

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

Meeting Date: Wednesday, April 5, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the March 15, 2023 meeting.
2. Approve appointment to Police Officer position effective April 22, 2023 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to approve the appointment of Ms. McKaylee R. Croll to the position of Police Officer full time at a starting salary of \$75,028.47 as outlined in Article 8 of the Collective Bargaining Agreement. This appointment is conditioned upon the successful completion of all required testing, evaluations and approvals by the Town of Brighton and the Monroe County Civil Service Commission. Ms. Croll will serve a 26-week probationary period (see letter from D. Catholdi).
3. Approve the promotion of Jackie Pike to Officer Clerk II effective April 24, 2023 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to approve the promotion of Jackie Pike from Office Clerk III to Officer Clerk II with the salary being set at \$50,323 (Group 3, Step 4 (35 hour week)). This promotion will be effective on April 24, 2023, with all future step increases being effective this new date (April 24). This appointment may be provisional pending all approvals and any necessary testing by Monroe County Civil Service (see letter from D. Catholdi).
4. Authorize the participation in the NYS Homeland Security Local Exercise Grant activities (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to authorize the Supervisor to sign the necessary agreements to participate in the New York State Homeland Security Local Exercise Reimbursement Grant. The Town Police Department has participated in the activities in the past. The grant will allow for the recoupment of personnel costs to participate in these exercises (see letter from D. Catholdi).
5. ADDITIONAL ITEM (WALK-IN) Authorization to accept a grant award from Firehouse Subs Public Safety Foundation (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to accept a grant award for a CFMoto Uforce 1000 ATV from the Firehouse Subs Public Safety Foundation. This ATV is valued at \$17,299.29 and will be purchased by the Firehouse Foundation directly and then given to the Police Department (see letter from D. Catholdi).
6. Authorize the Supervisor to execute a contract with the Skycoasters for the 4th of July 2023 celebration (Parks Dept.) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute a contract with the Skycoasters to provide music at the 2023 4th of July celebration. The cost of this contract will not exceed \$3,800 and funding is available in the celebrations budget (see letter from M. Beeman).

7. Authorize the Supervisor to execute a contract with Young Explosives for the 4th of July 2023 celebration (Parks Dept.) – Request from Matt Beeman for Town Board action to authorize the Supervisor to execute a contract with Young Explosives to provide the 2023 4th of July fireworks display. The cost of this contract will not exceed \$16,500 (2022 rate was \$11,400) and Young Explosives will provide all the necessary insurance information naming the Town of Brighton as additionally insured. Funds are available in the 2023 celebrations budget (see letter from M. Beeman).
8. Award Mowing Contract A to Advanced Property Contractors, LLC effective April 1, 2023 through March 31, 2024 (Public Works Dept.) – Request from Chad Roscoe for Town Board action to award and authorized the Supervisor to execute a contract with Advanced Property Contractors, LLC for mowing services as outlined in section A of the base mowing bid on table 1 (base) and table 2 (Alternates). The approximate annual amount will be \$78,850 for the base services on table 1 with the alternate services on table 2 billed at the rates outlined (optional as needed) and has three additional renewal options (see letter from C. Roscoe).
9. Authorization to solicit a request for proposals (RFP) for asbestos testing and abatement services for property at 59 Hampshire Drive (Public Works Dept.) – Request from Brendan Ryan for Town Board action to authorize the solicitation via a RFP for asbestos survey, testing and possible abatement services for the property located at 59 Hampshire Drive. Once the RFP(s) are received the results will be presented to the committee for recommendation for Town Board approval (see letter from B. Ryan).
10. Authorization to solicit a request for proposals (RFP) for the development of a detail master plan as related to the Multiversity Concept Grant (Public Works Dept.) – Request from Evert Garcia for Town Board action to authorize the solicitation via a RFP to develop a detail master plan as related to the Multiversity Concept Grant. The plan will include cost estimates for the implementation of the Concept, develop and implement a public participation plan, prepare SEQRA documentation and present the final plan to the Town Board. Funding is budgeted and is part of the awarded grant finance (see letter from E. Garcia).
11. Declare certain Highway vehicles and equipment as surplus to be sold at auction either online or in person (Highway Dept.) – Request from Steve Zimmer for Town Board action to declare the following Highway vehicles and equipment as surplus:

2009 Ford F250 Pickup Truck	Asset #B28859
2012 Mack Dump Truck with plow & wing	Asset #001606
2003 Ford F450 Dump Truck	Asset #B38876
2013 Kubota Sidewalk Tractor	Asset #050199

These items will be sold utilizing either Enterprise Fleet or at the Roy Teitsworth, Inc. municipal auction scheduled in 2023 at either the in person or at the online auction (see letter from S. Zimmer).

