

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

**Meeting Date: Wednesday, February 1, 2023 (8:30 a.m.)
Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the January 18, 2023 meeting.
2. Purchase two (2) scene lights with carrying bags and amend budget (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to amend the budget as follows:
Increase: A.POLCE.3125.2.17 Law Enforcement Equip. \$4,100
to be supported by Forfeited Property account A.889.JSTCE funds. Funds will be used to purchase two (2) scene lights with carrying bags from FoxFury Lighting Solutions for the police department. Use of these funds have been approved by the US States Attorney's Office (see letter from Chief Catholdi).
3. Declare one 2016 Mercedes Sprinter Ambulance VIN# 186300 as surplus to be sold at live, online or for any other purpose (Ambulance District/Finance Dept.) – Request from Paula Parker and the Brighton Volunteer Ambulance to declare one (1) 2016 Mercedes Sprinter Ambulance VIN# ending 186300 as surplus. The ambulance is in fair condition with milage of just over 166,000. This ambulance may be sold at the live or online municipal auction or used as the Board determines (see letters from P. Parker & J. Ramono).
4. Approve renewal (1st of 3) for tree maintenance & removal services to Terry Tree Service, LLC per rates as bid with a 3% increase (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve a renewal contract, the first of three, with Terry Tree Service, LLC, for tree maintenance and removal services per pricing as bid with a three percent (3%) pricing increase. The new contract pricing will be effective immediately through December 31, 2023, with two additional annual renewal options each at the sole discretion of the Town and running per calendar year (see letter from C. Roscoe)
5. Approve renewal (2nd of 3) for dumpster & recycling removal services to Waste Management of New York, LLC per rates as bid with a 0% increase (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve a renewal contract, the first of three, with Waste Management of New York, LLC for dumpster and recycling removal services per pricing as bid with no pricing increase. The new contract pricing will be effective immediately for the period beginning January 1 through December 31, 2023, with one additional annual renewal options each at the sole discretion of the Town and running per calendar year (see letter from C. Roscoe).

6. Approve Change Order #1 (net increase of \$5,151.70 for the Keeler Construction contract) for the Elmwood Avenue Sidewalk Project (Public Works Dept.) – Request from Chad Roscoe for Town Board action to approve change order #1 for the Elmwood Avenue Sidewalk Project in the amount of \$5,151.70 increasing to total project cost to \$160,951.70 and increasing the total contract with Keeler Construction from \$155,800 to \$160,951.70. The Sam grant funding for this project is \$160,000. Therefore, approval is also needed for the Finance Department to appropriate the necessary funds (see letter from C. Roscoe).
7. Amend the Department of Public Works' table of organization and appoint Gretchen Paxon as Planning Clerk effective 2/13/2023 (Public Works Dept.) – Request from Mike Guyon for Town Board approval to amend the Public Works table of organization to create the position of Planning Clerk and abolish the title of Secretary to the Commissioner of Public Works, effective February 13, 2023. Further approval to appoint Gretchen Paxon to Planning Clerk with an annual salary of \$48,175.40 – Group 2 Step 6 (35 hours weekly) also effective February 13, 2023. This appointment is provisional and will service a 26 week probationary period upon the successful permanent appointment from the Civil Service list. Note: There is no salary change for Ms. Paxon, just the title change (see letter from M. Guyon).
8. (Item removed – more information needed)

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, FEBRUARY 15, 2023, at 8:30 a.m.**

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

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

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

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, January 18, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Melissa Marquez (Genesee Co-op Federal Credit Union)
Barb Van Kerkhove (Empire Justice Center)
Connor Kimball (Enterprise Fleet Management)
Mike Guyon (Public Works/Highway)
Steve Zimmer (Highway/Sewer)

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 January 4, 2023 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 contract extension (#2 of 2) with Raymond F. Wager, CPA, P.C. a division of Mengel Metzger Barr & Co. LLP for the 2022 Town audit and special review services (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the second of two contract extensions with Raymond F. Wager, a division of Mengel Metzger Barr & Co. for the 2022 Town Audit and special review services. The total amount of the contract has increased by 5.8% or \$1,700 for the prior year (2021) audit (see letter from P. Parker).

