

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

**Meeting Date: Wednesday, June 7, 2023 (8:30 a.m.)**

**Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the May 17, 2023, meeting.
2. Review the Executive Summary of the final draft 2022 audited financial statements – Presented by Raymond F. Wager CPA, P.C. a Division of Mengal Metzger Barr & Co., LLP (see Financial Executive Summary).
3. Amend Non-Represented Employee Salary and Wage Schedule and the Authorized Table of Organization in the Court Department while creating and abolishing one job title (Facilities/Personnel) – Request from Gary Donofrio for Town Board action to make these adjustments to create a title of Maintenance Mechanic II and abolish the title of Laborer for the Facilities Department (see letter from Gary Donofrio).
4. Award contract for the purpose of reviewing, updating and finalizing the Employee Handbook to Public Sector HR Consultants LLC and amend the budget accordingly (Personnel) – Request from Tricia VanPutte for Town Board action to award and authorize the Town Supervisor to execute a contract with Public Sector HR Consultants LLC who provided the lowest responsible price of \$6,500.00 in response to an RFP for this purpose which includes up to \$500.00 for travel reimbursement. The budget amendment would be as follows (see letter from T VanPutte):  
From: Expense Acct A.UNDST.1990.4.90 Contingency \$4,000.00  
To: Expense Acct A.PRSNL.1430.4.74 Supplies & Cont \$4,000.00
5. Award contract for the treatment of the Emerald Ash Borer to CGL Arbor Services with allowable change orders up to 10% of the awarded contract (Highway Dept.) – Request from Chad Roscoe for Town Board action to award and authorize the Town Supervisor to execute a contract with CGL Arbor Services who provided the lowest price of \$30,010.50 in response to an RFP for this purpose which includes authorization for any necessary change order of up to 10% of the awarded contract (see letter from Chad Roscoe).

6. Amend budget to reflect an increase in NYS transportation related funding streams for the 2023-2024 State Fiscal Year (Highway Dept.) – Request from Evert Garcia and Steve Zimmer for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501 CHIPS	\$41,428.87
	D.HWY.5140.3501 PAVE NY	\$259.86
	D.HWY.5140.3501 Extreme Winter	\$140.40
	D.HWY.5140.3501 P O P	(\$3,160.09)
Expense:	D.HWY.5110.4.16 Road Materials	\$38,669.04

The additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from A Banker).

7. Amend budget to transfer Town Clerk funds in an amount of up to \$2,500 to allow for purchase of two standing desks (Town Clerk) – Request from Dan Aman for Town Board action to authorize a budget amendment to transfer funds from one expense account to another as follows: (see letter from Dan Aman).

From: Expense Acct A.CLERK.1410.1.20 PT Wages \$2,500.00  
To: Expense Acct A.CLERK.1410.2.12 Office Furn \$2,500.00

8. Amend budget and authorize appropriate final entries for the final dissolution of the West Brighton Fire Protection District (Finance Dept.) – Request from Earl Johnson for Town Board action to amend the WBFPD budget and authorize the Finance Department to make the appropriate entries to dissolve the West Brighton Fire Protection District Fund per the adopted resolution plan with budget amendment as follows (see letter from Earl Johnson):

Revenue:	SF.FIRED.3415.2701	MISC Rev	\$1,295.00
Expense:	SF.FIRED.3415.456	Fiscal Fees	\$ 700.00
	SF.FIRED.3415.458	Admin Fees	\$1,095.00

9. Authorize the Town Supervisor to execute a consulting services agreement with former Finance Director Paula Parker (Finance Dept.) – Request from Supervisor Moehle for Town Board action to authorize him to sign an agreement at the rate of \$72.00 per hour on an as needed basis through December 31, 2023 (see letter from Supervisor Moehle).