12. Appointment to part-time Office Clerk III (Recreation) effective April 24, 2023 (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to approve the appointment of Kathleen Roman to the position of Part-Time Permanent Office Clerk III (Recreation) effective April 24, 2023. The salary will be set at \$18.57 per hour for a 15-hour work week (Group V, Step 1 of the Part-Time Permanent Salary Schedule (see letter from R. Cotter).
13. Amend the Finance Department's table of organization and appoint Jennifer Staudenmayer as Senior Office Account Clerk effective April 24, 2023 (Finance Dept.) – Request from Paula Parker for Town Board approval to amend the Finance Department table of organization to add the position of Senior Office Account Clerk and remove the title of Office Account Clerk effective April 24, 2023. Further approval to appoint Jennifer Staudenmayer to Senior Office Account Clerk with an annual salary of \$57,803.20 – Group 4 Step 1 (40 hours weekly) also effective April 24, 2023. This appointment is permanent and will serve a 52-week probationary period. Also Ms. Staudenmayer's anniversary date will remain as July 18, 2022, for step increases (see letter from P. Parker).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, APRIL 19, 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, March 15, 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:

David Catholdi (Police)
Steve Zimmer (Highway)
Evert Garcia (Public Works)
Chad Roscoe (Public Works)

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 March 1, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Award Mowing Contract B to Greystone Lawn & Landscape effective April 1, 2023 through March 31, 2024 (Public Works Dept.) – The FASC discussed the request from Chad Roscoe with Evert Garcia for Town Board action to award and authorized the Supervisor to execute a contract with Greystone Lawn & Landscape for mowing services as outlined in section B of the base mowing bid. The approximate annual amount will be \$6,750 and has three additional renewal options (see letter from C. Roscoe).
FASC recommends the Town Board take favorable action on this matter.

Award Mowing Contract C to Greystone Lawn & Landscape effective April 1, 2023 through March 31, 2024 (Public Works Dept.) – The FASC discussed the request from Chad Roscoe with Evert Garcia for Town Board action to award and authorized the Supervisor to execute a contract with Greystone Lawn & Landscape for mowing services as outlined in section C of the base mowing bid. The approximate annual amount will be \$13,325 and has three additional renewal options (see letter from C. Roscoe).
FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Authorize agreement with Geese Control of New York April 1 – November 30, 2023 – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve a contract with Geese Control of New York effective April 1, 2023 thru November 30, 2023 and authorize the Town Supervisor to execute the same. The monthly rate is \$670 reflecting a \$20 increase over the \$650 for the 2022 rate. Geese Control of NY is the only vendor in the area that provides geese control services (see letter from D. Catholdi). FASC recommends the Town Board take favorable action on this matter.

Approve quote/proposal with Ravi Engineers for emergency services related to the Chelmsford Lane Culvert (Highway Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to approve and authorize the Supervisor to execute the proposal in an amount not to exceed \$1,940 with Ravi Engineers for the emergency design services related to the Chelmsford Lane Culvert repair/replacement. These services were for the field inspection and the documentation of the deficiencies and occurred prior to the recent awarded design contract with Ravi (see letter from E. Garcia).

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

Budget Amendments and Transfers:

Authorize Budget amendment for use of Forfeited Property Funds in the amount of \$18,500 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to amend the 2023 budget as follows:

To expense acct:	A.POLCE.3125.2.21 Automobiles	\$18,500
From reserve acct:	A.889.JSTCE Reserve	\$18,500

The use of these funds has been approved by the US Attorney's office (see letter from D. Catholdi).

It was also noted that the remaining fifty percent of this purchase was approved in the CIP and is funded in the Police 3120 budget.

