

2300 Elmwood Avenue

Rochester NY 14618

Re: Justice Court Assistance Program Grant 2022-23

Dear Supervisor Moehle and Town Board Members:

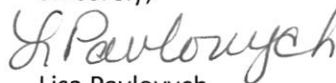
I am requesting permission to pursue a 2022-2023 JCAP Grant to have improvements made to Judge Falk's courtroom. Specifically, to have the existing woodwork refinished. This would include the judge's and clerk's bench area, the jury box, witness stand, room dividers and interior doors.

We reached out to three companies for quotes. With Artisan Finishing Services, it was mutually agreed that they might not be a good fit due to the scope of the project and the fact that he works alone. Gary Donofrio reached out to a contractor for a quote; however, we never heard back. Lastly, Seamless Construction, who has done the work in both courtrooms this year and last, came in with a quote of \$8200.00. Therefore, our JCAP request will be for \$8200.00

This request is being made in an effort to continue to improve the look and functionality of the court for our clientele, Judges and court staff.

I am seeking approval from the Town Board to proceed in making this grant application on behalf of Brighton Town Court as detailed above.

Sincerely,



Lisa Pavlovych
Chief Court Clerk

Attachments

cc: P. Parker, Finance Director
File

2022-23 JCAP Application**A. Application Information**

Name of Court: Brighton Town Court, Monroe County			
Type of Application: <input checked="" type="radio"/> Individual <input type="radio"/> Joint			
If Joint, please select the name of Joint Applicant Field:			
Contact Person:			
Salutation: Mrs.	First Name: Lisa	Last Name: Pavlovych	Court Phone: 585-784-5152
Title: Court Clerk		Email: lpavlovych@nycourts.gov	
Address Information:	Address:	City:	Zip:
Court Mailing Address:	2300 Elmwood Ave.	Rochester	14618
Court Physical Address:	2300 Elmwood Ave.	Rochester	14618

B. Caseload: New Case Filings for 3 Years

Year	Criminal:	Civil:	VTL:	Jury Trials:
2021:	201-500	151-200	3,001-5,000	0-30
2020:	201-500	101-150	5,001-7,500	0-30
2019:	201-500	151-200	7,501-10,000	0-30

Has your court had a security assessment performed by the OCA's Dept. Of Public Safety? ☒ No ☐ Yes

Did you receive a grant in 2021-2022 ☐ No ☒ Yes **Amount of Award** \$11,210.98

Did you receive a grant in 2020-2021 ☒ No ☐ Yes **Amount of Award** \$.00

Grant Items

Priority	Item Category	Item Name	Quantity	Price	Item Total
Total of all Items requested: \$8,200.00					
2	Construction	Interior Renovations/Repairs	1	\$8,200.00	\$8,200.00
Comment: We recently had the wallpaper replaced in this courtroom. In an effort to complete the update of this courtroom, the judge would like to replace/refinish the wood areas from oak to a darker shade.					

Completing the process

Please mail, fax, or scan/email your Signature Page, along with required documentation to:

Office of Justice Court Support
Justice Court Assistance Program
187 Wolf Road, Suite 103
Albany, NY 12205
Fax: 518-471-4807
Email: jcap@nycourts.gov

Remember: Applications are not reviewed or considered until the required documentation and signature page are recieved.

Signature Acknowledgement

I understand that this application will not be reviewed until the signed signature page is recieved by the Office of

Court Administration, along with any required documentation.

☒ Yes

QUESTIONS: If you have questions about JCAP or need assistance completing the application, please call the Office of Justice Court Support at 1-800-232-0630 or email: jcap@nycourts.gov

2022-23 Brighton Town Court, Monroe County ID: 6057

ANNUAL BUDGET: Court's itemized budget for the most recent municipal fiscal year.

AUTHORIZATION: Certified copy of the Local Resolution(s) of the Town or Village Board(s) authorizing this application. The Resolution may simply state the Town or Village authorizes the court to request up to the maximum amount available.

SUPPORTING DOCUMENTS: Estimates, Photographs, Floor Plans, etc.

JUSTICE SIGNATURE: Original signature(s) required from at least one justice (not an Associate Justice).

