

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

Meeting Date: Wednesday, April 19, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the April 5, 2023 meeting.
2. Approve appointment to Police Officer position effective May 8, 2023 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to approve the appointment of Ms. Taylor L. Agnello to the position of Police Officer full time at a starting salary of \$65,245.19 as outlined in Article 8 of the Collective Bargaining Agreement, effective May 8, 2023. 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. Agnello will serve a 72-week probationary period (see letter from D. Catholdi).
3. Declare certain Park vehicles and equipment as surplus to be sold at auction either online or in person (Highway Dept.) – Request from Matt Beeman for Town Board action to declare the following Parks Department vehicles and equipment as surplus:

2008 Ford F250 Pickup Truck with plow (VIN: 1FTNF21548EC75055)	Asset #C75055
1997 John Deere 755 Tractor with attachment (Serial #: LV0755E200065)	Asset #003120

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 Matt Beeman).
4. Approve provisional appointment to Recreation Leader full-time effective May 8, 2023 (Recreation Dept.) – Request from Rebecca Cotter for Town Board action to approve the provisional appointment of [REDACTED] to the position of Recreation Leader full-time at an annual salary of \$39,603 (group 2 step 2) (35 hours/week) of the non-represented salary schedule, effective May 8, 2023. This will be a provision appointment until such time as [REDACTED] completes all the necessary Civil Service requirements. Upon his permanent appointment a 52 week probationary period will begin. (see letter from R. Cotter).
5. RG&E Cobra Head light retrofit to LED lamp in Townwide Street and some special lighting districts (Public Works Dept.) – Request from Brendan Ryan for Town Board action to approve the contract with RG&E to install LED lamps in certain cobra head fixtures located in the Townwide street lighting and identified special lighting districts. The total cost of the project will be \$25,837.59. The approximate annual savings when the project is complete will be approximately \$9,966.28 annually across all the identified areas (see letter from B. Ryan).

6. Authorization to reject and rebid the 2023 Town Sidewalk Improvement/Repair program (Public Works Dept.) – Request from Chad Roscoe for Town Board action to reject and rebid the Sidewalk Improvement/Repair project. Only one bid was received and the base bid exceeds the current 2023 budget by \$281,000. While Roman was the only bidder and holds the current contract, another bid may prove to be more economical (see letter from C. Roscoe).
7. Review the draft 2023 Digital Budget Book.

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, MAY 3, 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, April 5, 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)
Matt Beeman (Parks)
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 March 15, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Award Mowing Contract A to Advanced Property Contractors, LLC effective April 1, 2023 through March 31, 2024 (Public Works Dept.) – The FASC discussed with Evert Garcia the 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 one-year renewal options (see letter from C. Roscoe).

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

Authorization to solicit a request for proposals (RFP) for asbestos testing and abatement services for property at 59 Hampshire Drive (Public Works Dept.) – The FASC discussed with Evert Garcia the 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).

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

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.) – The FASC discussed with Evert Garcia his request 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).

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

Grant Authorizations and Acceptances:

Authorize the participation in the NYS Homeland Security Local Exercise Grant activities (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request 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). FASC recommends the Town Board take favorable action on this matter.

ADDITIONAL ITEM (WALK-IN): Authorization to accept a grant award from Firehouse Subs Public Safety Foundation (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request 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).

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

Contracts and Contract Change Orders:

Authorize the Supervisor to execute a contract with the Skycoasters for the 4th of July 2023 celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request 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).

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

Authorize the Supervisor to execute a contract with Young Explosives for the 4th of July 2023 celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request 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).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve appointment to Police Officer position effective April 22, 2023 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve the appointment of Ms. McKaylee R. Croll to the position of Police Officer full time, effective April 22, 2023, 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).

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

Approve the promotion of Jackie Pike to Officer Clerk II effective April 24, 2023 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request 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).

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

Appointment to part-time Office Clerk III (Recreation) effective April 24, 2023 (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request 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).

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

Amend the Finance Department's table of organization and appoint Jennifer Staudenmayer as Senior Office Account Clerk effective April 24, 2023 (Finance Dept.) – The FASC discussed with Paula Parker her request 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).