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:

Adopt Bond Resolution in the amount of \$390,000 for the purchase of a 10-wheel heavy duty snowplow truck for the Highway Department as approved in the 2023-2025 Capital Improvement Plan (Finance Dept.) – The FASC discussed with Paula Parker the request for Town Board action to adopt a bond resolution in the amount of \$390,000 for the purchase of one heavy duty 10-wheel snowplow truck, including snowplow equipment. The bond amount includes all bond related expenses such as closing costs, legal and municipal advisory fees, advertising, and other miscellaneous fees. The Bond Resolution is being prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from P. Parker).

It was noted that the timing on selling these bonds will be in relationship to the approximate availability and delivery of said vehicle.

FASC recommends the Town Board take 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:

There was a motion at 9:04 am by Supervisor Moehle to enter an executive session to discuss the employment of particular people. This was seconded by Robin Wilt and all voted aye.

There was a motion at 9:20 am by (Robin Wilt) to end the executive session. This was seconded by (Supervisor Moehle) and all voted aye.

The meeting was adjourned at 9:20 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, April 5th , 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

March 24, 2023

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

Dear Board Members:

As a result of recent retirements, there currently exists a vacancy in the Police Department. After an extensive search for qualified candidates, I am recommending that Ms. McKaylee R. Croll be hired to fill the position.

Ms. Croll is currently a Police Officer with the Village of Perry Police Department, where she has served since September 2019. Ms. Croll has a Bachelor's Degree in Criminal Justice and Sociology from Alfred University.

On February 15, 2023, a Conditional Offer of Employment was extended to McKaylee R. Croll, with a starting salary of \$75,028.47 in accordance with Article 8 of the Collective Bargaining Agreement between the Town of Brighton and the Brighton Police Patrol Association. This appointment, pending successful completion of all testing, evaluations, and approvals as required by the Town of Brighton and the Monroe County Civil Service Commission, will be effective April 22, 2023, for a probationary period of twenty-six (26) weeks.

Sincerely,

David Catholdi
Chief of Police

c: Paula Parker, Director of Finance
Tricia Van Putte, Director of Personnel
Dan Aman, Town Clerk



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

March 24, 2023

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

RE: Mrs. Jackie Pike – Promotion and Step Increase

Dear Board Members:

As you are aware the secretary to the Chief of Police resigned in March 2023. Mrs. Pike is a long-term employee of the Police Department who will be replacing her. Mrs. Pike holds the title of Clerk III within Group 2, at step six.

I am requesting Mrs. Pike be promoted to Clerk II within Group 3 at step four with a salary of \$50,323.00, pending all approvals and any necessary testing by Monroe County Civil Service with an effective date of April 24, 2023. Her future step increases will resume on her new anniversary date of April 24, 2023, per the wage schedule set by the Town of Brighton. Sufficient funding is available in the Police Department's 2023 adopted budget for personnel wages to fund this request.

Thank you for your consideration and I would be happy to answer any questions you may have.

Respectfully,

David Catholdi
Chief of Police

c: Paula Parker, Finance Director
Daniel Aman, Town Clerk
Tricia Van Putte, Director of Personnel



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

April 4, 2023

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

**RE: New York State Department of Homeland Security- Local Exercise
Reimbursement Grant**

Dear Board Members:

The New York State Department of Homeland Security conducts security assessments and exercises throughout New York State.

The Brighton Police Department has participated in these exercises in the past.

The New York State Department of Homeland Security has a Reimbursement Grant for personnel costs for agencies who participate in the exercises for personnel costs. I hereby request that the Supervisor be authorized to enter into an agreement with the New York State Department of Homeland Security for the reimbursement of associated costs.

Respectfully,

David Catholdi
Chief of Police



Town of
Brighton

Brighton Police Department

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



David Catholdi
Chief of Police

April 5, 2023

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

RE: Firehouse Subs Public Safety Foundation Award Acceptance

Dear Board Members:

We recently applied for a grant for an all-terrain vehicle (ATV) through the Firehouse Subs Public Safety Foundation. Our department currently relies on mutual aid from outside agencies if we need to respond to an off-road incident that may only be accessible by use of an ATV. This ATV will increase our capabilities when responding to an incident that may occur on the trail system or parkland in the Town of Brighton. It can also be utilized for other natural disasters where an ATV would be the best mode of transportation.