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

Budget Amendments and Transfers:

Accept \$500 donation from Howard Cohen and amend Police 2023 budget (Police Dept.) – The FASC discussed the request from Police Chief Catholdi for Town Board action to amend the Police Department budget as follows:

 Increase (revenue): A.POLCE.3120.2705 Gifts & Donations \$500

 Increase (expense): A.POLCE.3120.4.18 Program & Supplies \$500

This to accept a donation for Howard Cohen in the amount of \$500 to be utilized for Police programs & Supplies (see letter from D. Catholdi).

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

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

DISCUSSION ITEM: Public Banking Act. Review the proposed bill and discuss sending a letter of support. Melissa Marquez and Barb Van Kerkhove discussed the reintroduced bill in the New York State Senate to set into law the framework and regulations for municipalities to establish public banks. Forming public banks could keep funds local and focus on funding community-based projects serving the needs of the community. This law is in the very early stage of development but support from our local municipal leaders is being sought.

REVIEW ENTERPRISE AUTO LEASE PROGRAM: Connor Kimball presented updated information about the Enterprise Auto lease program. The discussion centered around the leasing versus owning of a portion of our fleet consisting of small to medium size pick-up type trucks. The discussion touched the advantages of keeping our fleet age newer and the flexibility of this type of program. Connor will attend the next FASC meeting on February 1st to review some options.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 10:15 a.m.

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

Wednesday, February 1st, 2023 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*****



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

February 1, 2023

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

RE: Use of Forfeited Funds to Purchase Scene Lights

Dear Board Members:

I am requesting approval to purchase two scene lights and two carrying bags from FoxFury Lighting Solutions for the police department. These lights would greatly benefit officers, investigators, and technicians at a variety of scenes.

I propose that the “Proceeds of Forfeited Property” be used to fund this request. I have consulted with the United States Attorney’s Office, and they concur that the use of seized forfeiture asset funds for this purpose is an appropriate use. I request that appropriations in account **A.POLCE.3125 2.17** Law Enforcement Equipment be increased by \$4,100.00. The total expenditure of no more than \$4,100 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

David Catholdi
Chief of Police

CDC:ksk



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

February 1, 2023

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

RE: 2016 Mercedes Sprinter Ambulance declared as Surplus

Dear Board Members:

I am recommending that Your Honorable Body declare one 2016 Mercedes Sprinter Ambulance (VIN: WDAPE7CD2GP186300) as surplus to be sold at either the municipal online auction or the live municipal auction held in the spring of 2023 or designated for any other purpose as the Board may choose. A communication from Brighton Volunteer Ambulance outlining the general condition of the vehicle is attached, for your information as well as the Asset Data Sheet.

The Brighton Volunteer Ambulance has delivered this vehicle to the Highway Department where it will be held until auction.

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

Asset Data Sheet

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
186300	K104	AMBULANCE,2015 (DEMERS TYPE II W/MERCEDES CHASSIS)	FIN - Finance	12/10/2015	\$91,650.00
Item: FA - Equip & Mach	Responsible Organization: SA.AMBUD.3600 - Ambulance Special Dist, Ambulance Special Dist, Ambulance District			Adjustments: \$0.00	
Recorded: Yes	G/L Distribution Profile: Pub Safety - Equipment			Depreciation: \$91,650.00	
Reporting Category: Capital	Capitalization Date: 12/10/2015			Net Book Value: \$0.00	
Accounting Category: Governmental	Depreciation Status: Fully Depreciated			Estimated Salvage Value: \$0.00	
Active: Yes	Depreciation Method: Straight Line			Depreciable Base: \$0.00	
Inactive Reason:	Asset Life in Months: 60				
Asset Special Use: None	Manufacturer: MEBE				
Method of Acquisition:	Model Number: SPRINTER				
Original Acreage: 0.0000	Serial Number: WDAPE7DC2GP186300				
Responsible ASSET Employee: MANAGER	Model Year: 2015 <i>✓ 2016/P</i>				
Assigned To Employee:	Warranty Expiration Date:				
General Location: SA-AMBUD DIST	Barcode Number:				
Specific Location:	Badge Number:				
Insurance Policy:	Vehicle License Number:				
Lease Contract:	Vehicle License Plate Type:				
Transactions: Status	Date	Type	Amount	Comments	
	Posted	12/31/2020	Record Depreciation	(\$16,802.50)	
	Posted	12/31/2019	Record Depreciation	(\$18,330.00)	
	Posted	12/31/2018	Record Depreciation	(\$18,330.00)	
	Posted	12/31/2017	Record Asset	\$91,650.00	
	Posted	12/31/2017	Record Depreciation	(\$38,187.50)	
Grand Total:				1 Asset	\$91,650.00