**The next regularly scheduled meeting of the FASC will be held on  
WEDNESDAY, JUNE 21, 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, May 17, 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:**

Evert Garcia (Public Works)  
Ken Gordon (Town Attorney)  
Earl Johnson (Finance)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed a 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 – Received and filed the minutes of the May 3, 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 In/Ex Architecture additional services contract dated April 17, 2023, in the amount of \$13,510 (Public Works) – The FASC discussed Evert Garcia's request for Town Board action to approve the additional services contract with In/Ex Architecture which will evaluate two green HVAC solutions. This additional review was requested by the Town's Sustainability Oversight Committee (SOC) and was not part of the original Town Hall facility priority project (see letter from E Garcia).

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

Award contract to Pro Construction to perform sidewalk repair up to the 2023 budgeted amount of \$276,100 (Public Works) – The FASC discussed a request from Evert Garcia and Chad Roscoe for Town Board action to award this project to Pro Construction as the lowest responsible bidder to the request for proposal (RFP) reducing the quantity of sidewalks to the 2023 budgeted amount of \$276,100 (see letter from E Garcia). FASC discussed several possible solutions given the budget shortfall and the lowest bid be higher than that budget. FASC recommends the Town Board take favorable action on this matter subject to the Town Attorney's review.

Award contract to Barton & Loguidice to provide material (asbestos) testing and inspection services for the pre-demolition of 59 Hampshire Drive dated May 8<sup>th</sup>, 2023, in the estimated amount of up to \$4,048 (Public Works) – The FASC discussed a request from Evert Garcia and Brendan Ryan for Town Board action to enter into an agreement with Barton & Loguidice as the lowest responsible bidder to the request for proposal (RFP) to provide material testing and inspection services for the pre-demolition of a single family home at 59 Hampshire Drive (see letter from B Ryan). FASC recommends the Town Board take favorable action on this matter.

### **Budget Amendments and Transfers:**

Approve 2023 Budget Amendment for purchase of an ambulance for Brighton Volunteer Ambulance (Finance) – The FASC discussed Earl Johnson's request for Town Board action to authorize a budget amendment in the amount of \$38,000 to account SA.AMBUD.3600.2.25 Emergency Response Vehicles. Funds will be appropriated from Fund Balance per the 18-month ambulance replacement cycle as approved in the 2023 – 2025 Capital Improvement Plan (see letter from E Johnson). FASC recommends the Town Board take favorable action on this matter.

### **Personnel Matters:**

No matters for this meeting.

### **Other Matters for Action of the Town Board:**

No matters for this meeting.

### **Other Matters for Discussion Only:**

No matters for this meeting.

**Matters Tabled for Research and/or Discussion:**

Approve a service contract to be awarded to the lowest responsible bidder for the purpose of reviewing, updating and finalizing the Employee Handbook  
(Personnel) – Tricia VanPutte requested this item be tabled until the June 7<sup>th</sup> meeting as she is waiting for additional information from bidding vendors. This item is scheduled for the June 7<sup>th</sup> FASC agenda.

**Executive Session:**

There was no executive session called this meeting.

The meeting was adjourned at 09:10 am.

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, June 7th, 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, NEW YORK**

### **FINANCIAL EXECUTIVE SUMMARY**

**For Years Ended December 31, 2022 and 2021**



Town of Brighton, New York  
Dated: June 7, 2023  
By: Mr. Michael J. DeBadts, CPA

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**TOWN OF BRIGHTON, NEW YORK**  
**Statement of Net Position**  
**December 31, 2022 and 2021**