I am pleased to inform you that I received notification from the Firehouse Subs Public Safety Foundation Board of Directors they have awarded the Town of Brighton Police Department an ATV (including freight up to \$600) valued at up to \$17,299.29.

I would like to propose that the Honorable Town Board accept the award of this vehicle by way of a direct purchase from their foundation.

Respectfully,

David Catholdi
Chief of Police

c: Paula Parker, Director of Finance
Dan Aman, Town Clerk



Parks Department

Matthew Beeman
Superintendent of Parks

March 29, 2023

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with the Skycoasters for the 2023 July 4th celebration. The cost for their performance will be \$3,800, and funding will be available from our celebration budget and potential donations if needed. As part of their agreement, the Skycoasters are required to submit a certificate of insurance, naming the Town as certificate holder and additionally insured. The certificate will be received prior to the event.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Beeman".

Matt Beeman
Superintendent of Parks
Town of Brighton

Cc:

P. Parker
S. Zaso
A. Banker

* the Skycoasters *

12 Windchase Rise
Fairport, NY 14450

This contract made on February 24, 2023, by and between the presenter and the undersigned performed as leader or attorney-in-fact and such extras as the said performer(s) may secure.

Presenter: **Town of Brighton**
Date: **Tuesday, July 4, 2023**
Location: **Meridian Center**
Type of Event: **July 4 Celebration**
Start/Finish Time: **8:00 – 9:45 p.m. (presenter provides stage/tent at their expense)**
Terms Agreed Upon: **\$3,800.00**

The Presenter agrees to provide the following at **NO CHARGE** to the Skycoasters. If any of these listed items cannot be made available, please advise us, as we will be glad to work with you to make adjustments, or alternative arrangements. Also, please provide us with a contact name/number at your event site with whom we can discuss set-up details _____.

ELECTRICITY REQUIREMENTS: Six (6) separate 20-amp dedicated circuits (outlets) with nothing else connected to them and circuits need to be within 25 feet of the stage area. If you don't have 6 outlets, please contact us and we will work around the issue with your event site person.

STAGING: All staging, platforms, and dance flooring, need to be assembled and in place prior to the arrival of the Skycoasters' crew. **For smaller shows (i.e., weddings), if you do not want the band on a stage, that is fine...it is your choice.**

If you do choose to have a stage, we request an overall stage size of 20' x 24' or larger (we can fit into smaller space if need be) and the entire stage can be one level. Please make sure the 24' side of the stage is facing the audience.

For **larger shows**, when using a drum riser on the stage: A drum riser measuring 8' wide and 8' deep x 1' high and should be located in the center towards back of stage.

We're glad to help you, or your contact, with any staging questions.

PARKING: Please reserve parking spaces for the Skycoasters' vehicles (two trucks and a bus), adjacent to the event location.

WEATHER: If the performance is to be outside, the presenter is requested to provide protection, such as a stage roof (covering) and plastic or tarps for instruments, sound and lighting equipment, in case of rain or other inclement weather.

HOSPITALITY: It would be appreciated if you could provide cold soft drinks and a sandwich platter for the band & crew (approximately 16 people). The crew set up for the show in the late afternoon/early evening and then stay right on through the evening for the show.

DRESSING ROOM: If possible, a dressing room prior to, and during the show, would be appreciated for changing costumes.

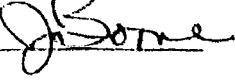
Please Note: NO deposit is due. Full payment is due after the performance and you can make the check payable to **Skycoasters LLC** and mail to our address above.

This contract shall bind and benefit the parties jointly and severally, and each and any performer or extra may enforce it. This contract constitutes the entire agreement between the parties with respect to its subject matter. It cannot be changed or waived in whole, or in part, except by a signed writing.

Presenter: _____

Performer: **Skycoasters LLC**

Auth. Signature: _____

Auth. Signature: 

Office #: _____

Secretary -- Barbara @ home in the evenings -- (585) 746-7634

Home #: _____

Tax I.D. #16-1437850



Parks Department

Matthew Beeman
Superintendent of Parks

March 29, 2023

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

Dear Finance Committee Members:

I respectfully request that you authorize the Supervisor to execute a contract with Young Explosives for the 2023 July 4th fireworks display. The cost will be \$16,500 and funding is available in our 2023 celebration budget. As part of their agreement, the contractor is required to submit a certificate of insurance naming the Town of Brighton as additionally insured. In addition we will also secure all the needed permits required for the display.

