

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

Meeting Date: Wednesday, February 15, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the February 1, 2023 meeting.
2. Renew Sirness Vending contract effective 10/28/2022 for a term of two years for an annual fee of \$350 for the Town Hall and Recreation locations (Public Works – Facilities Dept.) – Request from Gary Donofrio for Town Board action to approve the renewal agreement with Sirness Vending Service. This agreement is for a two-year term for an annual fee of \$350 for the Town Hall and Recreation locations. The fee is decreasing from \$500 to \$350 annual due to less sales at the Recreation location. The agreement may be renewed for up to two one-year periods (see letter from G. Donofrio).
3. Award bid for the 2023 bucket truck rental with operator to Terry Tree Service, LLC for an hourly rate of \$236 (Public Works Dept.) – Request from Chad Roscoe for Town Board action to award the bucket truck rental with operator to Terry Tree Service, LLC for an hourly rate of \$236.00. The contract is in an hourly rate and specifically for trimming services (not removal) and as is limited by amount as appropriated in the 2023 budget (see letter from C. Roscoe).
4. Approve NYSDOT Agreement Adjustment/Calculation worksheet for the 2022/2023 snow season (Highway Dept.) – Request from Mike Guyon for Town Board action to approve and authorize the Supervisor to execute or amend the 2019 NYSDOT Snow & Ice Agreement for the 2022/2023 snow season. This amendment will add approximately \$39,017.08 to the base contract amount as illustrated on the worksheet bringing the 2022/2023 contract estimate to \$264,544.91 (see letter & worksheet from M. Guyon).
5. Chelmsford Lane Culvert Design Services contract with Ravi Engineers (Highway Dept.) – Request from Mike Guyon to negotiate a contract with Ravi Engineers for the design of the Chelmsford Lane Culvert repair/replacement. In order to expedite this project, permission is requested to forgo the procurement process and obtain a design fee directly from Ravi Engineering. Ravi Engineering is a NYSDOT Region 4 approved consultant and on the Region 4 Local Design Services Agreement list. Further since this project was not included in the budget, authorize the finance department to make the necessary amendments to the budget (see letter from M. Guyon).
6. Approve amendment to Flat Salaried / Wage Positions and approve stipend for Certified Arborist (Public Works Dept.) – Request from Mike Guyon to amend the Flat Salaried / Wage Positions to add the title of CERTIFIED ARBORIST with a flat salary of \$3,000 annually to be paid out bi-weekly. Further to authorized Kyle Sears to perform the Certified Arborist services at the stipend amount of \$3,000 effective February 27, 2023 (see letter from Mike Guyon).

7. Approve the appointment of a Planning Technician effective February 27, 2023 at an annual salary of \$53,107.60 (Public Works Dept.) – Request from Mike Guyon for Town Board approval to appoint Steven Naukam to the position of Planning Technician, full time (35 hours per week) with the salary set at \$53,107.60 (Group 5 Step 1) effective February 27, 2023. Mr. Naukam is being appointed from the most recent Monroe County Civil Service list, here he scored first on the list. This appointment is subject to a 52-week probationary period (see letter from M. Guyon).
8. Approve Equity Vehicle Lease program with Enterprise Fleet Management (Highway/Public Works Depts.) – Request from Mike Guyon for Town Board approval to enter into an Equity Lease agreement with Enterprise Fleet Management effective immediately and authorize the Supervisor to execute all related documents. This contract will provide vehicles to the Town, as authorized by the Town at approved lease pricing (see letter from M. Guyon).
9. Authorize appropriations and transfers for the 2022 budget year end processing and 2023 re-appropriations for grant projects (Finance Dept.) – Request from Paula Parker for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2022 amended budget. This list is a draft and may need to be updated prior to the February 24th Board Meeting for any 2022 claims that will be posted to that fiscal year (see letter from P. Parker).
10. DISCUSSION ITEM: Amend the Public Works Department's table of organization by creating one position of Grant Administrator and abolish one position of Planning Technician. The position is not currently on the Town's roster of approved Civil Service positions. The 222 creation process is underway. When the title is approved by the Civil Service Commission, Mike will return to have the Board take official action.

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, MARCH 1, 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, February 1, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

David Catholdi (Police)
Mike Guyon (Public Works/Highway)
Evert Garcia (Public Works)
Chad Roscoe (Public Works)
Suzanne Zaso (Finance)
Rebecca Cotter (Recreation)

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 18, 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 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.) – The FASC discussed the 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)

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

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

Approve Change Order #1 (net increase of \$5,151.70 for the Keeler Construction contract) for the Elmwood Avenue Sidewalk Project (Public Works Dept.) – The FASC discussed with Mike Guyon, Evert Garcia and Chad Roscoe the 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). FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Purchase two (2) scene lights with carrying bags and amend budget (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request 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). FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Amend the Department of Public Works' table of organization and appoint Gretchen Paxon as Planning Clerk effective 2/13/2023 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board approval to amend the Public Works table of organization in 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). FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

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.) – The FASC discussed with Paula Parker her request, supported by 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).

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

Other Matters for Discussion Only:

DISCUSSION ITEM: Succession planning in the Finance Department. The committee discussed the process and timing for recruitment of the Assistant Director of Finance position with Paula Parker and Suzanne Zaso. Recruitment will begin in February to allow for adequate time for appointment and training.

DISCUSSION ITEM: Rebecca Cotter discussed a possible change order with respect to the current contract with SWBR to complete the final report for the Recreation & Parks Feasibility study.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 9:30 a.m.

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

Wednesday, February 15st, 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****



Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Gary Donofrio
Maintenance Mechanic

February 1, 2023

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618
RE: Sirness Vending Services
Dear Board Members:

Paula Parker from the Finance Department and I am recommending that Your Honorable Body approve and authorize the Supervisor to execute a contract with Sirness Vending Service. Said contract will allow placement of vending machines in Town Hall and the Recreation facility to make available vending machine type refreshments (snacks and drinks) to staff and patrons.

This contract will be effective on October 28, 2022 thru October 27, 2024, a two-year term with additional renewals of two additional one-year terms.

Sirness Vending Services will remit \$350 to the Town annually for placement of these machines.

I would be happy to respond to any questions that the Town Board may have regarding this matter.

Sincerely,



Gary Donofrio



STANDARD SERVICE AGREEMENT

This Agreement is made on **01/17/2023** between **SIRNESS VENDING SERVICES**, located at 3595 Buffalo Road, Rochester, NY 14624, and **Town of Brighton**, whose facilities are located at 2300 Elmwood Ave, Rochester, NY 14618 and Town of Brighton recreation department located at 220Idlewood Road, Rochester, NY 14618.