<b>ASSETS</b>	<b>2022</b>	<b>2021</b>	<b>Variances</b>
Cash and cash equivalents	\$ 20,077,509	\$ 17,087,286	\$ 2,990,223
Investments	1,291	709,328	(708,037)
Accounts receivable (net)	3,438,770	2,171,281	1,267,489
Prepaid items	541,565	587,871	(46,306)
Net pension asset	2,129,883	-	2,129,883
Capital assets, net of accumulated depreciation	32,138,490	34,623,464	(2,484,974)
<b>TOTAL ASSETS</b>	<b>\$ 58,327,508</b>	<b>\$ 55,179,230</b>	<b>\$ 3,148,278</b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	<b>\$ 10,727,262</b>	<b>\$ 15,819,335</b>	<b>\$ (5,092,073)</b>
<b>LIABILITIES</b>			
Accounts payable	\$ 668,807	\$ 585,675	\$ 83,132
Accrued liabilities	605,512	584,503	21,009
Bond anticipation notes payable	795,000	1,235,000	(440,000)
Due to retirement system	38,123	33,761	-
Unearned revenue	16,932	66,527	(49,595)
Other liabilities-ARPA	3,599,552	1,842,456	1,757,096
<b>Noncurrent liabilities:</b>			
Due in one year	1,266,204	1,987,958	(721,754)
Due in more than one year	30,946,220	50,136,479	(19,190,259)
<b>TOTAL LIABILITIES</b>	<b>\$ 37,936,350</b>	<b>\$ 56,472,359</b>	<b>\$ (18,540,371)</b>
<b>DEFERRED INFLOW OF RESOURCES</b>	<b>\$ 29,608,003</b>	<b>\$ 13,666,826</b>	<b>\$ 15,941,177</b>
<b>NET POSITION</b>			
Net investment in capital assets	\$ 23,605,690	\$ 28,086,359	\$ (4,480,669)
<b>Restricted for:</b>			
Capital reserves	1,051,507	875,046	176,461
Capital improvements	975,761	1,064,247	(88,486)
General reserve	564,265	509,756	54,509
Insurance reserve	-	115,190	(115,190)
Reserve for Debt	648,229	350,219	298,010
Reserve for LOSAP	-	709,328	(709,328)
Other purposes	3,125,478	2,533,659	591,819
Unrestricted	(28,460,513)	(33,384,424)	4,923,911
<b>TOTAL NET POSITION</b>	<b>\$ 1,510,417</b>	<b>\$ 859,380</b>	<b>\$ 651,037</b>

**Financial Highlights**

- \* Unmodified opinion, no material weaknesses, no significant deficiencies.
- \* Statement of Net Position - combines all funds except custodial; includes capital assets, depreciation, and long-term debt.
- \* Noncurrent Liabilities - consists of:

	<b>2022</b>	<b>2021</b>
Outstanding Bonds	\$ 7,651,875	\$ 6,500,335
Compensated Absences	1,320,907	1,349,164
OPEB (Retiree Health)	22,457,110	40,711,512
Lease Liability	162,649	-
Retainage Payable	15,451	-
LOSAP Liability	-	1,573,793
Net Pension Liability	604,432	1,989,633
<b>Total Noncurrent Liabilities</b>	<b>\$ 32,212,424</b>	<b>\$ 52,124,437</b>

**TOWN OF BRIGHTON, NEW YORK**  
**Statement of Activities**  
**December 31, 2022**

<b>Functions/Programs</b>	<b>Program Revenues</b>				<b>Net (Expense) Revenue and Changes in Net Position</b>	
					<b>Primary Government</b>	
	<b>Expenses</b>	<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>	<b>Governmental Activities</b>	
<b>Primary Government:</b>						
<b>Governmental Activities:</b>						
General government support	\$ 2,649,782	\$ 380,131	\$ 342,986	\$ -	\$ (1,926,665)	
Public safety	6,716,640	168,856	28,339	-	(6,519,445)	
Transportation	10,045,031	595,362	93,933	442,857	(8,912,879)	
Economic assistance and opportunity	145,234	31,201	-	-	(114,033)	
Culture and recreation	6,558,705	519,820	74,994	180,233	(5,783,658)	
Home and community services	5,813,950	200,393	45,000	-	(5,568,557)	
Interest on long-term debt	151,938	-	-	-	(151,938)	
<b>Total Governmental Activities</b>	<b>\$ 32,081,280</b>	<b>\$ 1,895,763</b>	<b>\$ 585,252</b>	<b>\$ 623,090</b>	<b>\$ (28,977,175)</b>	
<b>General Revenues:</b>						
<b>Taxes:</b>						
Property taxes					\$ 20,746,819	
Non-property taxes					6,422,418	
State aid - mortgage tax					1,124,809	
Compensation for loss					376,758	
Investment earnings					368,671	
Miscellaneous					588,737	
<b>Total General Revenues</b>					<b>\$ 29,628,212</b>	
Change in Net Position					\$ 651,037	
<b>Net Position - Beginning</b>					<b>859,380</b>	
<b>Net Position - Ending</b>					<b>\$ 1,510,417</b>	