I will be happy to answer any questions you may have regarding this matter.

Sincerely,


Matt Beeman
Superintendent of Parks

Cc:
P. Parker
S. Zaso
A. Banker

YOUNG EXPLOSIVES CORPORATION
Fireworks Exhibition Agreement

This agreement made this 28th day of February, 20 23 by and between Young Explosives Corporation of Rochester, NY, hereafter designated **Young**, and

Town of Brighton

220 Idlewood Road

Rochester, NY 14618

hereafter designated the **customer**, providing for the sale of and an exhibition of fireworks to be located at

Meridian Centre Park: 2025 Meridian Centre Blvd, Rochester, NY 14618

on the date of Tuesday, July 4, 20 23 in a location to be designated by the customer and approved by Young.

The parties hereto mutually agree, one with the other, as follows:

1. Guaranteed Exhibition of Fireworks

Young agrees to furnish an exhibition of fireworks substantially in accordance with the program submitted and that it shall be of first quality and properly made. Young shall supply a sufficient number of technicians to execute the display in a safe and artistic manner. Young guarantees that the display will be performed to any specifications outlined in this contract or in any approved addendums.

2. Spectator Control

The customer agrees to furnish sufficient protection, by either barricades, rope lines, or other dividers, at all points from the discharge area to prevent and keep spectators from entering the area and agrees to furnish ample police protection to Young's property and for the assembly, firing and dismantling of the exhibition without interference from the public. The customer shall defend, indemnify and hold Young harmless for any liability because of the customer's negligent breach of this Section 2.

3. Permits

The customer agrees to procure and pay for all necessary permits and licenses which may be required by the municipal authorities. Young will apply for and obtain necessary permits and licenses on behalf of the customer if noted on page 2 of the contract or if notified by written notice from the customer. In that event, customer will pay in advance to Young the amount needed to pay for the permits and licenses. Permit and licensing fees are non-refundable unless refunded by the licensing authority. Customer assumes the responsibility for seeking a refund when applicable.

4. Insurance

a) Young agrees to procure liability insurance for \$ 2,000,000.00 coverage and zero deductibility on behalf of the customer. The insurance cost is included in the payable sum shown on this agreement.

b) Young will provide Workers' Compensation and Disability for the fireworks technicians.

5. Postponement or Cancellation

a) Young agrees that in the event of rain or inclement weather, a reasonable postponement may be made with **no extra charge**.

b) If the customer cancels the exhibition, Young reserves the right to bill the customer for travel expenses incurred, labor performed, and for the cost of the insurance.

c) If the customer cancels the exhibition before Young's technicians have been dispatched to the site, there will be **no charge**. However, customer is responsible for the actual expenses incurred by Young for special work and for nonrefundable fees outlined in this contract. Young may retain from any deposit or invoice the customer the amount necessary to reimburse it for expenses incurred on behalf of the customer when applicable.

6. Terms of Payment

a) Check box that applies: Young requires no down payment. Young requires a down payment of \$ 16,500.00, due by Day of show 20 23. If the exhibition is canceled the deposit will be refunded, less the expenses for which Young is entitled to reimbursement under Paragraph 5 above.

b) The customer agrees to pay Young, or his agent, the total sum of sixteen thousand five hundred Dollars for an exhibition of fireworks, which will include fireworks, insurance and technicians and expenses incurred by Young, forthwith at the end of said exhibition.

c) In the event of customer's failure to pay when due all sums due Young under this contract, Young shall be entitled to collect from customer its reasonable cost of collection, including interest and reasonable attorney's fees.

7. Counterpart Execution; Electronic Signatures

This Agreement may be executed in any number of counterparts with the same effect as if all the Parties had signed the same document. All counterparts shall be construed together and shall constitute one agreement. Facsimile and electronic signatures shall be deemed original signatures for all purposes of this Agreement.