Name: Karen Morris Signature: Karen Morris Date: 9/29/22
Name: _____ Signature: _____ Date: _____

CERTIFICATION: Original signature(s) required by **Town Supervisor or Village Mayor.**

The following signature provides certification that: (1) any funds (and any goods or services) awarded pursuant to this application shall be used only in accordance with the provisions of Chapter 280 of the Laws of 1999 and with all rules and regulations governing the Justice Court Assistance Program; (2) any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures; (3) no funds awarded pursuant to this application shall be used to compensate justices or non-judicial staff or to reduce or otherwise supplant funding provided by a town or village to its justice court.

Signature: _____ Name: _____
☐ Town Supervisor ☐ Village Mayor (please print)

Date: _____

**REMEMBER: YOUR JCAP APPLICATION IS SUBMITTED ONLINE ONLY.
YOU MUST MAIL, FAX OR SCAN/EMAIL SIGNATURE PAGE & DOCUMENTS REQUIRED ABOVE.**

Estimate**Date****Estimate #**

9/14/2022

1579

Seamless Decorating LLC1533 Creek St
NY 14625Pavlovych, Lisa
2300 Elmwood Ave
Rochester NY 4618

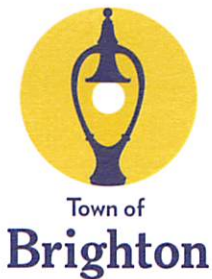
Area affected	Structure	Office
Interior		JG

Area	Description	Total
Courtroom	Use Fest tool sander to sand down all oak around jury box, behind plaintiff and defendant desk and around the bench. Apply gel stain to darken and apply 2 coats of polyurethane	6,800.00
Materials	1 gallon gel stain, 2 quarts of polyurethane, sand paper and tact cloths	850.00
Sample	Get sample of gel stain and use on oak sample to replicate finished look	550.00
Specifications	Courtroom to remain unused for a 5 day period after staining starts Gallery seats are not included Seamless will protect surfaces adjacent to those being treated with tape, paper and plastic	
Subtotal		\$8,200.00
Sales Tax (0.0%)		\$0.00
Total		\$8,200.00

Pho... 585-671-19...
Fax # 585-671-07...
seamless@rochester.rr.com

Customer Signature: _____

Leslie J Knox



Brighton Police Department

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



David Catholdi
Chief of Police

October 3, 2022

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

RE: VEHICLE PURCHASE USING SEALED BID

Dear Board Members:

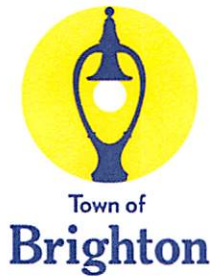
We normally purchase vehicles using the New York State Vehicle Marketplace; however, in this instance, we did not receive any replies from the New York State Marketplace. Therefore, we used a sealed bid process following the procurement process. On September 19, 2022, a bid was published and it was returned on September 27, 2022.

One sealed bid was received from EH Automotive #5 LLC (DBA Tradition Ford), which is located at 5274 Route 31 West, P.O. Box 227, Newark, N.Y. 14513. The sealed bid was for a 2022 Ford Explorer, VIN # 1FMSK8DH4NGB63097, which meets our specifications. The cost is \$44,465.00, and there is sufficient funding in the 2022 budget to acquire this vehicle.

I respectfully request that we purchase the above-listed vehicle.

Respectfully,

David Catholdi
Chief of Police



Public Works Department

Mike Guyon, P.E.
Commissioner of Public Works

September 26, 2022

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

re: ROW License Agreement
Verizon

Dear Chairperson DiPonzio and Committee Members:

In 2020 the Town of Brighton contracted with the Cohen Law Group to assist with the drafting of a license agreement to allow cellular antennae to be placed on Town poles in the Town right of way. The agreement was presented to Verizon who raised concerns that it did not address Town poles that were in the County or State right of ways. Verizon provided a revised agreement to address these situations. The revisions proposed by Verizon are substantial and necessitate a detailed and thorough review by the Town.

We contacted the Cohen Group and requested a proposal to assist in the review of the revised agreement. The Cohen Group provided a proposal on August 2, 2022 that indicates they will provide the requested services for a total cost of \$3,000. A copy of the proposal is attached for your reference. Verizon indicated that they are agreeable to reimbursing the Town of Brighton for the cost to pay for the services performed by the Cohen Law Group.