**Financial Highlights**

- \* The intent of this statement is to align the specific revenue to the functional category to determine the net taxpayer cost.
- \* Taxes or revenues that do not relate to specific functions are classified as general revenues.
- \* The increase of net position of \$651,037 is primarily the result of reductions in actuarially accrued liabilities for OPEB, LOSAP, and Pensions.

**TOWN OF BRIGHTON, NEW YORK**  
**General Fund - Summarized Balance Sheet**  
**December 31, 2022 and 2021**

<b><u>Assets:</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>Variance</u></b>
Cash	\$ 12,688,977	\$ 9,552,556	\$ 3,136,421
Due from other funds	-	-	-
Receivables, net	973,073	188,477	784,596
Due from other governments	1,627,652	1,587,522	40,130
State and federal aid receivable	47,211	143,325	(96,114)
Prepaid items	431,255	436,527	(5,272)
<b>Total Assets</b>	<b><u>\$ 15,768,168</u></b>	<b><u>\$ 11,908,407</u></b>	<b><u>\$ 3,859,761</u></b>
<b><u>Liabilities:</u></b>			
Accounts payable and other current liabilities	\$ 4,002,453	\$ 2,154,111	\$ 1,848,342
Accrued liabilities	494,356	492,999	1,357
Due to other funds	6,563	4,867	1,696
Due to other governments	8,187	8,187	-
Due to retirement system	38,123	33,761	4,362
Overpayments	31,498	16,150	15,348
Unearned revenue	8,715	8,839	(124)
<b>Total Liabilities</b>	<b><u>\$ 4,589,895</u></b>	<b><u>\$ 2,718,914</u></b>	<b><u>\$ 1,870,981</u></b>
<b><u>Deferred Inflows:</u></b>			
Deferred inflows of resources	\$ 762,934	\$ -	\$ 762,934
<b><u>Fund Balances:</u></b>			
<b><u>Nonspendable -</u></b>			
Prepays	\$ 431,255	\$ 436,527	\$ (5,272)
<b><u>Restricted -</u></b>			
Workers' Compensation	29,298	29,298	-
Forfeiture of the proceeds of crime	181,959	171,384	10,575
Repair	108,706	108,706	-
Insurance	115,707	115,190	517
Capital reserves	498,479	353,224	145,255
<b><u>Assigned -</u></b>			
Encumbrances	556,293	240,910	315,383
Appropriated fund balance	1,864,000	1,285,520	578,480
<b><u>Unassigned -</u></b>			
Undesignated fund balance	6,629,642	6,448,734	180,908
<b>Total Fund Balances</b>	<b><u>\$ 10,415,339</u></b>	<b><u>\$ 9,189,493</u></b>	<b><u>\$ 1,225,846</u></b>
<b>Total Liabilities, Deferred Inflows, and Fund Balances</b>	<b><u>\$ 15,768,168</u></b>	<b><u>\$ 11,908,407</u></b>	<b><u>\$ 3,859,761</u></b>

**Financial Highlights**

- \* Due From Other Governments - \$1,564,709 represents 4th Quarter sales tax
- \* Receivables, net and Deferred inflows of resources include \$762,934 related to lease of cell towers for GASB #87.
- \* Nonspendable-Prepays - represents deferred expenses primarily related to the Employee Retirement System.
- \* Accounts payable and other current liabilities includes \$3,599,552 in unspent ARPA funds, an increase from last year's amount of \$1,842,456