Total sum 16,500.00 Dollars

Young Explosives Corp.

The parties sign below:

Display Fireworks

(800) 747-1781

(585) 394-1783

(585) 396-2663 Fax

P.O. Box 18653

Rochester, NY 14618

YoungExplosives.com

E-Mail: fireworks@youngexplosives.com

Young Explosives Corp.

James R. Young

(Print Name)

President

Title

Customer Signature

Title

(Print Customer Name)

8. Headings

Section and other headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof.

9. Entire Agreement

This Agreement for the fireworks Display constitutes the entire agreement between the Parties with respect to the subject matter here, of and there are no other understandings, whether oral or written, regarding the subject matter hereof.

Customer Contact Name(s)

Matt Beeman

Send Invoice to:

Address on front OR Name/Address below

Telephone (with Area Code)

Work: (585) 784-5262

Fax: (585) 784-5365

Home:

Cell:

Email: matt.beeman@townofbrighton.org

Additional Contact Name/Information

Work:

Fax:

Home:

Cell:

Email:

Insurance Information: Please list all parties to be listed as additional insured. Young will extend coverage to the entities listed below as additional insured. Customer is responsible for providing all information needed for full insurance coverage.

Town of Brighton, NY; New York State Canal Corporation; New York State

Customer Requests

Time of show: 9:50 AM PM

List special requests, such as ground pieces, shells, finale, quantity or time requirements. List any other special requests such as salutes at certain times (i.e., if the show is a surprise for someone), etc.

Customer will provide 5 people to review and clean-up display site & fallout area

on 7/5/23 at 8am with YEC representatives

Customer will apply for and provide YEC with copies of the 3 required permits:

NYS Canal Corp, NYS office of fire prevention & control, and Town of Brighton

YEC will provide customer with required documents for permitting

Permits

Customer to apply for the Permit(s) and provide Young with a copy 14 days prior to event

Young to apply for the Permit(s) on your behalf:

Customer to pay the amount of \$ _____. Includes permit cost and fees. (Permit costs subject to change by the municipality)

ADD the above permit costs to the show price on the front of the contract.

INCLUDE the above permit costs in the show price on the front of the contract.



Town of
Brighton

Public Works Department

Commissioner of Public Works – Evert Garcia, P.E.

Chad Roscoe
Junior Engineer

March 28, 2023

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

Re: Award of Bid
Mowing Contract, A

Dear Councilperson, DiPonzo and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened on March 22, 2023, at 10:00 AM, all as required by law. A copy of the bid advertisement is attached for your reference. The bid documents also included four alternates for possible additional services. Three bids were received. The bid results are shown in Table – 1 Base Bids & Table-2 Alternates.

Table-1 Base Bid

Item	Location	Unit	Company Name		
			Advanced Property Contractors LLC	Josh Landscape Co.	Plant Concepts
1	Meridian Centre Park (2025 Winton Road South)	Per Trip	\$ 916.00	\$ 1,262.00	\$ 948.00
2	Brighton Town Park (777 Westfall Road)	Per Trip	\$ 441.00	\$ 600.00	\$ 498.00
3	Buckland Park & Farmhouse (1341 Westfall Road)	Per Trip	\$ 1,628.00	\$ 2,472.00	\$ 1,888.00
4	Blossom Village Park (1285 Blossom Road)	Per Trip	\$ 169.00	\$ 152.00	\$ 198.00
		Total	\$ 3,154.00	\$ 4,486.00	\$ 3,532.00
		25 Visits	\$ 78,850.00	\$ 112,150.00	\$ 88,300.00

Table-2 Alternates

Item	Location	Unit	Company Name		
			Advanced Property Contractors LLC	Josh Landscape Co.	Plant Concepts
1	Ball Field Maintenance at Meridian Centre Park & Buckland Park as described in Section 32 01 09.19	Per Trip	\$ 4,250.00	\$ 2,549.00	\$ 5,375.00
2	Additional Mowing Services as described in Section 32 01 90.19	Per Trip	\$ 60.00	\$ 3,734.00	\$ 65.00
3	Brighton Town Hall Leaf Cleanup (2300 Elmwood Ave)	Per Trip	\$ 1,850.00	\$ 2,097.20	\$ 1,825.00
4	Brighton Town Hall Mowing - additional mowing	Per Hour	\$ 60.00	\$ 52.50	\$ 65.00

Town Staff reviewed the bid for completeness and accuracy and concluded that the low bid for Items in Table-1 plus the Alternates in Table-2 submitted by Advanced Property Contractors LLC is a true representation of the costs to complete the project.