We are requesting that the FASC authorize the Supervisor to enter into an agreement with the Cohen Law Group for the professional services described in the attached proposal for a cost not to exceed \$3,000. We are also requesting authorization for the Finance Department to complete the necessary budget transfers and amendments to fund these services.

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

Respectfully,

Michael E. Guyon

Cc Paula Parker
Bridget Monroe
Ken Gordon



August 3, 2022

Kenneth W. Gordon, Esq.
Town Attorney
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

RE: Town of Brighton: Right-of-Way Agreement Consulting Services

Dear Ken:

This letter details the terms of the Town of Brighton's (the "Town") engagement of the Cohen Law Group ("CLG") for Right-of-Way Agreement consulting services. The scope of this project includes the review of Verizon's most recent draft Right-of-Way Agreement, the preparation of a redline response draft of the same, and the preparation of any additional clarifying comments or inquiries necessary to facilitate resolution of negotiations between the Town and Verizon. The scope also includes a subsequent final review of the Right-of-Way Agreement once all terms have been tentatively finalized by the Town and Verizon. The scope of this project also includes discussions with Town staff and officials to the extent requested by the Town.

This project will be performed on an hourly basis at the blended hourly rate of \$300 per hour. I estimate that this project will take a total of ten (10) hours, for a total cost of \$3,000.00. While we do not expect that travel will be necessary for this project, our hourly rate for travel is one-half our normal rate, or \$150 per hour. This fee does not include expenses, such as copying and postage, which are kept to a minimum. We bill on a monthly basis and ask that our bills be paid within thirty (30) days of receipt.

If the terms of this engagement are acceptable, please sign this letter and send or email a copy back to me. Thank you for your consideration and we look forward to working with you on this project.

Sincerely yours,

Michael D. Roberts

Accepted on Behalf of the Town of Brighton:

Signature: _____

Print: _____

Title: _____

Date: _____



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

September 26, 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 JaQuane Wyche has the necessary experience and construction background to immediately assist our crews with their daily workload. Therefore, I am recommending:

- 1) JaQuane Wyche 650 Seward Street, Rochester, New York 14611 be appointed to the position of laborer subject to Town Board action;
- 2) The effective date of hire will be Monday, October 31, 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. I will be in attendance at your regularly scheduled October 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



Finance Department

Paula Parker
Director of Finance

September 29, 2022

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

Re: Professional Service Agreements with Municipal Solutions, Inc.

Dear Board Members:

I am recommending that the Town Board authorize the Supervisor to execute the following agreement with Municipal Solutions, Inc.

Professional services in connection with disclosure filings and regulations pursuant to the provisions of Securities and Exchange Commission (SEC) Rule 15c33-12

This agreement is for required disclosure filings on the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system of annual financial data and filing of material event notices. There is a fee of \$200 per filing for Financial Statements and Budgets; and a fee of \$235 of the filing of any Material Events Notices.

Going forward, the I would like to utilize Municipal Solutions to file our financial statements and/or budgets as well as our material events notice.

This agreement will be for a 5-year period commencing on October 2, 2022 through October 1, 2027 and can be cancelled by either party at any time.

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

**Municipal
Solutions, Inc.**
Municipal Financial Advisors

October 2, 2022

William Moehle, Supervisor
Town of Brighton
2300 Elmwood Ave
Rochester, New York

Dear Supervisor Moehle:

When the Town of Brighton issued certain bonds and notes with an Official Statement, it agreed to disclose information on a periodic and continuing basis to the investing public for the life of the issue, pursuant to the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12, as amended (the "Rule"). This information is described in the Disclosure Undertaking section of the issue's Official Statement.

Municipal Solutions, Inc. is submitting this proposal to the Town to assist with Continuing Disclosure filings and regulations pursuant to the Rule, which supersedes any prior disclosure filing currently in place. This information must be disclosed through filings on the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system, the Nationally Recognized Municipal Securities Information Repository (NRMSIR), in the following manners:

- **Limited Disclosure** – Annual Financial Statement filings are required for original Serial Bond issues over \$1,000,000 sold with an Official Statement.
- **Material Event Notice** – Filings are required anytime a material event occurs for any Note or Serial Bond issue sold with an Official Statement, whether over or under \$1,000,000. A listing of such Material Events can be found in each issue's Official Statement. These filings **MUST** occur with ten (10) days of such event per the Rule.
- **Full Disclosure** – Statements of Annual Financial Information and Operating Data are required to be prepared and filed for original bond issues over \$1,000,000 prepared with an Official Statement, if at the time of issuance, the Town had \$10,000,000 or more of outstanding debt.