**TOWN OF BRIGHTON, NEW YORK**  
**General Fund - Revenue Summary**  
**For Years Ended December 31, 2022 and 2021**

<b><u>Year 2022:</u></b>	<b>Budget</b>		
	<b>(Amended)</b>	<b>Actual</b>	<b>Variance</b>
Property taxes	\$ 10,189,615	\$ 10,190,909	\$ 1,294
Non property taxes	4,800,000	6,422,418	1,622,418
Departmental income	632,500	639,593	7,093
Intergovernmental charges	10,000	42,688	32,688
Use of money and property	115,570	286,195	170,625
Licenses and permits	205,700	192,242	(13,458)
Fines and forfeitures	135,050	132,814	(2,236)
Sale of property and compensation for loss	20,300	73,546	53,246
Miscellaneous	273,604	60,926	(212,678)
Interfund revenues	297,625	274,338	(23,287)
State aid	1,459,636	1,461,028	1,392
Federal aid	188,456	147,191	(41,265)
Transfers	77,790	219,341	141,551
<b>Total Year 2022</b>	<b><u>\$ 18,405,846</u></b>	<b><u>\$ 20,143,229</u></b>	<b><u>\$ 1,737,383</u></b>

<b><u>Year 2021:</u></b>	<b>Budget</b>		
	<b>(Amended)</b>	<b>Actual</b>	<b>Variance</b>
Property taxes	\$ 10,145,090	\$ 10,114,980	\$ (30,110)
Non property taxes	4,235,000	5,792,595	1,557,595
Departmental income	651,325	518,816	(132,509)
Intergovernmental charges	50,000	28,832	(21,168)
Use of money and property	107,790	117,114	9,324
Licenses and permits	205,700	223,758	18,058
Fines and forfeitures	210,050	155,318	(54,732)
Sale of property and compensation for loss	15,300	58,151	42,851
Miscellaneous	267,304	272,387	5,083
Interfund revenues	292,150	254,689	(37,461)
State aid	1,338,625	1,367,883	29,258
Federal aid	126,500	65,000	(61,500)
Transfers	27,905	22,905	(5,000)
<b>Total Year 2021</b>	<b><u>\$ 17,672,739</u></b>	<b><u>\$ 18,992,428</u></b>	<b><u>\$ 1,319,689</u></b>

**TOWN OF BRIGHTON, NEW YORK**  
**General Fund - Expenditure Summary**  
**For Years Ended December 31, 2022 and 2021**

<b>Year 2022:</b>	<b>Actual</b>		
	<b>Budget</b>	<b>With</b>	<b>Variance</b>
	<b>(Amended)</b>	<b>Encumbrances</b>	
General government support	\$ 3,812,465	\$ 3,718,746	\$ 93,719
Public safety	6,224,833	5,997,030	227,803
Transportation	849,547	829,845	19,702
Economic assistance & development	119,619	106,425	13,194
Culture & recreation	1,810,518	1,522,782	287,736
Home & community services	1,686,517	1,592,632	93,885
Employee benefits	5,149,784	4,872,128	277,656
Debt service	665,985	717,428	(51,443)
Transfers	116,660	116,660	-
<b>Total Year 2022</b>	<b><u>\$ 20,435,928</u></b>	<b><u>\$ 19,473,676</u></b>	<b><u>\$ 962,252</u></b>

<b>Year 2021:</b>	<b>Actual</b>		
	<b>Budget</b>	<b>With</b>	<b>Variance</b>
	<b>(Amended)</b>	<b>Encumbrances</b>	
General government support	\$ 3,244,508	\$ 2,977,454	\$ 267,054
Public safety	6,105,797	5,844,103	261,694
Transportation	950,812	739,506	211,306
Economic assistance & development	145,720	89,300	56,420
Culture & recreation	1,561,733	1,315,848	245,885
Home & community services	1,479,768	1,368,071	111,697
Employee benefits	5,219,716	4,760,181	459,535
Debt service	661,720	661,660	60
<b>Total Year 2021</b>	<b><u>\$ 19,369,774</u></b>	<b><u>\$ 17,756,123</u></b>	<b><u>\$ 1,613,651</u></b>