Each Party agrees to the terms set forth below:

Customer does hereby grant SIRNESS VENDING SERVICES exclusive rights to sell and provide food, beverages, snacks, fruit, ice cream, and related items in automated vending machines and/or micro markets in all mutually agreed upon locations. The term of this agreement shall be for **24 months**, commencing on **10/28/2022**. This agreement shall continue on a month-to-month basis after conclusion of the above stated term, unless notice to terminate is given. This agreement may be renewed for two one-year-terms, upon written agreement of Each Party.

SIRNESS VENDING SERVICES at its sole expense agrees to provide the following:

- Install vending, micro market, and coffee equipment at mutually-agreed-upon locations within Customers facilities.
- Repair and Maintenance of Provided Equipment
- Workers' Compensation and Liability Insurance covering equipment, vehicles, and property.
- Quarterly reporting indicating sales and marketing data for each segment of the operations.
- Sirness will keep both vending machines stocked on a weekly or bi weekly basis.
- Sirness Vending Service will make a payment of \$350 annually to the Town of Brighton at the beginning of each 12 month period.

CUSTOMER is to provide adequate space, all necessary utilities, and reasonable access to its premises for Sirness Employees as necessary for the operation and maintenance of Provided Equipment.

Termination of this agreement may be made by either party upon sixty days' written notice via registered mail under the following conditions: Customer's right to terminate shall only be exercised in the event that Sirness Vending Services has not fulfilled its obligation to provider proper service and equipment maintenance. Written notification of said failure, with thirty days to correct any deficiency must be given, and if Sirness Vending Services has not made reasonably satisfactory corrections within this time period, termination notice may be served. Sirness Vending Services may terminate with sixty days' notice in the event these services prove to be unprofitable. In no event shall termination contract relive Sirness Vending Service of its obligation to make a **\$350.00** annual payment to the Town nor shall said termination entitled Sirness Vending to any refund of any amount of said annual payments.

This agreement shall be construed and legal relationships between the parties thereto, shall be determined in accordance with the laws of the State of New York. Each Party represents and warrants that its signatory whose signature appears below has been and is on the date of this Agreement duly authorized to execute this Agreement.

FOR: Town of Brighton

_____ (signature)

William W. Moehle

Town Supervisor

_____ (date)

FOR: Sirness Vending Services, Inc.

_____ (signature)

_____ (print name)

_____ (title)

_____ (date)



Public Works Department

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

Chad Roscoe
Junior Engineer

February 10, 2023

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

Re: Contractor Recommendation for
2023 Rental of a Bucket Truck with Qualified Operator

Dear Chairperson DiPonzio and Committee Members:

We received bids on February 10, 2023, for the rental of a bucket truck with a qualified operator. The invitation to submit a bid was publicly advertised and publicly opened all as required by law. Two (2) companies responded to the advertisement for bids and submitted a proposal. The base bid requested an hourly rate for the rental of a bucket truck and operator. Table 1 lists the hourly rate included in the bid proposal by each responding company:

Table 1 Bid Summary

Bidder	Hourly Rate
Birchcrest Tree & Landscape	\$245.00
Terry Tree Service, LLC	\$236.00

Town staff reviewed the bids for completeness and accuracy and determined that Terry Tree Service, LLC is the lowest priced and qualified firm to perform these services. Funding is available in account A.DPW.8560.4.43 for these services in 2023. Therefore, we are requesting that FASC recommend that the Town Board award the bid for the Rental of a Bucket Truck with Qualified Operator to the low, responsive bidder, Terry Tree Service, LLC. The contract term for these services will be for the remainder of 2023 effectively immediately. In addition, work performed by Terry Tree under this contract will be billed at an hourly rate of \$236.00 and the total amount expended under this term will not exceed the funds available in the budget account.

I will attend your regularly scheduled meeting on February 15, 2023 to discuss this matter in more detail and answer any questions that you may have. As always, your consideration of these matters is greatly appreciated.

Sincerely,

Chad Roscoe
Junior Engineer, DPW

16 W. Main St,
Rochester, NY, 14614, USA
585-232-6920, <https://nydailyrecord.com>

PROOF OF PURCHASE

COPY FOR YOUR RECORDS ONLY, THIS IS NOT AN INVOICE OR
AFFIDAVIT OF PUBLICATION

ADVERTISER

TOWN Of Brighton - RCH, Account ID 249146
2300 Elmwood Ave,
Rochester, NY, 146182145

Please Read Carefully

The Daily Record (NY) is not responsible for errors or omissions after the First Run Date. If any errors exist in your ad, please contact us at **585-232-6920**.
Attorney's placing legal advertisements are responsible for payment of same.

Purchase Order #:	
Insertion Order #:	2471689
Placement:	The Daily Record (NY)
Index:	Bids
Category:	Goods and Services
First Issue:	02/03/2023
Last Issue:	02/03/2023
# of Insertions:	1
Net Charge:	\$88.60
Payments/Credits:	\$0.00
Amount Due:	\$88.60
Affidavit Reference:	2023 Bucket Truck & Operator Rental

ADVERTISEMENT FOR BIDS

The Town of Brighton, Monroe County, New York will receive sealed bids for:

2023 Bucket Truck & Operator Rental

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

Place: Town of Brighton

Dept. of Public Works

2300 Elmwood Avenue

Rochester, New York, 14618

Date: **Friday, February 10, 2023**

Time: **10:00 A.M.** Local Time

The work consists of one contract for the furnishing of the services of a bucket truck with 75' arm, with qualified operator and spotter, for use by the Town in the trimming and removal of street trees. The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under the contract.

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

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

A non-collusive bidding certificate shall be included with each bid.

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

Dated: **2/3/23**

Town of Brighton

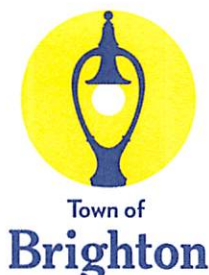
Michael Guyon, P.E.

Commissioner of Public Works

(585)784-5225

2471689 2-3-1t

*** Changes to this order may result in pricing changes ***



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 2, 2023

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

Re: Snow and Ice Control Agreement
NYSDOT Municipal Snow and Ice Program
Agreement Adjustment/Calculation Worksheet

Dear Chairman Diponzio and Committee Members:

In 2019 The Town of Brighton entered into a five-year agreement with the NYSDOT to provide snow and ice control for New York State and Monroe County roads. The agreement included the ability for New York State to adjust the estimated expenditure each year to account for changes in labor, materials, equipment and fixed costs. This agreement requires that a supplemental agreement be completed if the total of the 2022/23 snow and ice estimate is higher than the base estimate from the original agreement. However, there may be situations where an increase above the base estimate may not require the completing of a Supplemental Agreement such as a light winter. The snow and ice estimate for the winter of 2022/2023 is higher than the base estimate from the original agreement therefore, a Supplemental Agreement to the Contract must be executed. The 2022/2023 increase in Town funding is estimated to be \$39,017.08. I have attached a copy of the Agreement Adjustment/Calculation Worksheet and Supplemental Agreement for your reference.