If a municipality fails to complete the required filings on the MSRB EMMA website, it is very unlikely that underwriters will bid on any future borrowings due to potential fines by the Securities Exchange Commission.

The following filings can be completed by Municipal Solutions, Inc. as needed. Please review and indicate your preferences as to whether or not you wish Municipal Solutions, Inc. to post the required filings to EMMA on your behalf.

Municipal Solutions, Inc. is a Member of the National Association of Municipal Advisors

62 Main Street, LeRoy, NY 14482 Phone: 585-768-2136 Fax: 585-394-4092
2528 State Route 21, Canandaigua, NY 14424 Phone: 585-394-4090 Fax: 585-394-4092
www.municipalsolution.com

I. Transmission and electronic filing in a word searchable pdf format of the Town's **Limited Disclosure of Annual Financial Statements and adopted budgets, if required, to EMMA.**

The Town will provide full and complete copies of the annual adopted budget, annual update documents and/or audited annual financial statements to Municipal Solutions, Inc. within six (6) months of the subsequent fiscal year. If audited financial statements are prepared, but not available within the six (6) month period, the Town agrees to provide a copy of the annual update document to be filed within the six (6) month period, and to provide a copy of the audit within sixty days from the date of its receipt, but in no event, not later than the end of its next fiscal year.

The filing fee is \$200 per filing.

☒ Yes, please file Annual Financial Statements and budgets on EMMA on our behalf.

☐ No, we will file our own Annual Financial Statements on EMMA.

II. Preparation and filing of **Material Event Notices on the MSRB EMMA website, including bond insurer downgrades, will be filed within 10 days of each event per the Rule.**

The Town will notify Municipal Solutions, Inc. immediately upon the occurrence or immediately upon the Town's knowledge of an occurrence of each Event or noncompliance with the Rule, and will immediately provide all information necessary for preparation of the notice of occurrence of each such Event or noncompliance with the Rule.

The Town shall review and provide approval of the content and form of all material event notices, with the exception of the following: bond or note calls, defeasances, rating changes and other required material event notices required to meet timely notice requirements. These exceptions will be filed automatically on the Town's behalf, unless the Town has notified Municipal Solutions, Inc. otherwise in writing.

The filing fee is \$230 per filing.

☒ Yes, please prepare and file Material Event Notices on EMMA on our behalf.

☐ No, we will file our own Material Event Notice on EMMA.

III. Preparation and filing of Statements of Annual Financial Information and Operating Data for those towns subject to **Full Disclosure. The statements will be prepared and filed on EMMA within six (6) months of the end of the fiscal year per the Rule.**

In addition to the filings of the Annual Financial Statements included in Section I. above, the Town agrees to provide to Municipal Solutions, Inc. all information required for preparation of each Statement of Annual Financial Information and Operating Data no later than 30 days prior to the due date of each statement.

The Town shall have the sole responsibility for determining the disclosure to be made in all cases. The Town shall review and provide approval of the content and form of all the information contained within the Statement of Annual Financial Information and Operating Data.

A Full Disclosure filing is NOT required by the Town at this time.

[n/a] Yes, please prepare and file Statements of Annual Financial Information and Operating Data on EMMA on our behalf.

[n/a] No, we will file our own Statements of Annual Financial Information and Operating Data on EMMA.

IV. Conflicts of Interest and Other Required Disclosures

The Town agrees to hold harmless and to indemnify Municipal Solutions, Inc. and its employees from any and all claims, damages, losses, liabilities, reasonable costs and expenses whatsoever (including attorney's fees and expenses) which Municipal Solutions, Inc. may incur by reason of, or in connection with, disclosure information and the distribution of such information in the disclosure reports in accordance with this Agreement, except to the extent such claims, damages, losses, liabilities, costs and expenses results directly from Municipal Solutions, Inc.'s willful misconduct or gross negligence in the distribution of such information.

Municipal Solutions, Inc. is registered as a recognized municipal advisor with the Securities and Exchange Commission (MS ID #867-00383) and the Municipal Securities Rule Making Board (MS ID #K0173) as mandated by the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Dodd-Frank Act).