**TOWN OF BRIGHTON, NEW YORK**  
**Highway Fund - Summarized Balance Sheet**  
**December 31, 2022 and 2021**

<b><u>Assets:</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>	<b><u>Variance</u></b>
Cash	\$ 2,039,428	\$ 1,920,691	\$ 118,737
Due from other funds	12,908	9,030	3,878
Receivables, net	177,654	145,252	32,402
Due from other governments	-	400	(400)
State and federal aid receivable	33,933	-	33,933
Prepaid items	65,654	90,357	(24,703)
<b>Total Assets</b>	<b><u>\$ 2,329,577</u></b>	<b><u>\$ 2,165,730</u></b>	<b><u>\$ 163,847</u></b>
<b><u>Liabilities:</u></b>			
Accounts payable	\$ 32,184	\$ 41,849	\$ (9,665)
Accrued liabilities	<u>48,418</u>	<u>33,415</u>	<u>15,003</u>
<b>Total Liabilities</b>	<b><u>\$ 80,602</u></b>	<b><u>\$ 75,264</u></b>	<b><u>\$ 5,338</u></b>
<b><u>Fund Balances:</u></b>			
<b><u>Nonspendable -</u></b>			
Prepays	\$ 65,654	\$ 90,357	\$ (24,703)
<b><u>Restricted -</u></b>			
Capital reserve	174,243	174,243	-
<b><u>Assigned -</u></b>			
Encumbrances	267,011	14,065	252,946
Appropriated fund balance	375,000	450,000	(75,000)
Highway fund balance	<u>1,367,067</u>	<u>1,361,801</u>	<u>5,266</u>
<b>Total Fund Balances</b>	<b><u>\$ 2,248,975</u></b>	<b><u>\$ 2,090,466</u></b>	<b><u>\$ 158,509</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 2,329,577</u></b>	<b><u>\$ 2,165,730</u></b>	<b><u>\$ 163,847</u></b>

**TOWN OF BRIGHTON, NEW YORK**  
**Highway Fund - Revenue Summary**  
**For Years Ended December 31, 2022 and 2021**

<b>Year 2022:</b>	<b>Budget</b>		
	<b>(Amended)</b>	<b>Actual</b>	<b>Variance</b>
Property taxes	\$ 4,327,055	\$ 4,327,055	\$ -
Departmental income	2,630	2,430	(200)
Intergovernmental charges	533,880	569,205	35,325
Use of money and property	7,000	32,425	25,425
Licenses and permits	16,040	23,727	7,687
Sale of property and compensation for loss	72,355	144,348	71,993
Miscellaneous	-	1,942	1,942
Interfund revenue	159,920	200,884	40,964
State aid	442,856	442,857	1
Federal aid	-	33,933	33,933
Transfers	16,730	16,753	23
<b>Total Year 2022</b>	<b><u>\$ 5,578,466</u></b>	<b><u>\$ 5,795,559</u></b>	<b><u>\$ 217,093</u></b>

<b>Year 2021:</b>	<b>Budget</b>		
	<b>(Amended)</b>	<b>Actual</b>	<b>Variance</b>
Property taxes	\$ 4,244,945	\$ 4,244,945	\$ -
Departmental income	3,050	3,810	760
Intergovernmental charges	517,430	517,206	(224)
Use of money and property	7,000	4,496	(2,504)
Licenses and permits	16,520	12,442	(4,078)
Sale of property and compensation for loss	83,643	201,010	117,367
Miscellaneous	-	8,266	8,266
Interfund revenue	159,250	155,041	(4,209)
State aid	396,058	410,631	14,573
Transfers	16,710	16,705	(5)
<b>Total Year 2021</b>	<b><u>\$ 5,444,606</u></b>	<b><u>\$ 5,574,552</u></b>	<b><u>\$ 129,946</u></b>