January 24, 2023

Town of Brighton
ATTN.: Ms. Paula Parker, Director of Finance
2300 Elmwood Ave
Rochester, NY 14618

RE: Return of 2016 Mercedes Sprinter

Dear Paula:

On Tuesday January 24, 2023, we returned the 2016 Mercedes Sprinter, VIN WDAPE7CD2GP186300 to the Town of Brighton Highway Department. This vehicle was returned in fair condition and the mileage was approximately 166,018. This vehicle was a surplus and was replaced by the new 2022 Ford Transit, VIN 1FDBW2XGZNKA54046.

I can be reached at either 585/363-7235 or via email at julieray.romano@brightonambulance.org if you have any additional questions or require further information.

Thank you again Paula for all of your assistance in the procurement of this new vehicle.

Kind Regards,

JulieRay C. Romano
Business Manager
BRIGHTON VOLUNTEER AMBULANCE

1M110-1871 120840

CERTIFICATE OF ORIGIN FOR A VEHICLE

DAIMLER

DATE

OCTOBER 11 2015

VEHICLE IDENTIFICATION NO.

WDAPE7CD2GP186300

YEAR

2016

INVOICE NO.

A85515

MAKE

MERZ

SHIPPING WEIGHT

4,959

SERIES OR MODEL

M2CA144

BODY TYPE

5D Van

H.P. (S.A.E.)

188

G.V.W.R.

8,550

NO. CYLS.

6

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the invoice number indicated to the following distributor or retailer.

NAME OF DISTRIBUTOR, RETAILER, ETC.

**ROMANO MOTORS LTD.
5433 NORTH BURDICK STREET
P.O. BOX 546
FAYETTEVILLE, NY 13066**

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

THIS VEHICLE COMPLIES
WITH THE CALIFORNIA
EMISSION STANDARDS

Mercedes-Benz USA, LLC.

BY:

H. Heller
(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(AGENT)

Atlanta, GA 30346

CITY-STATE

D00569592



Department of
Motor Vehicles

New York State Department of Motor Vehicles

#3059

MV-3 (1/21)

VEHICLE REGISTRATION RENEWAL

YOUR REGISTRATION FOR PLATE NUMBER 10946ET EXPIRES 12/31/21

REMINDER: YOUR INSPECTION EXPIRES ON 1/31/22

1 Yr Registration Fee EXEMPT

1 Yr County/City Use Tax/Fee

1 Yr Special Plate Fee

AMOUNT DUE EXEMPT

Make your check or
money order payable to the
"Commissioner of Motor Vehicles".
Write your plate number on the check.

BRIGHTON VOLUNTEER
AMBULANCE INC
1551 WINTON RD S
ROCHESTER NY 14618

PLEASE COMPLETE THE ENCLOSED AMBULANCE CERTIFICATION FORM (MV-3A)
AND RETURN WITH YOUR RENEWAL APPLICATION.
YOUR REGISTRATION CANNOT BE RENEWED IF YOU DO NOT INCLUDE 1 FH
INSURANCE CERTIFICATE FOR THE DATES 12:01 A.M. 01/01/22-01/01/23.

IMPORTANT: You cannot renew online if this vehicle has been altered or stretched to increase passenger capacity, OR since your last renewal 1) your vehicle information has changed; or 2) your name has changed. Additional requirements apply to renew the vehicle's registration. Visit dmv.ny.gov/reginvite for further instructions on how to renew.

If you no longer own this vehicle, or if it is now registered in another state, please disregard this renewal reminder.

- 1) If your MAILING address shown above has CHANGED, write your new mailing address on the application below. If your permanent LEGAL home address is DIFFERENT from your mailing address, write your legal home address below. Be sure to include the county.
- 2) If you need to CHANGE or correct the NAME or the VEHICLE INFORMATION on this registration, or if the plate number shown above is on a different vehicle, see the instructions on the back of this notice.
- 3) SIGN the certification on the back of the application below. TEAR OFF and MAIL the application with the AMOUNT DUE in the enclosed envelope. Do not staple, clip or tape your check or money order to the application. DO NOT SEND CASH.