Rule G-42 of the Municipal Securities Rulemaking Board requires us to provide you with certain disclosures regarding conflicts of interest and other required disclosures (the "Disclosures"). Those Disclosures are attached hereto in Appendix A. We further covenant and agree to provide to the Town updated Disclosures as required by Municipal Securities Rulemaking Board Rule G-42 to the extent any arise after the date of this letter. The Disclosures, and each delivery thereof, as provided from time to time, shall be incorporated by reference as of the date thereof into this letter to the same extent as if set forth herein.

We at Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves in our competent and friendly staff and our services go above and beyond what our contracts call for. We do our very best to keep costs down and pass any savings back to our clients. If you have any concerns that are not addressed in this contract, we would be happy to discuss them with you at your convenience.

The fees may be adjusted annually based on the U.S. Bureau of Labor and Statistics Consumer Price Index – All Urban Consumers.

V. Miscellaneous

Upon acceptance of this proposal, please execute and return one copy to our LeRoy office located at 62 Main Street, LeRoy, New York 14482 following the next Board meeting. The terms set forth above are subject to change if we do not receive a signed contract within 30 days. This contract will remain in effect for five (5) years or until terminated by either party. You have the right to terminate this contract for any reason at any time.

We agree to promptly amend or supplement this letter to reflect any material changes or additions to the agreement evidenced by this letter.

If you should have any questions concerning this contract, please do not hesitate to contact me. We look forward to our continued working relationship with the Town.

Sincerely,



Jeffrey R. Smith, President
Certified Independent Professional Municipal Advisor

JRS/slw

**Town of Brighton, New York
Contract Dated October 2, 2022
MSRB Continuing Disclosure Updates
and EMMA Filings
Accepted by:**

Signature: _____

Name/Title: _____

Date: _____

APPENDIX A
TOWN OF BRIGHTON, NEW YORK
Contract Dated October 2, 2022
MSRB Continuing Disclosure Updates and EMMA Filings

DISCLOSURE OF CONFLICTS OF INTEREST

Municipal Securities Rulemaking Board Rule G-42 requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest.

We have determined, after exercising reasonable diligence, that we have no known material conflicts of interest that would impair our ability to provide advice to the Town in accordance with our fiduciary duty to municipal entity clients. The attached paragraphs outline areas of potential conflicts of interest we have reviewed to make this no material conflict of interest determination.

FORMS OF COMPENSATION AS POTENTIAL CONFLICTS

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee - Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

Hourly fee - Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (*e.g.*, a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

Fee contingent upon the completion of a financing or other transaction - Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion

of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Fee paid under a retainer agreement - Under a retainer agreement, fees are paid to a municipal advisor periodically (*e.g.*, monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (*e.g.*, a fixed fee per month regardless of the number of hours worked) or an hourly basis (*e.g.*, a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

Fee based upon principal - Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (*e.g.*, bonds). This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.

From time to time, Municipal Solutions, Inc. does provide municipal advisory assistance to surrounding municipalities including, but not limited to the Town of Pittsford and the Town of Webster. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Town as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest that could interfere with our fiduciary obligations to the Town, Municipal Solutions, Inc. will notify the Town that a conflict has been identified and we will meet with the Town to discuss the impacts of the conflict and possible methods to resolve the identified conflict areas.

RELIANCE ON OUTSIDE INFORMATION

In formulating our recommendations as it comes to the issuance of municipal securities, we often have to rely on information provided by outside sources such as engineering firms, architectural firms, CPAs, attorneys, and other professional entities, as well as the municipality itself. We must rely on the expertise and professional knowledge of these entities in that the information they are providing is reasonable and correct. As part of our fiduciary duty to our clients, we will do our best to make sure this is the case. If we feel that the information provided to us is inaccurate, inconsistent or incomplete, we will ensure to tell you before providing any recommendations based on the material.

LEGAL OR DISCIPLINARY EVENTS

Municipal Solutions, Inc. is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). As part of this registration, we are required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints,

arbitrations and civil litigation involving Municipal Solutions, Inc. Pursuant to MSRB Rule G-42, Municipal Solutions, Inc. is required to disclose any legal or disciplinary event that is material to the Town's evaluation of Municipal Solutions, Inc. or the integrity of its management or advisory personnel.