**TOWN OF BRIGHTON, NEW YORK**  
**Highway Fund - Expenditure Summary**  
**For Years Ended December 31, 2022 and 2021**

<b><u>Year 2022:</u></b>	<b>Actual</b>		
	<b>Budget</b>	<b>With</b>	
	<b>(Amended)</b>	<b>Encumbrances</b>	<b>Variance</b>
Transportation	\$ 4,636,778	\$ 4,313,789	\$ 322,989
Employee benefits	1,154,590	1,113,080	41,510
Debt service	<u>489,930</u>	<u>477,192</u>	<u>12,738</u>
<b>Total Year 2022</b>	<b><u>\$ 6,281,298</u></b>	<b><u>\$ 5,904,061</u></b>	<b><u>\$ 377,237</u></b>

<b><u>Year 2021:</u></b>	<b>Actual</b>		
	<b>Budget</b>	<b>With</b>	
	<b>(Amended)</b>	<b>Encumbrances</b>	<b>Variance</b>
Transportation	\$ 4,223,663	\$ 3,851,211	\$ 372,452
Employee benefits	1,239,285	1,175,400	63,885
Debt Service	<u>473,320</u>	<u>473,295</u>	<u>25</u>
<b>Total Year 2021</b>	<b><u>\$ 5,936,268</u></b>	<b><u>\$ 5,499,906</u></b>	<b><u>\$ 436,362</u></b>

**TOWN OF BRIGHTON, NEW YORK**  
**Summary of Other Funds**  
**For Years Ended December 31, 2022 and 2021**

<b><u>Public Library</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 566,244	\$ 562,340
Revenues	2,302,141	2,076,818
Expenses	(2,232,992)	(2,072,914)
<b>Fund balance, ending</b>	<b><u>\$ 635,393</u></b>	<b><u>\$ 566,244</u></b>

\* Of the \$635,393 fund balance, \$273,600 is in a general reserve and \$90,000 has been appropriated to support the 2023 budget.

<b><u>Consolidated Water</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 525,776	\$ 496,391
Revenues	34,066	32,945
Expenses	(3,665)	(3,560)
<b>Fund balance, ending</b>	<b><u>\$ 556,177</u></b>	<b><u>\$ 525,776</u></b>

\* Of the \$556,177 fund balance, \$138,783 is in a capital reserve.

<b><u>Miscellaneous Special Revenue</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 575,449	\$ 423,407
Revenues	220,356	158,138
Expenses	(28,284)	(6,096)
<b>Fund balance, ending</b>	<b><u>\$ 767,521</u></b>	<b><u>\$ 575,449</u></b>

<b><u>Neighborhood Improvement</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 17,837	\$ 14,017
Revenues	4,304	4,240
Expenses	(11,635)	(420)
<b>Fund balance, ending</b>	<b><u>\$ 10,506</u></b>	<b><u>\$ 17,837</u></b>

<b><u>Lighting</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 123,998	\$ 130,783
Revenues	363,468	353,807
Expenses	(382,591)	(360,592)
<b>Fund balance, ending</b>	<b>\$ 104,875</b>	<b>\$ 123,998</b>

\* Of the \$104,875 fund balance \$8,500 has been appropriated to support the 2023 budget.

<b><u>Consolidated Sewer</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 995,430	\$ 884,574
Revenues	1,787,205	1,799,432
Expenses	(1,645,945)	(1,702,466)
Transfers	13,895	13,890
<b>Fund balance, ending</b>	<b>\$ 1,150,585</b>	<b>\$ 995,430</b>

\* Of the \$1,150,585 fund balance, \$240,002 is in a capital reserve and \$55,000 has been appropriated from fund balance to support the 2023 budget.