Therefore, I am requesting that the Finance and Administrative Services Committee recommend that the Town Board authorize the Supervisor to execute the Supplemental Agreement to the Snow and Ice Contract. Additionally, I am requesting that the FASC recommend that the Town Board authorize the supervisor to endorse the Agreement Adjustment/Calculation Worksheet.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 15, 2023 meeting in the event that you have any questions regarding this matter.

Sincerely,

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

Attachment

cc: S. Zimmer
P. Parker
A. Banker
B. Monroe
K. Gordon

Contract No.: D014786
Supplemental Agreement No.: 2
Date Prepared: _____

SUPPLEMENTAL AGREEMENT No. 2 to Contract No. D014786

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State"); and the

TOWN OF BRIGHTON ("Municipality")
Acting by and through the Supervisor.

This amends the existing Municipal Snow and Ice Agreement between the parties in the following respects only (*check all that apply*):

- ☐ Amending the contract end date ONLY
- ☐ Amending the number of lane miles/specific roads covered under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- ☒ Amending the estimated expenditure for the 2022/23 season by:
 - ☐ adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
 - ☒ adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheet and Municipal Resolution attached)
- ☐ Extending the Agreement for an additional 5-year period (Extension No. _____ of a maximum of 3)
- ☐ Other: _____

Contract No.: D014786

NYSDOT Municipal Snow & Ice Program

AGREEMENT ADJUSTMENT/CALCULATION WORKSHEET For Index Lump Sum Agreements

2022/23 Snow & Ice Season
Current Contract Period: 7/1/2019 to 6/30/2024

Municipality	TOWN OF BRIGHTON	Contract #	D014786
County	MONROE	Region	4
Contract LM	41		

2021/2022 Season's Estimated Expenditure					\$184,929.18	
%	Labor	43.28%	Materials	27.49%	Equipment	29.23%
Value	\$109,803.44		\$69,736.72		\$74,161.33	

LABOR *

Labor Portion of 2021/22 Estimated Expenditure \$109,803.44
 % Labor Increase/Decrease for 2022/23 Season x 2 %
 Additional/Less Labor Costs for 2022/23 \$2,196.07

Labor Portion of 2022/23 Season Estimated Expenditure	\$ 111,999.51
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*** Attach Municipality's certification of applicable labor cost increase**

MATERIALS

Materials Portion of 2021/22 Extension's Estimated Expenditure \$69,736.72

	% Materials	2021/22 Total Material \$	I. Proportionate \$ Amount	2022/23 Price Per Unit	2021/22 Price Per Unit	Difference (Show +/-)	II. ± %	I. x II. Inc/Dec
Salt	100%	\$69,736.72	\$69,736.72	\$62.48	\$55.52	\$7.01	12.40%	\$8,647.35
Sand								
Other								
Materials Total								\$78,384.07

Materials Portion of 2022/23 Season's Estimated Expenditure	\$78,384.07
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EQUIPMENT

Equipment Portion of 2021/22 Estimated Expenditure \$74,161.33
 % Equipment Increase/Decrease for 2022/23 Season 0.00%
 Additional/Less Equipment Costs for 2022/23 \$0.00

Equipment Portion of 2022/23 Season Estimated Expenditure	\$74,161.33
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SUBTOTAL of Labor + Materials + Equipment:	\$264,544.91
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FIXED COSTS (fill out if necessary)

Salt Storage (Barns)		
DTN Weather Service		
Snow Fence		
Total Fixed Costs		N/A

2022/23 SEASON ESTIMATE (Labor + Materials + Equipment + Fixed Costs)	\$264,544.91
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SUMMARY OF COSTS

	2021/22 \$	%	2022/23 \$	%
Labor	\$109,803.44	43.28%	\$111,999.51	42.34%
Materials	\$69,736.72	27.49%	\$78,384.07	29.63%
Equipment	\$74,161.33	29.23%	\$74,161.33	28.03%
Fixed Costs		-		-
Totals	\$253,701.49	100%	\$264,544.91	100%

A: Original Base Season Estimate from Current Agreement:	\$225,527.83
B: 2022/23 Season Estimate	\$264,544.91
Increase or Decrease (B minus A)**	\$39,017.08

***Due to a light winter during the 2021/22 season, if an increase is needed for the 2022/23 season, an amendment (Supplemental Agreement) to the contract will be required and will be subject to OSC approval.*

Estimate Recommended/Reviewed By: _____
Resident Engineer

Estimate Reviewed By: _____
Municipality

Estimate Approved By: _____
S&I Program Manager



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 7, 2023

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

Re: Chelmsford Lane Culvert
Design Services

Dear Councilperson DiPonzio and Committee Members:

On January 23, 2023 we noticed a sink hole along the east side of the culvert that conveys Buckland Creek beneath Chelmsford Lane. Further investigation revealed that a portion of the culvert had collapsed and the integrity of the roadway was suspect. Therefore, Chelmsford Lane was closed to protect the public. At our request, Ravi Engineering performed a cursory inspection of the culvert and recommended in a memo dated 2/1/2023 that the roadway remain closed until the structure is either rehabilitated or replaced.

We would like to expedite the replacement/rehabilitation of the Chelmsford Lane culvert and we are requesting that the FASC authorize Town staff to forgo the Town's procurement process and permit Town staff to negotiate a design fee for the project and enter into a contract with Ravi Engineering to provide design services for the culvert. Ravi Engineering is a NYSDOT Region 4 approved consultant as evidenced by their inclusion on the NYSDOT Region 4 Local Design Services Agreement list.

The collapse of the Chelmsford culvert was not foreseen and funding was not included in the 2023 budget. We are requesting that the FASC recommend that the Town Board authorize the finance department to make the appropriate budget amendments to fund this project.

I will be in attendance at the February 15, 2023 FASC meeting to address any questions.