↓ Tear Off Here ↓

VEHICLE REGISTRATION MAIL RENEWAL APPLICATION (Complete both sides and sign on the back.) MV-3 (1/21)

NEW Mailing Address - include street or box #, apt. #, city, state & zip

LEGAL Home Address - only if different from your mailing address

MONR

County

County

Year	Make	Vehicle Identification Number	Weight/Pass.	Color	Plate	Class	3/Name
2016	MERZ	WDAPE7CD2GP186300	6591	WH	10946ET	AMB	BRI

Date of Birth	Body Type	Fuel	Cyl	New Expiration
XXXXXXX	VAN	DIE	6	12/31/22

BRIGHTON VOLUNTEER
AMBULANCE INC
1551 WINTON RD S
ROCHESTER NY 14618

REG RENEWAL CENTER
207 GENESEE ST STE 6
UTICA NY 13501-5899

Office Use:

1 Y EXEMPT 1U 1SP

FH REQ
TOTAL DUE
= EXEMPT

REF NUM

80112 313 934 47

RETURN AMBULANCE CERT. (MV-3A) WITH RENEWAL



Town of
Brighton

Public Works Department

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

Chad Roscoe
Junior Engineer

January 30, 2023

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

Re: Tree Maintenance & Removal Services Contract Renewal;

Dear Councilperson DiPonzo and Committee Members:

The Town Board authorized a contract with Terry Tree Service, LLC on March 14, 2022 for tree maintenance and removal services. This contract included an option to renew the contract for another twelve months. This would be the first of three renewals available.

Terry Tree is proposing a 3% increase due to the rate of inflation. Table-1 shows the approved 2022 rates along with the proposed rate increase for 2023. We feel that this increase is justifiable.

Item No.	Size	2022	% increase	2023
1	14" and <	\$ 225.00	3%	\$ 231.75
	15"-24"	\$ 675.00	3%	\$ 695.25
	25"-36"	\$ 1,200.00	3%	\$ 1,236.00
	37"-48"	\$ 2,400.00	3%	\$ 2,472.00
	49" and >	\$ 3,100.00	3%	\$ 3,193.00
2	Tree Trimming	\$ 225.00	3%	\$ 231.75
3	Stump Removal	\$ 250.00	3%	\$ 257.20
4	Emergency Call Surcharge	\$ 300.00	3%	\$ 309.00
5	Cabling & Bracing	\$ 12.50	3%	\$ 12.88

Therefore, I am recommending that the Finance and Administrative Services Committee advise the Town Board to renew the Tree Maintenance & Removal Services contract with Terry Tree Service, LLC.

Funding is available in the account A.DPW.8560 4.43 of the 2023 approved budget in the amount of \$115,000.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW



Town of
Brighton

Public Works Department

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

Chad Roscoe
Junior Engineer

January 26, 2023

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

Re: Renewal of Dumpster & Recycling Contract
 For Town Facilities, Parks, and Recreation

Dear Councilperson DiPonzo and Committee Members:

Back on February 24, 2021 the Town Board awarded Waste Management the Dumpster & Recycling Contract for the term of one year with the option to renew for three one-year terms. The contract allows up to a 5% annual increase to the proposed rates. See the attached spreadsheet for the 2021 prices for Dumpster & Recycling services. Waste Management stated that there would be no increase to the existing rates (see attached letter from WM). Therefore, I am asking for approval to renew the contract with Waste Management for another year. This would be the second renewal of the three available.

Thank you for your attention to this matter and do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Chad Roscoe
Junior Engineer, DPW

Service Location		Pick-ups Per			\$ ppu	WM Mth	Yearly \$	Comments
		W	M	Y	WM			
Recycle	Town Hall - (6 cu yd & 9 toters)	1	4.33	52	\$ 23.50	\$ 101.76	\$ 1,221.06	
	Operation Center - (2 toters)	0.5	2.17	26	\$ 25.00	\$ 54.25	\$ 651.00	
	Town Park - Recycle Jan-Dec (8 cu yd)	1	4.33	52	\$ 24.00	\$ 103.92	\$ 1,247.04	
	Meridian Centre Park - Recycle April-Nov (8 cu yd)	0.5	2.17	17	\$ 24.00	\$ 52.08	\$ 416.64	
	Buckland Park (Park) - Recycle April - Oct (8 cu yd)	0.5	2.17	15	\$ 24.00	\$ 52.08	\$ 364.56	
	Buckland Park (Lodge) - Recycle Jan- Dec (8 cu yd)	1	4.33	52	\$ 24.00	\$ 103.92	\$ 1,247.04	
RO	Operation Center - Rolloff (40 cu yd)						\$ 1,678.50	see chart below
TRASH	Town Hall - (10 cu yd)	2	8.66	104	\$ 37.59	\$ 325.53	\$ 3,906.35	
	Brighton Town Park (8 cu cy)	1	4.33	52	\$ 29.00	\$ 125.57	\$ 1,506.84	
	Meridian Centre Park April-Nov (8 cu yd)	0.5	2.17	17	\$ 29.00	\$ 62.93	\$ 503.44	
	Buckland Park (Park) April - Oct (8 cu yd)	0.5	2.17	15	\$ 29.00	\$ 62.93	\$ 440.51	
	Buckland Park (Lodge) Jan- Dec (8 cu yd)	1	4.33	52	\$ 29.00	\$ 125.57	\$ 1,506.84	