Therefore, I am requesting that the Town Board award the bid for Items in Table-1 and items in Table-2 submitted by Advanced Property Contractors LLC for the per trip cost shown in Table-1. We anticipate 25 mowing trips at an annual cost to be \$78,850 Funds are available in the adopted 2023 budget. The contract will be effective immediately with Town Board approval and will terminate on March 31, 2024.

In addition to the approval of the contract, that the Town Board authorize at the Supervisor's sole discretion to extend the contract for up to three consecutive one year terms (April 1 – March 31) at the same rate as set forth in the above referenced Tables.

As always, thank you for your consideration. I will attend your regularly scheduled April 5, 2023, meeting in the event that you have any questions regarding this matter.

Sincerely,
Chad Roscoe
Town of Brighton



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

PROOF OF PURCHASE

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Rochester, NY, 146182145

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Purchase Order #:
Insertion Order #: 2483126
Placement: The Daily Record (NY)
Index: Bids
Category: Goods and Services
First Issue: 03/13/2023
Last Issue: 03/13/2023
of Insertions: 1
Net Charge: \$116.11
Payments/Credits: \$0.00
Amount Due: \$116.11
Affidavit Reference: Mowing Contract "A"

Ad Proof

SECTION 00 11 13 ADVERTISEMENT FOR BIDS

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

Town of Brighton

Mowing Contract "A"

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: Wednesday, March 22, 2023

Time: 10:00 A.M. Local Time

The work consists principally of grass cutting services within the Town of Brighton Parks and Town Hall complex.

The foregoing is a general outline of work only and shall not be construed as a complete description of the work to be performed under each contract. Plans and Specifications are available for inspection at the above location, or you can download them from the Towns website (www.townofbrighton.org) under the Town Departments - Public Works - Current Bid Offerings. Bids must be made in writing on the forms furnished and shall be accompanied by a bid guarantee for an amount not less than five percent (5%) of the amount bid in accordance with the **INSTRUCTIONS TO BIDDERS**.

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.

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

Dated: March 13, 2023

Town of Brighton

Mike Guyon, P.E.

Commissioner of Public Works

(385)784-5225

2483126 3-13-1t

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



Town of
Brighton

Public Works Department

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

Brendan Ryan
Assistant Engineer

March 31, 2023

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

Re: 59 Hampshire Drive
Asbestos Survey and Abatement RFPs

Dear Councilperson DiPonzo and Committee Members:

In October of 2022, the Brighton Town Board declared the structure as dangerous and unsafe and subsequently approved the demolition of said structure. The structure was constructed in 1950 and as such may contain asbestos, therefore a survey including testing must be conducted, and any identified asbestos-containing material subsequently abated, before its demolition may proceed.

Therefore, we are requesting that recommendation be granted to prepare and solicit request for proposals (RFP) for each of these services. No action as to awarding either contract will be considered without returning to this committee.

Evert Garcia will be in attendance at your scheduled April 5, 2023 meeting in the event that you have any questions related to this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Brendan Ryan
Department of Public Works

Cc: Paula Parker
Evert Garcia, P.E.



Town of
Brighton

Public Works
Department

Evert Garcia, P.E.
Commissioner of Public
Works

March 30, 2023

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

Re: Rochester Multiversity Concept
Climate Smart Community Project
Contract Number DEC01-C01097

Dear Council Person Diponzio and Committee Members:

At the end of 2019 the Town of Brighton was awarded \$58,290 in grant funds from the Climate Smart Community Grant Program (CSC) for professional consulting services to prepare a detailed master plan for the Rochester Multiversity Concept. The CSC Grant Program requires a local match equal to 50% of the total eligible project costs. The Town is meeting the local match requirement by providing \$23,500 in general municipal funds and \$34,822 with in-kind services for a total project cost of \$116,612. Once completed, the master plan will be used to apply for additional grant funding for the design and construction of the project.