Respectfully,

Michael E. Guyon



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 7, 2023

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

Re: Kyle Sears
ISA Certified Arborist Stipend

Dear Councilperson DiPonzio and Committee Members:

Kyle Sears recently passed the ISA Certified Arborist Exam. This certification will improve the accuracy of our tree evaluations and enhance our ability to assess the Town's urban tree canopy. Currently, Kyle administers our sidewalk program, inspects Town projects that are constructed by contractors, determines material quantities for Town projects and provides survey services as needed. As a certified arborist we expect Kyle to inspect Town trees, prepare tree evaluations and recommend the appropriate maintenance for Town trees. As compensation for these additional responsibilities, we are requesting that Kyle receive an annual stipend of \$3,000 effective February 27, 2023. Also, we are requesting that the title of certified arborist be added to the flat salaried wage position salary schedule. There are sufficient funds in account A.DPW.8560, Tree Replacement Program, to accommodate this stipend.

I do not believe that Kyle's certification will eliminate the need for a Town arborist consultant but it should reduce the number of hours allocated to the consultant.

I am requesting that the FASC recommend that the Town Board authorize a \$3,000 annual stipend to Kyle Sears acknowledging the additional responsibility associated with the Town tree program.

I will be in attendance at the February 15, 2023 FASC meeting to address any questions.

Respectfully,

Michael E. Guyon



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 2, 2023

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

Re: Proposed Permanent Hiring
Planning Technician

Dear Chairman DiPonzio and Committee Members:

Jeffrey Frisch resigned as Planner in November 2022. As a result, Jason Haremza was promoted to the position of Planner effective on November 14, 2022 leaving the Planning Technician title vacant. We interviewed five candidates and selected Steven Naukam for the position.

Civil Service offered an examination for this position several months ago and the results were recently released. Steven took the Planning Technician Civil Service exam and finished number one on the list.

We are recommending that:

1. Steven Naukam, be appointed to the position of Planning Technician subject to Town Board action;
2. The starting annual salary for this exempt class, full time 35 per week position will be, \$53,107.60 (Group 5 Step 1 of the 2023 Non-Represented Employee Salary and Wage Schedule);
3. The effective date of hire is February 27, 2023.
4. The appointment is subject to a fifty-two (52) week probationary period beginning on the date of permanent appointment. The probationary period may be extended by the length of any absences from work;

This candidate exceeds the minimum qualifications listed in the title description. A copy of the title description and Steven's resume is attached for your reference.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled February 15, 2023 meeting in the event that you have any questions regarding this matter.

Respectfully Submitted,

Michael E. Guyon, P.E.
Department of Public Works

Cc: Paula Parker

Title: PLANNING TECHNICIAN

Department of Public Works

Full Time: 35 hours per week

Application deadline:

Expected start date:

Salary range: \$51,069.20- \$65,083.20

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving the collection and analysis of data for the preparation of maps, charts, graphs, and narratives for community planning studies, publications, and reports. Work is performed under the direct supervision of a senior-level employee. Supervision of others is not a responsibility of this class. Does related work as required.

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

- Gathers data relative to community planning, including employment and population trends, traffic patterns, distribution of facilities, and general land use;
- Uses, or coordinates with the operator of, a computerized geographic information system and database programs to compile and analyze data collected from various sources;
- Assists in the preparation of narrative, graphic and tabular material for community planning use;
- Contacts personnel of other agencies, departments and institutions to collect information and statistics;
- Maintains files of charts, maps, and drawings in both manual and digital form;
- Assists in the analysis and application of information and research;
- Prepares drawings, charts, illustrations, maps, and other support exhibits both manually and using a computer;
- Conducts routine surveys and studies;
- Assists in field work in connection with land use, highway planning, and related planning areas;
- Assists in the analysis and preparation of reviews and reports on development proposals;
- Provides staff support to citizen boards and committees involved in land use activities including but not limited to reviewing, accepting, and processing applications (in person or online), assisting applicants, creating agendas and staff reports for land use boards, ensuring timely posting of materials and documents in various places, including on the town website, and facilitating in person and/or online land use board meeting.
- Works with other town staff at DPW counter to assist members of the public with in-person questions about development review, zoning, planning, and land use board application

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and procedures of community planning; working knowledge of basic drafting techniques; working knowledge of the techniques involved in gathering and compiling data including computer analysis of data; ability to prepare clear and concise narrative reports; ability to utilize the instruments involved in drafting, drawing and graphic illustration; ability to prepare tables, charts, graphs, and maps; ability to gather and organize data; ability to understand and follow written and oral instructions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in architecture, landscape architecture, civil engineering, geography, urban studies, environmental planning or environmental science, or community planning, plus two (2) years of paid full-time or its part-time equivalent experience in any of the following: preparation of planning surveys and analysis, OR land use and demographic studies, OR cartography, OR community planning, OR geographic information systems OR computer aided design; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in architecture, landscape architecture, civil engineering, geography, urban studies, environmental planning or environmental science, economics, community planning or a closely related field; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

Generous benefits package including NYS Retirement System

HOW TO APPLY:


1. Please apply online at www.townofbrighton.org/jobs OR send a resume and cover letter with references to:
Town of Brighton
Attn: Rick DiStefano
2300 Elmwood Avenue
Rochester, NY 14618
2. Applications can be found on the Town's website at www.townofbrighton.org. See "Resources", "Job Opportunities".
3. The Town will contact perspective applicants to schedule interviews; please do not call the Department directly.

The Town of Brighton is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to age, race, religion, color, citizenship, national origin, sex, sexual orientation, marital status, ancestry, family care status, pregnancy, military status, veteran status, disability, prior criminal offense, domestic violence victim status, gender identity, gender expression, genetic status, limited English proficiency or any other lawfully protected status.

Steven Naukam

Environmental Scientist

 Steven.r.naukam@gmail.com

 (585) 764-3552

 Albany, NY

EDUCATION

BROOKLYN COLLEGE

GPA: 3.71

Brooklyn, NY

Master of Fine Arts (MFA) Painting (Jun 2016)

BINGHAMTON UNIVERSITY

GPA: 3.86

Binghamton, NY

Bachelor of Science (B.S.) Environmental Studies (May 2014)

Relevant Coursework

- Ecology
- Environmental Planning

Awards & Honors

- Summa cum laude
- Phi Beta Kappa

Extracurricular Activities

- Volunteered at community gardens

ADDITIONAL SKILLS

Environmental Science

Geographic Information Systems (GIS)

Teamwork

Data Analysis

Plant Identification

CERTIFICATIONS

U of South Florida (Online)

Diversity, Equity, and Inclusion in the Workplace Certificate

CAREER OBJECTIVE

Adaptable professional with 5 years of experience and proven knowledge of data analysis, ecology, and GIS; passionate about addressing environmental issues and strengthening communities