\$ 14,689.82 GRAND TOTAL

This chart is used to approximate the cost for a yearly rolloff price

Theses are based upon 2020 pick ups			
Waste Management Rolloff			
Feb	May	Sep	Dec
6.75	5.8	5.26	4.64
\$ 337.50	\$ 290.00	\$ 263.00	\$ 232.00
\$ 139.00	\$ 139.00	\$ 139.00	\$ 139.00
\$ 476.50	\$ 429.00	\$ 402.00	\$ 371.00
			Tons
			Tip fee
			\$ 50.00
			\$ Trip
			\$ 139.00
			Total
			\$ 1,678.50



January 26, 2023

Town of Brighton
2300 Elmwood Ave
Rochester, NY 14618
Attn: Mr Chad Roscoe

RE: 2023 Contract Extension for Dumpster & Recycling Services

Dear Mr Roscoe:

This letter will formally acknowledge agreement between the Town of Brighton and Waste Management of New York LLC (WMNY) concerning the extension of the present contract for the Dumpster and Recycling Services. We agree to continue the service under the same terms and conditions for the period of January 1, 2023 through December 31, 2023.

If you have any questions, please do not hesitate to call me at (716) 374-0073.

Sincerely,

A handwritten signature in blue ink that appears to read "Jacqueline D. Bialaszewski".

Jacqueline D. Bialaszewski
Public Sector Representative



Town of
Brighton

Public Works Department

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

Chad Roscoe
Junior Engineer

1/27/23

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

Re: Elmwood Avenue Sidewalks
Change Order 1

Honorable Supervisor and Finance Committee Members:

The Town Board at their August 10, 2022, meeting authorized the Supervisor to execute an agreement with Keeler Construction Company, Inc. to construct sidewalks along the north side of Elmwood Avenue for an amount not to exceed \$155,800.

During construction of the sidewalks, the quantity estimated for detectable warnings was not enough to cover the new curb ramp areas and therefore the quantity needed to be increased to ensure a proper ADA compliant transition to grade. In addition, three additional structures needed adjustment to meet the elevation of the new sidewalks. Furthermore, there was an overrun in topsoil material that was needed to meet existing grades along with an underrun in the amount of concrete material needed.

A summary of additions & deductions from the contract are outlined in Table 1 below. As shown in Table 1, the additions and deductions from the Base Bid contract results in a net increase of \$5,151.70. The total change in the base contract amount represents an increase of 3.3%,

Table 1 - Summary of Contract Changes

<u>Item #</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Original Cost</u>	<u>Final Qty</u>	<u>Change</u>	<u>Cost of Change</u>
101	New Concrete Sidewalks	\$ 10.00	8750 SF	8050.50 SF	-699.5	\$ (6,995.00)
125	Detectable Warning Units	\$ 30.00	64 SF	95.5 SF	31.5	\$ 945.00
200	Adjust Monuments & Appurtenances	\$ 2,000.00	1 Ea	4 Ea	3	\$ 6,000.00
500	Lawn Restoration	\$ 3.00	1700 SF	3433.9 SF	1733.9	\$ 5,201.70
Net Change to Contract						\$ 5,151.70

Funding for this project was provided by a combination of a \$60,000 Community Development Block Grant and a \$100,000 SAM Grant for a total of \$160,000. The total project cost after the change order is \$160,951.70, which results in a funding gap of \$951.70. Therefore, we are requesting that an additional \$951.70 be appropriated into the project account to cover the project overages and that the Supervisor be authorized to execute Change Order 1 as attached.