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

Other Matters for Action of the Town Board:

Declare certain Highway vehicles and equipment as surplus to be sold at auction either online or in person (Highway Dept.) – The FASC discussed with Steve Zimmer his request 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).

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

Other Matters for Discussion Only:

Town Hall building/HVAC renovation plans. Evert Garcia updated the FASC with the current status of the renovation plan for Town Hall. The Town's Sustainability Committee has made recommendations for including green energy in the plan, especially the potential of a geothermal heating/cooling system. Evert will contact In.Ex Architecture to provide a design and cost estimate for further review of installing this type of system. Items to be included in the review would be cost, energy savings, payback period, carbon reduction and other details related to installing this type of system.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 9:07 am.

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

Wednesday, April 19th , 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

April 14, 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. Taylor L. Agnello be hired to fill the position.

Ms. Agnello is currently ranked #3 on a Civil Service list of eligible candidates for Deputy Sheriff Road Patrol/Police Officer, OC-64753. Ms. Agnello has a Bachelor of Science degree from the State University of New York College at Brockport and is currently a Peace Officer with the University of Rochester Department of Public Safety.

On April 4, 2023, a Conditional Offer of Employment was extended to Taylor L. Agnello, with a starting salary of \$65,245.19 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 May 8, 2023, for a probationary period of seventy-two (72) 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

Parks Department

Matthew Beeman
Superintendent of Parks

April 11, 2023

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

Dear Finance Committee Members:

I recommend that the following park vehicle and equipment be declared surplus to our needs:

2008 Ford F250 with 8' Western Snow Plow

Asset #C75055

VIN# 1FTNF21548EC75055

1997 John Deere 755 tractor with Turfco Aerator attachment

Asset #003120

Serial # LV0755E200065

The Ford F250 and John Deere 755 have recently been replaced and both have outlasted their useful life expectancy for the Department.

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.

I would be happy to answer any questions about this matter.

Sincerely,

Matt Beeman
Superintendent of Parks

Cc: Paula Parker, Suzanne Zaso, Amy Banker



Town of
Brighton

Recreation
Department

Rebecca Cotter

Recreation Director

April 14, 2023

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

Dear Board Members:

I respectfully request that the honorable Town Board approve the provisional appointment of [REDACTED] as the new Recreation Leader for the Recreation Department effective Monday, May 8, 2023.

All required Civil Service procedures have been followed in making this recommendation. [REDACTED] will remain on probation for a period of 52 weeks once he successfully passes the Recreation Leader exam in accordance with the Personnel Policies as set by the Town. The starting salary for [REDACTED] will be \$39,603/year (group 2, step 2) 35 hours / week, with all other benefits as outlined for Non-Represented employees in the Town's Non-Represented Policies. This salary has been accounted for in the 2023 Recreation budget.

Since no valid Monroe County Civil Service Commission list exist for this title, this appointment will remain provisional pending the successful completion of such exam.

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

Sincerely,

Rebecca Cotter

Rebecca J. Cotter
Recreation Director
Town of Brighton

CC: Tricia VanPutte, Director of Personnel
Paula Parker, Director of Finance

220 Idlewood Road Rochester, New York 14618 www.townofbrighton.org

Rebecca.Cotter@townofbrighton.org 585-784-5276



Town of
Brighton

Public Works Department

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

Brendan Ryan
Assistant Engineer

April 19, 2023

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

Re: RG&E SC1 Cobra Head LED Retrofit

Dear Councilperson DiPonzo and Committee Members:

In 2022, RG&E contacted DPW to inform the Town about the mechanism available under the streetlighting tariff to convert the cobra head lights owned by RG&E from high pressure sodium (HPS) to LED. This conversion represents a substantial improvement in operational and energy efficiency due to LEDs having long useful lives and using about 70-75% less energy for an equivalent light. This leads to financial savings for nearly all light fixture sizes, with a few exceptions where the RG&E tariff rate is higher for LED fixtures, which outweighs the energy savings. Additionally, all new fixtures will be dark sky compliant. At the Public Works meeting on April 12, members indicated their support for the project.