EXPERIENCE

ENVIRONMENTAL PROGRAM SPECIALIST

NYS Dept. of Environmental Conservation, Albany, NY / Aug 2018 - Present

- Integral member of team that manages the statewide Solid Waste Management Facility (SWMF) annual reporting process for approximately 2,000 facilities
- Serve as Division's IT coordinator: troubleshoot IT issues for and submit software/access requests on behalf of coworkers. Organized rollout of new computers for 70 coworkers.
- Verify SWMF locations with ArcMap / GIS and developed instructions for this process.
- Analyze and validate data for waste and recycling, create and update corresponding charts and graphs
- Answer public inquiries related to SWMF data

SUBSTITUTE TEACHER / LANDSCAPER

Job Seeking, Rochester, NY / Dec 2017 - Jun 2018

- Worked part-time while actively applying for Environmental Science positions

EDUCATION OUTREACH ASSISTANT (AMERICORPS / SCA)

Scenic Hudson, Poughkeepsie, NY / Jan 2017 - Nov 2017

- Led environmental science lessons to elementary through high school students. Topics included water quality testing, plant and wildlife identification, surveying fish with a beach seine
- Conducted field work for natural resources surveys of American Eels; Amphibians (vernal pool monitoring); invasive plant species

ENVIRONMENTAL EDUCATOR (AMERICORPS / SCA)

Hudson River Park Trust, New York, NY / Jun 2016 - Aug 2016

- Led envi. ed. programs about the Hudson River Estuary, Ecology, and Maritime History to elementary through high school aged children
- Instructed and supervised public fishing programs; handled fish and other aquatic organisms

NATURAL RESOURCES INTERN

Prospect Park Alliance, Brooklyn, NY / Sep 2015 - Dec 2015

- Identified and removed invasive plant species
- Planted native trees and shrubs to restore forest habitats



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 7, 2023

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

Re: Enterprise Fleet Management
Lease Agreement

Dear Councilperson DiPonzio and Committee Members:

We are requesting that the FASC recommend that the Town Board authorize the supervisor to execute an equity lease agreement and associated documents with Enterprise Fleet Management. The lease agreement will ensure that the Town has a modern, fuel efficient, safe and reliable fleet of light and medium duty vehicles.

Currently, almost half of the Town's light and medium duty vehicles are 10 years or older. Modern vehicles offer improved safety features, better fuel efficiency and reduced maintenance costs. Our current life cycle is slightly over 13 years. The proposed lease arrangement will reduce the vehicle life cycle to 4.5 years and improve vehicle safety, efficiency and increase the sale value of our fleet.

Over the past year Connor Kimball of Enterprise Fleet Management has met with Town staff including the Commissioner of Public Works, Deputy Commissioner of Public Works, Director of Finances and Town Attorney, to discuss the lease program and address concerns. Town staff is satisfied that their concerns have been addressed and would like to proceed with the lease program. Therefore, I am requesting that the FASC recommend that the Town Board authorize the Supervisor to sign an equity lease agreement with Enterprise Fleet Management.

Connor Kimball will be in attendance at the February 15, 2023 FASC meeting to discuss the lease program and answer any questions or concerns. I will also be in attendance at this meeting.

Respectfully,

Michael E. Guyon



FLEET MANAGEMENT

PREPARED FOR:



Town of
Brighton

Connor Kimball

FLEET CONSULTANT

585-734-1973

PHONE

Connor.R.Kimbal@efleets.com

EMAIL



FLEET SYNOPSIS | TOWN OF BRIGHTON

THE SITUATION

Current fleet age is negatively impacting the overall budget and fleet operations

- 48% of the light and medium duty fleet is currently 10 years or older
- 69.5% of the light and medium duty fleet is currently 6 years or older
- 9 years is the current average age of the fleet
- 13.14 years – time it would take to cycle the entire fleet at current acquisition rates
- Older vehicles have higher fuel costs, maintenance costs and tend to be unreliable, causing increased downtime and loss of productivity.

THE OBJECTIVES

Identify an effective vehicle life cycle that maximizes potential equity at time of resale creating a conservative savings of over \$773,036 in 10 years

- Shorten the current vehicle life cycle from 13.14 years to 4.57 years
- Provide a lower sustainable fleet cost that is predictable year over year
- Free up more than \$115,914 in capital from the salvage of 12 vehicles in the first year
- Reduce Maintenance to an average monthly cost of \$37.93 vs. current \$220.78
- Reduce the overall fuel spend through more fuel-efficient vehicles
- Leverage an open-ended lease to maximize cash flow opportunities and recognize equity.

Increase employee safety with newer vehicles

- Currently:
 - 3 vehicles predate Anti-Lock Brake standardization (2007)
 - 9 vehicles predate Electronic Stability Control standardization (2012)
 - *ESC is the most significant safety invention since the seatbelt*
 - 17 vehicles predate standardization of back up camera (2018)

Piggyback The Sourcwell awarded RFP #060618-EFM that addresses the following:

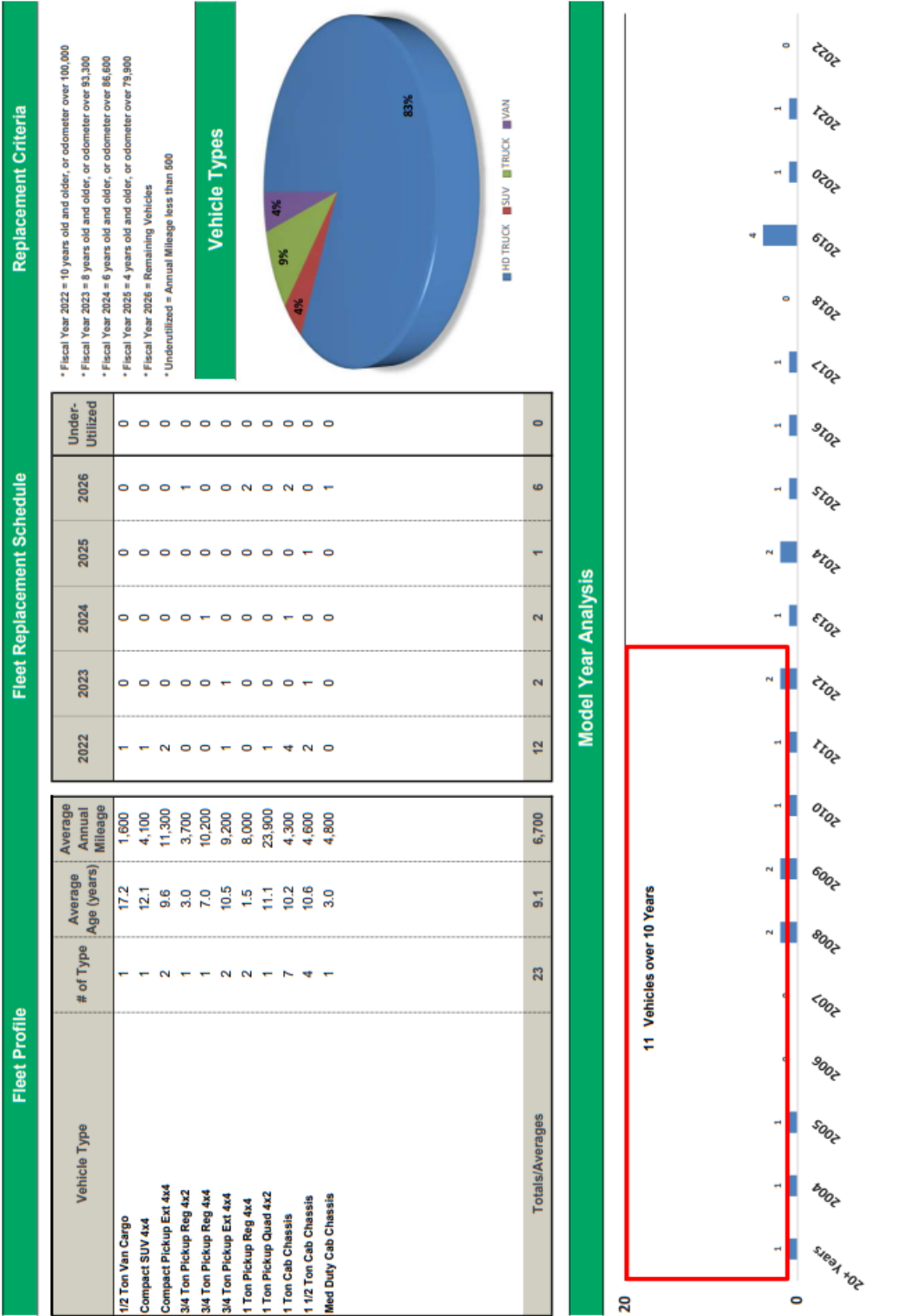
- Access to all fleet management services as applicable to the needs of the city
- Supports the city's need for fleet evaluation on a quarterly basis assessing costs and reviewing best practices

THE RESULTS

By partnering with Enterprise Fleet Management, the Town of Brighton will be better able to leverage its buying power, implement a tighter controlled resale program to lower total cost of ownership and in turn minimize operational spend. The Town of Brighton will reduce fuel costs by 79% and reduce maintenance costs from \$220.78 on average to \$37.93 per unit. Leveraging an open-end lease maximizes cash flow and recognizes equity from vehicles sold creating an internal replacement fund. Furthermore, the Town of Brighton will leverage Enterprise Fleet Management's ability to sell vehicles at an average of 109% above Black Book value. By shifting from reactively replacing inoperable vehicles to proactively planning vehicle purchases, the Town of Brighton will be able to replace all of its vehicles over the course of 5 years while creating an annual savings of \$44,637.

FLEET PROFILE | TOWN OF BRIGHTON

Town of Brighton - Fleet Profile



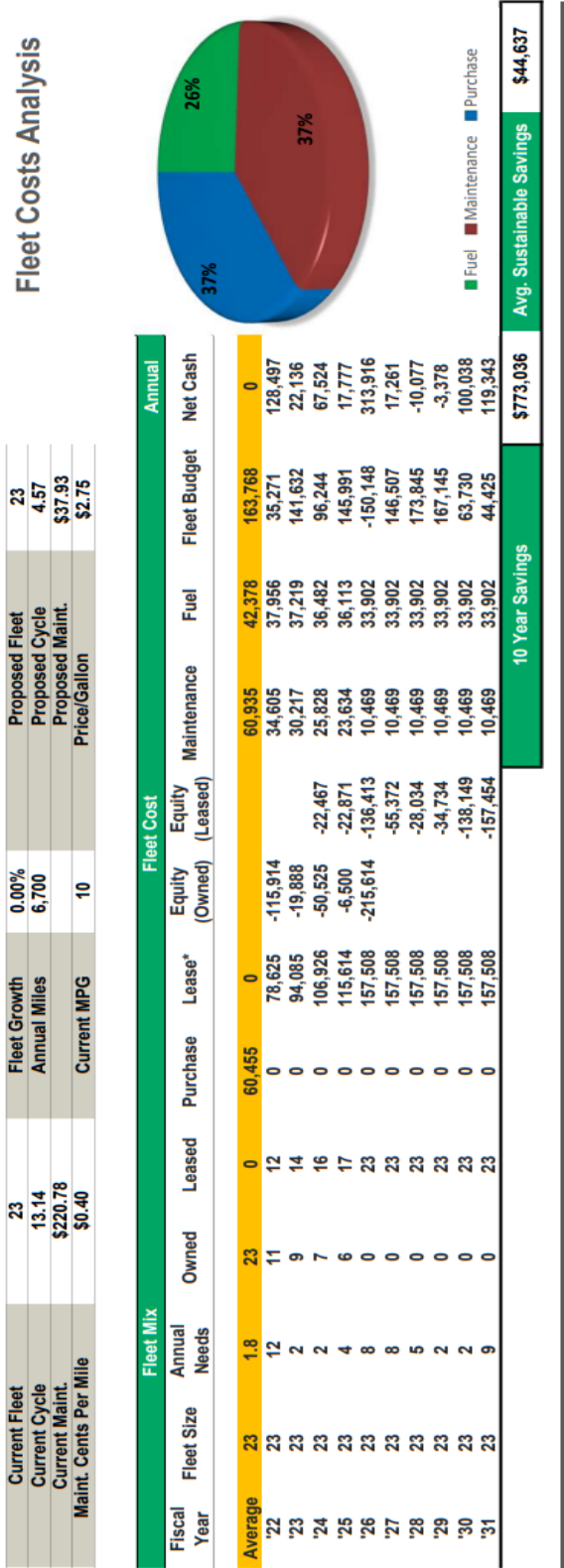
Confidential

12/28/2021

enterprise FLEET MANAGEMENT

FLEET PLANNING ANALYSIS | TOWN OF BRIGHTON

Town of Brighton - Fleet Planning Analysis



KEY OBJECTIVES

- Lower average age of the fleet**
48% of the current light and medium duty fleet is over 10 years old
Resale of the aging fleet is significantly reduced
- Reduce operating costs**
Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget**
Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded

Current Fleet Equity Analysis

YEAR	2022	2023	2024	2025	2026	Under-Utilized
QTY	12	2	2	1	6	0
Est \$	\$9,660	\$9,944	\$25,263	\$6,500	\$35,936	\$0
TOTAL	\$115,914	\$19,888	\$50,525	\$6,500	\$215,614	\$0
Estimated Current Fleet Equity**					\$408,441	

* Lease Rates are conservative estimates
**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection
Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

Confidential 2/15/2022

CASE STUDY | CITY OF YORK

CASE STUDY | HOUSING AUTHORITY OF THE CITY OF YORK



Housing Authority uses Enterprise to improve fleet reliability and reduce cost.