Therefore, we are requesting authorization to prepare and solicit a request for proposals (RFP) to develop a detailed master plan which includes cost estimates for implementation of the Concept, develop and implement a public participation plan, prepare the appropriate SEQRA documentation, and present the final plan to the Town Board for adoption consideration.

As always, thank you for your consideration. I will be in attendance at your next scheduled meeting on April 5, 2023 to answer any questions you may have regarding this matter.

Respectfully,

Evert Garcia

Cc Rick DiStefano



Town of Brighton

Highway Department

Commissioner of Public Works – Evert Garcia, P.E.

Steve Zimmer
Deputy Commissioner of Public Works

March 30, 2023

Honorable Finance Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, NY 14618

Re: Authorize Disposal of Equipment

Dear Chairman DiPonzo and Committee Members,

I recommend the disposal of certain Highway Department equipment as listed below. The items listed are no longer needed or able to support departmental operations.

2009 Ford F250 Pickup Truck	Asset #B28859	VIN 1FTSX21599EB28859
2012 Mack Dump Truck with plow and wing	Asset #001606	VIN 1M2AX02C6CM001606
2003 Ford F450 Dump Truck	Asset #B38876	VIN 1FDXX46S03EB38876
2013 Kubota Sidewalk Tractor	Asset #050199	VIN B3350HSDC50199

I further recommend that I be authorized to dispose of the above equipment through either Enterprise Fleet or Roy Teithsworth's in person and/or online auction.

Sincerely,

Steve Zimmer
Deputy Commissioner of Public Works
Town of Brighton

cc: B. Monroe
P. Parker
E. Garcia
A. Banker
S. Zimmer



Town of
Brighton

Recreation Department

Rebecca Cotter
Recreation Director

April 3, 2023

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

Dear Board Members:

We have recently completed our recruiting process to fill the available Part Time Permanent Office Clerk III (non-competitive) position that exists in the Recreation Department. I am pleased to make the following request.

I respectfully request that the honorable Town Board approve the hiring of Ms. Kathleen Roman as the new Part Time Permanent Office Clerk III (non-Competitive) for the Recreation Department. Ms. Roman comes to us with extensive customer service experience in both the public and private sector. She will remain on probation for a period of 52 weeks in accordance with the Personnel Policies as set by the Town. The starting salary for Ms. Roman will be \$18.57 / hour for 15 hours per week (Group V, Step 1). This salary has been accounted for in the 2023 Recreation budget (A.Rec.7020 1.20). Anticipated start date will be Monday April 24, 2023.

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

Sincerely,

Rebecca Cotter

Rebecca J. Cotter
Recreation Director
Town of Brighton

Cc: Tricia VanPutte, Personnel Director
Paula Parker, Finance Director
Bridget Monroe, Assistant to the Supervisor



Town of
Brighton

Finance Department

Paula Parker
Director of Finance

April 5, 2023

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

Dear Honorable Members,

I am requesting that your Honorable Body authorize and recommend the following actions in the Finance Department:

- Add one position of Senior Office Account Clerk to our Table of Organization
- Promote the current Office Account Clerk, Jennifer Staudenmayer to Senior Office Account Clerk effective April 24, 2023

With the upcoming retirement of the Assistance Director of Finance early this summer, it is necessary to change the current position of Office Account Clerk to Senior Office Account Clerk amending our table of organization. The increasing workload in the Finance Department and for succession planning for other upcoming retirements makes this position necessary to ensure the smooth operation of the department. I would like to add this position to Group 4 of the Non-Represented Salary Schedule which is in line with our Senior Payroll Clerk positon. Jennifer Staudenmayer was appointed as an Officer Account Clerk in July of 2022 because the Senior Office Account Clerk list was not yet available. Jennifer has successfully completed this exam and is in the top three high scoring individuals.

Therefore, I would like approval to promote Jennifer effective April 24, 2023, to Senior Office Account Clerk, Group 4 Step 1 for a 40 hour work week with an annual salary of \$57,803.20. Jennifer has proven to be a valuable asset to this department and this will allow us to move forward with cross training and preparing to other changes in the department as we planned when Jennifer was hired. Jennifer's anniversary date will remain as July 18, 2022 for step increases.

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