We have determined that no such event exists.

Copies of Municipal Solutions, Inc. filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Municipal Solutions, Inc. or for our CIK number which is 0001612999.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

APPENDIX B

TOWN OF BRIGHTON, NEW YORK Contract Dated October 2, 2022

MATERIAL EVENTS

Events that ALWAYS must be disclosed:

- **Principal and interest payment delinquencies (even if 1 day late)**
- Unscheduled draws on debt service reserves reflecting financial difficulties
- Unscheduled draws on credit enhancements (ex. bond insurance) reflecting financial difficulties
- Substitutions of credit or liquidity providers (ex. Bond insurers), or their failure to perform
- IRS issuance of proposed or final determination of taxability or of a Notice of Proposed Issue (IRS Form 5701 TEB)
- Tender offers
- Defeasances
- **Rating changes (including insured rating changes)**
- Bankruptcy, insolvency, receivership or similar event of your municipality
- Default, event of acceleration, termination event, modification of terms or other similar events under a financial obligation of your municipality, if any such event reflects financial difficulties (effective February 27, 2019)

Events that must be disclosed IF MATERIAL:

- Adverse IRS tax opinions or other material notices of determination by the IRS with respect to the tax status of the Notes or Bonds (unless as described above) or other material events affecting the tax status of the Notes or Bonds
- Modifications to the rights of the Note or Bond holders
- Optional, unscheduled or contingent **Note or Bond calls**
- Release, substitution or sale of property securing repayment of the Notes or Bonds.
- Non-payment related defaults
- The consummation of a merger, consolidation or acquisition involving your municipality, or the sale of substantially of your municipality's assets, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions
- The consummation of a merger, consolidation or acquisition involving your municipality, or the sale of substantially of your municipality's assets, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions
- Appointment of a successor or additional trustee, or the change of name of a trustee
- **Incurrence of a financial obligation or agreement to covenants, events of default, remedies, priority rights or other similar terms of a financing obligation, any of which affect Note or Bond holders. This most likely means any bank loans, NYS Environmental Facilities Corporation loans, USDA Rural Development loans, installment purchase contracts, or energy performance contract leases your municipality issues (effective February 27, 2019).**



Finance Department

Paula Parker
Director of Finance

September 29, 2022

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

RE: 2022 Budget Amendment Town Hall HVAC Project

Dear Board Members:

I am requesting Town Board authorization to make amendments to the 2022 budget for the preliminary consulting & building review services for the HVAC replacement/Town Hall renovation. We are utilizing American Rescue Plan Act (ARPA) funds for this initial phase of the project as follows:

To Revenue Account: A.UNDST.4289	Other Federal Aid	\$116,660
To Expense Account: A.UNDST.9.10	Trans to Cap Project	\$116,660

The funds will be appropriated from the ARPA funds received in 2021 and 2022. As plans develop for this project, we will amend the budget as necessary.

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



KATHY HOCHUL
Governor

Division of the Budget

ROBERT F. MUJICA JR.
Director of the Budget

July 8, 2022

Paula Parker
Director of Finance
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

This letter is to inform you that the Town of Brighton will soon receive the remaining 50% of its American Rescue Plan Act Local Fiscal Recovery Funds. Your municipality's total allocation, half of which was paid in the Summer 2021 and half of which is to be paid this Summer 2022, is:

- **Total American Rescue Plan Act Local Fiscal Recovery Funds Allocation: \$3,684,911.99**

For your municipality, Summer 2021 payments were as follows:

- **First 50% (Summer 2021): \$1,842,456.00**
 - **Payment #1: \$1,834,964.27**
 - **Payment #2: \$7,491.73**

In Summer 2022, the final payment, representing the second 50%, is due to each municipality. For your municipality, this payment will total as follows:

- **Second 50% (Summer 2022): \$1,842,455.99**

As with the prior payments from Summer 2021, funds will be disbursed by the Office of the New York State Comptroller (OSC) electronically, using your municipality's existing banking information from the New York State Vendor File. Prior to the Summer 2021 payments, your municipality should have received instructions from OSC about how to confirm and provide any necessary updates/corrections of that information. If your municipality did not receive the initial payment electronically from the State, you should have received instructions from OSC for adding banking information to allow your

municipality to receive these payments electronically. If you need further assistance, please contact epayment@osc.ny.gov.