BACKGROUND

Location: York, PA
Industry: Government
Total vehicles: 23 vehicles

THE PROBLEM

The Housing Authority of York's vehicles were suffering from years of wear and tear. The organization, which manages over 1,000 properties, ran their vehicles until they became inoperable. This approach was costly and unpredictable. The fleet program was strained financially, and operationally they were managing unreliable vehicles.

THE SOLUTION

Enterprise Fleet Management proposed that the Housing Authority acquire new vehicles and sell their old vehicles with the help of Enterprise. This allowed the Housing Authority to capitalize on the remaining equity they had in their fleet. To help prevent issues with vehicle downtime, Enterprise recommended Full Maintenance and Risk Management programs. Overtime these programs will significantly reduce costs.

"Outsourcing our fleet to Enterprise has been budget friendly to The Housing Authority and has worked smoothly within our framework of procurement policies."

— Regina Mitchell, Executive Director

By using an open-end lease agreement to acquire newer vehicles, costs are manageable allowing for better cash flow within the organization. The Housing Authority was also able to capitalize on the resale value of their old vehicles, using the equity to reduce costs.

THE RESULTS

By improving the Housing Authority's fleet to newer models, there has been a significant reduction in fuel and maintenance expenses. The open-end lease allows them to maximize cash flow and recognize equity, directly resulting in \$46,000 in savings over the next 10 years. Reducing vehicle downtime with the maintenance program, employee morale is on the rise because they are operating newer, safer, more reliable vehicles.

To learn more, visit efleets.com or call 877-23-FLEET.

Enterprise and the 'e' logo are registered trademarks of Enterprise Fleet Management, Inc. All other trademarks are the property of their respective owners.
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Key Results



REDUCED
MAINTENANCE
EXPENSES BY
70%

50%
REDUCTION
IN FUEL
EXPENSE



10 YEAR
REDUCTION IN
AVERAGE FLEET AGE



PROGRAM RESOURCES | TOWN OF BRIGHTON

SAFETY

- 48% of all vehicles are older than 10 years of age and do not contain the most up to date safety features, such as electronic stability control, airbag standardization and anti-lock brake control.

ACCOUNT MANAGEMENT

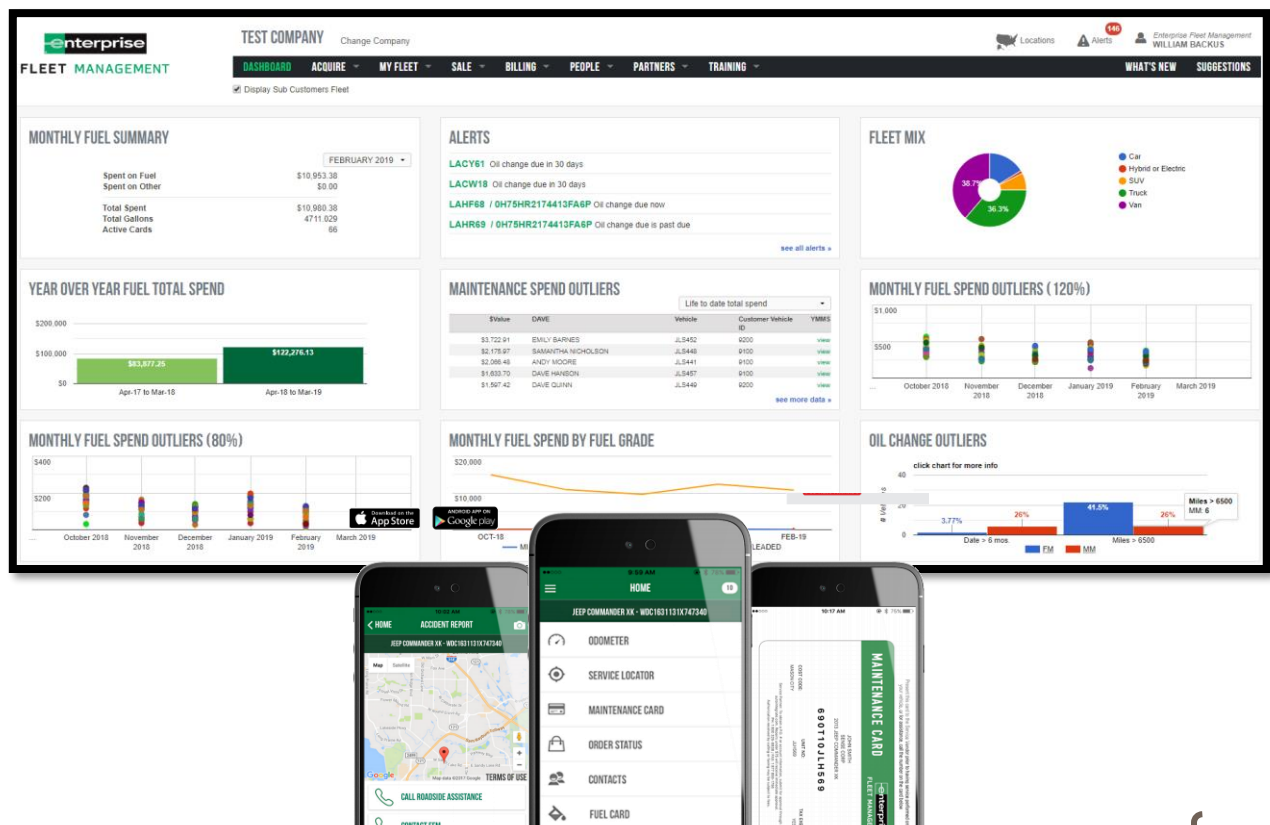
The Town of Brighton will have a dedicated, local account team to proactively manage and develop your fleet while delivering the highest level of customer service to facilitate your day-to-day needs.

- Your dedicated Account Manager meets with you 3-4 times a year for both financial and strategic planning.
- Your Account Manager will provide on-going analysis – this will include most cost-effective vehicle makes/models, cents per mile, total cost of ownership, and replacement analysis.