The cost to the Town of this project is solely the responsibility to pay off the remaining unexpired useful life of the current fixtures as laid out in the tariff, as the facilities are owned by RG&E. The streetlights are straight line depreciated over 30 years, and RG&E provided a full inventory of the fixtures by age and value. The majority of these lights are charged under the Town's main streetlighting account which is paid out of the general fund, while nine lighting special districts in total would be affected by the project. The overview of up-front remaining life costs, fund balance, and paybacks for the various districts are summarized in Table 1 below:

Table 1

Contract Account	TOB Streetlight Account	Account Name	Unexpired life cost	Current Funds Balance	Funds Balance After	Approx Annual Savings	Payback (yr)
20011287867	NA	Brighton Main (GF)	\$ 17,796.62	NA	NA	\$ 7,302.95	2.4
20011285937	5217	College Complex	\$ 1,714.62	\$ 3,355.00	\$ 1,640.38	\$ 500.91	3.4
20011286380	5204	East Avenue	\$ 1,773.75	\$ 8,495.00	\$ 6,721.25	\$ 423.86	4.2
20011286489	5216	Elmwood Manor	\$ 650.37	\$ 1,039.00	\$ 388.63	\$ 81.98	7.9
20011287057	5220	Meridian Centre	\$ 354.75	\$ 1,827.00	\$ 1,472.25	\$ 634.42	0.6
20011287149	5219	Metro Park	\$ 1,537.25	\$ 4,135.00	\$ 2,597.75	\$ 244.61	6.3
20011287321	5213	Pen Landing	\$ 59.12	\$ 1,164.00	\$ 1,104.88	\$ 61.03	1.0
20011287677	5214	Victory Village	\$ 1,005.12	\$ 862.00	\$ (143.12)	\$ (33.22)	NA
20011287958	5222	Lac De Ville	\$ 886.87	\$ 3,327.00	\$ 2,440.13	\$ 731.65	1.2
20024606244	5226	Reserve	\$ 59.12	\$ 13,026.00	\$ 12,966.88	\$ 18.09	3.3
		Total	\$ 25,837.59			\$ 9,966.28	3.36

All lighting districts but one (Victory Village on Southland Drive) have enough money in their fund balance to cover the up-front cost, and over varying lengths of time will replenish their fund balances to the levels they currently are maintained at without a need to increase district charges to cover the costs. Victory Village special district will require a small rate adjustment in the future to recover its small dip into the negative, but the ~\$143 deficit and ~\$33 operational cost increase would be spread across 67 parcels resulting in a minimal overall cost.

We are requesting authorization for the expenditure of \$25,837.59 from the general fund and various district funds as outlined in Table 1 above to cover the total cost of the unexpired life for the RG&E cobra head streetlights. As this was not a project that was included in the 2023 budget, we are also requesting authorization for the Finance Department to complete the necessary budget transfers and amendments to fund this project.

I will be in attendance at your scheduled April 19, 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

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

Chad Roscoe
Junior Engineer

4/14/2023

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

Re: 2023 Town of Brighton Sidewalk Repair Program

Dear Councilperson DiPonzio and Committee Members:

Pursuant to prior authorization, the above bid was publicly advertised and opened on April 3, 2023. Eleven contractors downloaded the contract documents and there was only one company that submitted bid prices for this project. Below is Table-1 which lists the bids that were received from contractors.

Table – 1 Contractor List

#	Contractor Name	Base Bid
1	Roman Construction	\$470,101

Town staff reviewed the proposed prices from Roman Construction Dev. Corp for the 2023 Sidewalk Repair Contract. Currently the proposed cost exceeds the 2023 budgeted amount of \$281,000. I am requesting that we reject the submitted bid and am asking for permission to rebid the contract.

The 2023 Town of Brighton Sidewalk Repair Program contract has a one-year term with the option to renew the contract for up to three additional twelve-month periods at the sole discretion of the Town of Brighton, however Roman Construction and the Town could not reach consensus on the 2023 renewal pricing.

Currently there are funds available in the budget in the Sidewalk District account (SK.SWLKD.5411 2.65), \$251,000, and in the Town wide sidewalk account (A.DPW.5410 4.49), \$30,000.

As always, thank you for your consideration. If you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe
Junior Engineer

cc: P. Parker
B. Monroe
K. Gordon
E. Garcia
K. Sears
S. Zimmer