In addition, please be advised of the following:

- **Retain NEU Recipient Number.** You must retain your NEU Recipient Number as an identifying number for the lifecycle of this program, including for reporting purposes. As a reminder, your NEU Recipient Number is: **NY2601**
- **Review Federal Reporting Requirements.** The Federal Government has established usage and reporting requirements for these funds. NEUs should visit the United States Department of Treasury website: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>

Thank you for your attention and responsiveness with regards to your municipality's Local Fiscal Recovery Funds as part of the American Rescue Plan Act.

Division of the Budget email: localarpa@budget.ny.gov

Division of the Budget website: <https://www.budget.ny.gov/localarpa/index.html>



Finance Department

Paula Parker
Director of Finance

September 29, 2022

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

RE: 2022 Budget Amendment for purchases of vehicles as outlined in the
Capital Improvement Plan (2023-2025)

Dear Board Members:

I am requesting Town Board authorization to make amendments to the 2022 budget as outlined in the attached 2023-2025 CIP approved small vehicle listing. These vehicles are being ordered now due to uncertain availability and delivery concerns. Even though we may order these vehicles now, there is a distinct probability that many of these vehicles will not be delivered until some during 2023 or early 2024. The late delivery dates may also negatively impact each department's operations.

1. To Account: A.DPW.1490.2.22	Trucks/Vans	\$45,000
2. To Account: A.DPW.1620.2.22	Trucks/Vans	\$60,000
3. To Account: A.DPW.8020.2.22	Trucks/Vans	\$36,900
4. To Account: A.PARKS.7021.2.23	Tractors/Backhoes	\$53,000
5. To Account: D.HWY.5130.2.22	Trucks/Vans	\$66,000
6. To Account: D.HWY.5130.2.23	Tractors/Backhoes	\$61,300
7. To Account: SS.SEWER.8120.2.22	Trucks/Vans	\$58,200

Each project is outlined on the attached detail sheet.

The funds will be appropriated from any funds available (fund balance) and this was part of our 2023 adopted CIP with these vehicle purchases being highlighted in yellow.

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

Type	Request Title	Department	Account ID	FY2023
Vehicles and Wheeled Equipment	2023 - Replace Facilities Truck	Facility Operations	A.DPW.1620.2.22	60000
		Facility Operations Total		60000
Vehicles and Wheeled Equipment	2023 - #47 - 2015 Pickup truck	Highway Department	D.HWY.5130.2.22	66000
Vehicles and Wheeled Equipment	2023 - #20 - 2014 Sidewalk Tractor	Highway Department	D.HWY.5130.2.23	61300
		Highway Department Total		127300
Vehicles and Wheeled Equipment	2023 - Tractor Replacement	Parks	A.PARKS.7021.2.23	53000
		Parks Total		53000
Vehicles and Wheeled Equipment	2023 - #1 - 2010 Ford Escape	Public Works Department	A.DPW.1490.2.22	45000
Vehicles and Wheeled Equipment	2023 - Replace Public Works Dept. Van	Public Works Department	A.DPW.8020.2.22	36900
		Public Works Department Total		81900
Vehicles and Wheeled Equipment	2023 - #12 2011 FORD F350 (VEHICLE COSTS)	Sewer Operations	SS.SEWER.8120.2.22	58200
		Sewer Operations Total		58200
		Grand Total		380400



Finance Department

Paula Parker
Director of Finance

September 29, 2022

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

RE: 2022 Permanent Part-Time & Seasonal Schedule proposed amendment

Dear Board Members:

A new 2023 Permanent Part-Time & Seasonal Schedule was drafted and is included in our 2023 Preliminary Budget. However, there are two position titles that the respective Department Heads would like to be affected on the 2022 proposed Permanent Part-Time & Seasonal Schedule. Each of those Departments has submitted letters of support for this change. The titles affected are Office Clerk III and Student Intern (Engineering) and are highlighted on the attached proposed schedule.

I have met with all the departments impacted by the position titles on this schedule, as well as the Personnel Department and all are in agreement with the proposed changes. We have also removed obsolete titles no longer in use and we have formatted the schedule into two sections clarifying the position types.

The schedule will become effective with the first pay period after its adoption (October 15, 2022).