TECHNOLOGY

Enterprise Fleet Management's website provides vehicle tracking, reporting, and metrics. Our website can be customized to view a wide range of data so that you may have a comprehensive and detailed look at all aspects of your fleet and the services provided. Our Mobile App gives drivers all of the convenience and functionality they need.

- **Consolidated Invoices** - Includes lease, maintenance, and any additional ancillaries
- **Maintenance Utilization** - Review the life-to-date maintenance per vehicle
- **Recall Information** - See which units have open recalls
- **License & Registration** - See which plate renewals are being processed by Enterprise and view status
- **Alerts** - Set customizable alerts for oil changes, lease renewals, license renewals, and billing data
- **Lifecycle Analysis** - See data regarding all transactions for the lifecycle of the entire fleet, with drill-down capability to any specific lease or transaction



REFERENCES | TOWN OF BRIGHTON

CURRENT PARTNERS

- Town of Webster
- Town/Village of East Rochester
- Town of Gates
- Village of Watkins Glen
- Village of Canton
- City of Buffalo
- City of Rome
- City of Buffalo
- City of Oneida
- City of Cortland
- County of Genesee
- County of Erie
- County of Ontario
- County of Genesee

REFERENCE:

Below is a list of two (2) client references including company name, contact person, and telephone number.

1. Town: **Town of Webster**
Business Phone #: (585) 872-1000
Contact Person: Tom Flaherty, Town Supervisor
2. City: **Town/Village of East Rochester**
Business Phone #: (585) 586-3553
Contact Person: Martin D'Ambrose, Administrator

COOPERATIVES:

- TIPS/TAPS USA
- SOURCEWELL



Finance Department

Paula Parker
Director of Finance

February 14, 2023

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

RE: 2022 Budget Transfers and Appropriations
2023 Budget Re-appropriation for Grant Projects (not yet completed)

Dear Board Members:

I am requesting Town Board authorization to record the 2022 budget transfers and appropriations and the re-appropriations for the 2023 budget for the approved grant and other projects not yet completed. indicated. These requested transfers and appropriations are necessary to reflect actual activity that has occurred relative to the 2022 amended budget and to re-appropriate unspent committed project funds for grant funded projects.

I will have an itemized list for you prior to the Board meeting on February 24, 2023. Unfortunately, the finance department is just finishing up our 2022 transactions and this information is necessary to accurately amend the 2022 budget and move funds to the 2023 budget where appropriate.

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



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

February 8, 2023

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

Re: Building and Planning and Engineering Department
Proposed Authorized Table of Organization Chart

Dear Councilperson DiPonzio and Committee Members:

The Town Board at their October 27, 2021, meeting amended the Building and Planning Department table of organization to include an additional Planning Technician. Due to additional vacancies in the department and a tight job market it has been difficult to fill this position. Additionally, we have contemplated the most effective role for this position and concluded that a combination of grant writing and planning experience would be optimum. We searched the civil service job specifications and discovered the description for the title of Grant Administrator paralleled our desired experience. A copy of the job specification is attached. Since this position will work closely with the town engineer, we are proposing to amend the Public Works Office Authorized Table of Organization to include the title of Grants Administrator. Unfortunately, this title is not included in the Town of Brighton title list and must be added in accordance with New York Civil Service Law Section 22, commonly referred to as the 222 process.

We are requesting that the FASC recommend that the Town Board authorize the Commissioner of Public Works to request that Monroe County Civil Service, using the 222 process, include the title of Grant Administrator in the Town's title list. Additionally, we are requesting that the FASC recommend that the Town Board amend the Public Works Office Authorized Table of Organization to include the title of Grants Administrator and eliminate one of the Planning Technician positions within the Building and Planning Office Authorized Table of Organization once the Grant Administrator title is added to the Town's title list.

I will be in attendance at the February 15, 2023 FASC meeting to address to address any questions.

Respectfully,

Michael E. Guyon

Cc Rick DiStefano

GRANT ADMINISTRATOR

Code No.: 6-07-003

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for preparation of grant applications for federal, state and local funds for community development projects. The employee provides an exchange of information between community groups and governmental agencies with regard to regulation compliance and promotion of the programs. Work is performed under the general supervision of the Director of Community Development. Direct supervision is exercised over a clerical and technician staff as warranted by the programs. Does related work as required. Is required to do extensive field work.

TYPICAL WORK ACTIVITIES:

Coordinates the collection of data, completion of forms written reports (i.e. Grantee Performance Report) for federal and state programs such as the Community Development Block Grant Application and Housing and Urban Development Funds for Park Development in conjunction with staff and consultants, the Town Board, the Planning Department and special interest groups;

Conducts various information meetings such as Community Development Public Hearings (2 each year), Ward Informational Hearings (4 per year);

Consults with and counsels the Citizens Advisory Committee on a monthly basis concerning community development projects and future plans; meets with concerned special interest groups such as the elderly and handicapped to explain their roles in the community development process;

Administers the Residential Rehabilitation Program (GRIP) by revising forms, approving applications and finalizing proposed plans;

Acts as staff researcher for the Town Zoning Board of Appeals, which includes on-site inspections and taking of photographs;

Attends Zoning Board of Appeals meetings (twice a month) to relay information from inspections;

Performs assigned follow-up data gathering for the Zoning Board;

Attends the Developmental Review Committee meetings for supplemental information;

Writes and reviews legal documents for Zoning Meetings; writes and circulates legal notices and federal forms that pertain to community development regulations;

Maintains channels of communication between the Rochester Housing Authority and the Town concerning rent assistance programs;

Reads and applies all federal regulations to the various grant programs in operation;

Initiates promotion for the various grant projects (brochures, ads, etc); compiles the Citizens Participation Plan which explains the citizen's role in the community development process;

Assists Finance Department in completing vouchers requesting draws of Federal funds and updating records; assists assigned auditors in completing Federal compliance audits;

Compiles and submits bi-monthly reports to HUD concerning expenditures of community developmental funds;

Consults with Director of Community Development concerning proper functioning of grant administration.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of those federal and state agencies, their rules, regulations and forms concerning the awarding and disbursement of community development funds; good knowledge of the town's economic status and the groups that contribute to it; good knowledge of zoning regulations and terminology; good knowledge of accounting; good knowledge of budget preparation; working knowledge of graphic illustration; good oral and written communication skills; ability to do research ability to compile financial and narrative reports from a variety of data sources; ability to establish good working relationships with others; ability to take photographs; ability to make valid judgments; initiative; good judgment; integrity; innovativeness; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Administration, Sociology or related fields, plus one (1) year of experience in public administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public or Business Administration, Sociology or related fields.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 8, 1981
W.P.