Furthermore, we are also requesting authorization for the Finance Department to complete the necessary budget transfers and amendments to fund this work.

I will attend your regularly scheduled meeting on February 1, 2023 to discuss this matter in more detail. As always, your consideration of these matters is greatly appreciated.

Sincerely,



Chad Roscoe
Town of Brighton

Cc: P. Parker
M. Guyon
E. Garcia
S. Zimmer



AIA® Document G701™ – 2017

Change Order

PROJECT: (name and address)

Elmwood Ave. Sidewalks
Brighton, NY

OWNER: (name and address)

Town of Brighton
2300 Elmwood Ave
Brighton, NY 14216

CONTRACT INFORMATION:

Contract For: Sidewalk Improvements
Date: 8/11/22

ARCHITECT: (name and address)

CHANGE ORDER INFORMATION:

Change Order Number: 01
Date: 1/24/23

CONTRACTOR: (name and address)

Keeler Construction Co. Inc.
13519 West Lee Rd
Albion, NY 14220

The Contract is changed as follows: *Final Quantity over/under runs as shown in Attached Exhibit A*
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ <u>155,800</u>
The net change by previously authorized Change Orders	\$ <u>—</u>
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ <u>155,800</u>
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ <u>5,151.70</u>
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$ <u>160,951.70</u>
The Contract Time will be (increased) (decreased) (unchanged) by	() days.
The new date of Substantial Completion will be	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Firm name)

Keeler Construction Co. Inc.

OWNER (Firm name)

SIGNATURE

[Signature]

SIGNATURE

PRINTED NAME AND TITLE

Tom Keeler V.P.

PRINTED NAME AND TITLE

DATE

1/25/23

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

“Exhibit A”

Item #	Description	Unit Cost	Original Qty	Final Qty	Change	Cost of Change
101	New Concrete Sidewalks	\$10.00	8,750.0 SF	8,050.50 SF	-699.50 SF	-\$6,695.00
125	Detectable Warning Units	\$30.00	64.0 SF	95.50 SF	+31.5 SF	\$945.00
200	Adjust Monuments & Appurtenances	\$2,000.00	1 EA	4 EA	+3 EA	\$6,000.00
500	Lawn Restoration	\$3.00	1,700.0 SF	3,433.90 SF	+1,733.90	\$5,201.70

Notes:

Item #125 – The detectable warning units indicated on the plans were not sufficient to cover the new radius curb cut areas. The quantity needed to increase.

Item #200 – There were three additional drainage structures that required height adjustments to meet the revised elevations.

Item #500 – The topsoil overrun accounted for a correct transition from the new sidewalk elevations to meet the existing grades.



Town of
Brighton

Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

January 24, 2023

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

Re: Amendment to Authorized Table of Organization for the Department of Public Works
Amendment to Non-Represented Employee Salary and Wage Schedule

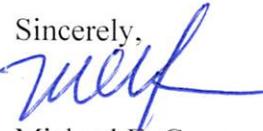
Dear Council Person DiPonzo and Committee Members:

I am recommending that the Town Board eliminate the position of Secretary to the Commissioner of Public Works and replace this position with the title Planning Clerk. We are finding that we need additional resources to assist with Planning, Zoning, Architectural Review and Historic Preservation Board applications. Additionally, the Town of Brighton is seeing a dramatic increase in the property maintenance complaints and this new title will improve our response to property maintenance issues. I also recommend that the Non-Represented Employee Salary and Wage Schedule be amended to create the position of Planning Clerk with an annual salary range consistent with the Group 2 Annual Wage (35 Hour/Week), consisting of six steps between \$37,637.60, Step 1, through \$48,175.40, Step 6 effective February 13, 2023.

The appropriate documentation regarding the title change was submitted to the Monroe County Civil Service and in an email dated January 20, 2023 they approved the creation of the position Planning Clerk.

I am also recommending that Gretchen Paxon's title be changed from Secretary to the Commissioner of Public Works to Planning Clerk with a starting annual salary consistent with Group 2, Step 6, or \$48,175.40. This is Gretchen's current salary. This position is a provisional appointment and is contingent upon successfully completing a Monroe County Civil Service exam for this title. The permanent appointment is subject to a twenty-six (26) week probationary period beginning from the date of permanent appointment.

I will be in attendance at your February 1, 2023 meeting in the event you have any question regarding this matter.

Sincerely,

Michael E. Guyon