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

Sincerely,

Paula Parker
Director of Finance

TOWN OF BRIGHTON

PROPOSED REVISED SCHEDULE

PART-TIME PERMANENT (SECTION 1) AND SEASONAL (SECTION 2) EMPLOYEE WAGE SCHEDULE

2022 Budget

SECTION 1		Part-Time Permanent				
Part-Time Permanent		Part-Time Permanent				
		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
<u>Group II:</u>						
Animal Control Officer II		\$ 14.42	\$ 14.95	\$ 15.48	\$ 16.07	\$ 16.62
<u>Group III:</u>						
Office Clerk IV (Police Dept)		\$ 15.59	\$ 16.14	\$ 16.72	\$ 17.30	\$ 17.96
<u>Group IV:</u>						
Animal Control Officer I		\$ 16.70	\$ 17.35	\$ 17.98	\$ 18.59	\$ 19.24
<u>Group V:</u>						
Recreation Assistant III		\$ 17.86	\$ 18.56	\$ 19.18	\$ 19.81	\$ 20.51
Office Clerk III (Recreation)						
<u>Group VI:</u>						
(no titles on this group)		\$ 19.01	\$ 19.70	\$ 20.37	\$ 21.10	\$ 21.86
<u>Group VII:</u>						
Office Clerk III		\$ 19.88	\$ 20.92	\$ 21.98	\$ 23.10	\$ 24.25
<u>Group VIII:</u>						
(no titles on this group)		\$ 20.49	\$ 21.30	\$ 22.02	\$ 22.78	\$ 23.61
<u>Group IX:</u>						
(no titles on this group)		\$ 21.88	\$ 22.65	\$ 23.43	\$ 24.28	\$ 25.12
<u>Group X:</u>						
Assitant Building Inspector PT		\$ 24.12	\$ 25.37	\$ 26.59	\$ 27.95	\$ 29.36

Note: All Clerical on-call positions will be paid at Step 1 for the appropriate title.

TOWN OF BRIGHTON

PROPOSED REVISED SCHEDULE

PART-TIME PERMANENT (SECTION 1) AND SEASONAL (SECTION 2) EMPLOYEE WAGE SCHEDULE
2022 Budget**SECTION 2**

Seasonal Positions	Seasonal Steps	
	Step A	Step B
<u>S - Group I:</u>		
Student Intern	\$ 13.75	\$ 13.75
 <u>S - Group II:</u>		
Seasonal Laborer	\$ 15.00	\$ 15.00
 <u>S - Group III (Recreation Assistants):</u>		
Recreation Assistant V	N/A	\$ 13.75
Recreation Assistant IV	\$ 13.75	\$ 14.15
Recreation Assistant III (on Both Schedules)	\$ 14.25	\$ 14.65
Recreation Assistant II	\$ 14.75	\$ 15.15
Recreation Assistant I	\$ 15.25	\$ 15.65
 <u>S - Group IV (Lifeguards):</u>		
a. Lifeguard II	\$ 18.00	\$ 18.40
b. Supervising Lifeguard	\$ 19.00	\$ 19.40
c. Supervising Lifeguard I	\$ 19.50	\$ 19.90
 <u>S - Group V:</u>		
Student Intern (Engineering)	\$ 21.88	



Public Works Department

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

Evert Garcia, P.E.

Town Engineer

September 29, 2022

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

Re: Proposed Amendment to the 2022 PT/Seasonal Wage Schedule
Student Intern (Engineering)

Dear Council Person Diponzio and Committee Members:

I am writing to express the Department of Public Work's support for the proposed amendment to the 2022 PT/Seasonal wage schedule to accommodate an increase in the hourly rate for Group V-Student Intern (Engineering) from \$16.25/hr to \$21.88/hr. The Town's current hourly rate for engineering interns makes it difficult to remain competitive against local and national employers in today's economic environment. Internships in engineering programs, often referred to as co-ops, provide students with a unique opportunity to gain work experience while they are still completing their undergraduate degree and can play an important role in helping students assess their career paths and find future employment. In order for the Town of Brighton to attract students and have them consider a future career in local government, this rate increase is important. Therefore, I recommend that the FASC consider approving the wage rate increase for Group V-Student Intern (Engineering) as proposed by the Finance Department as part of the 2022 PT/Seasonal wage schedule amendment.

I will attend your regularly scheduled meeting on October 4, 2022 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