<b><u>Drainage</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 27,643	\$ 26,776
Revenues	6,157	6,225
Expenses	(5,415)	(5,678)
Transfers	320	320
<b>Fund balance, ending</b>	<b>\$ 28,705</b>	<b>\$ 27,643</b>

<b><u>Fire Protection</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 438,567	\$ 845,640
Revenues	206,094	1,984,132
Expenses	(703,205)	(2,391,205)
<b>Fund balance, ending</b>	<b>\$ (58,544)</b>	<b>\$ 438,567</b>

<b><u>Business Improvement</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 3,205	\$ 3,104
Revenues	1,553	1,531
Expenses	(1,235)	(1,430)
<b>Fund balance, ending</b>	<b>\$ 3,523</b>	<b>\$ 3,205</b>

\* Of the \$3,523 in fund balance \$100 has been appropriated to support the 2023 budget.

<b><u>Park Special District</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 7,986	\$ 7,368
Revenues	4,224	4,168
Expenses	(2,065)	(3,550)
<b>Fund balance, ending</b>	<b>\$ 10,145</b>	<b>\$ 7,986</b>

\* Of the \$10,145 in fund balance \$1,000 has been appropriated to support the 2023 budget.

<b><u>Refuse</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 68,721	\$ 65,357
Revenues	1,160,059	1,084,699
Expenses	(1,158,456)	(1,081,335)
<b>Fund balance, ending</b>	<b>\$ 70,324</b>	<b>\$ 68,721</b>

\* Of the \$70,324 in fund balance \$5,000 has been appropriated to support the 2023 budget.

<b><u>Ambulance District</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 68,967	\$ 113,577
Revenues	432,534	379,890
Expenses	(372,050)	(424,500)
<b>Fund balance, ending</b>	<b>\$ 129,451</b>	<b>\$ 68,967</b>

\* Of the \$129,451 in fund balance \$12,000 has been appropriated to support the 2023 budget.

<b><u>Sidewalk Snow Removal</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 85,332	\$ 53,080
Revenues	69,914	63,149
Expenses	(37,460)	(30,897)
<b>Fund balance, ending</b>	<b>\$ 117,786</b>	<b>\$ 85,332</b>

<b><u>Consolidated Sidewalk</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 76,005	\$ 68,760
Revenues	222,415	166,588
Expenses	(207,188)	(159,343)
<b>Fund balance, ending</b>	<b>\$ 91,232</b>	<b>\$ 76,005</b>

\* Of the \$91,232 in fund balance \$5,000 has been appropriated to support the 2023 budget.

<b><u>Debt Service</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 350,219	\$ 392,068
Earnings	34,900	339
Transfers, net	263,110	(42,188)
<b>Fund balance, ending</b>	<b>\$ 648,229</b>	<b>\$ 350,219</b>

\* Of the \$648,229 in fund balance \$96,930 has been appropriated to support the 2023 budget.

<b><u>Capital Projects</u></b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Fund balance, beginning	\$ 1,027,477	\$ 557,173
Revenues	180,233	538,420
Expenses	(2,959,655)	(756,484)
Transfers, net	(396,759)	(11,632)
Serial bonds issued	2,330,000	700,000
Bond anticipation notes	40,000	-
Leases	51,640	-
<b>Fund balance, ending</b>	<b>\$ 272,936</b>	<b>\$ 1,027,477</b>

**TOWN OF BRIGHTON**

**Monroe County, New York**

**REVIEW OF SELECTED  
FINANCIAL TRANSACTIONS OF  
THE TOWN CLERK AND THE RECEIVER OF  
TAXES**

**For Year Ended December 31, 2022**

## **Independent Accountant's Report On Applying Agreed-Upon Procedures**

To the Honorable Town Council  
Town of Brighton  
Monroe County, New York

We have performed the procedures enumerated below on the financial transactions of the Town Clerk and Receive of Taxes of the Town of Brighton, Monroe County, New York for the year ended December 31, 2022. The Town's management is responsible for the financial transactions for the year ended December 31, 2022.

The Town of Brighton, Monroe County, New York has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Board with evaluating the financial transactions of the Town Clerk and Receive of Taxes for the year ended December 31, 2022. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Our procedures and findings are as follows:

### **Procedures:**

#### **Town Clerk –**

1. We observed internal accounting controls and procedures relating to the Town Clerk's office operations.
2. We inspected two monthly bank reconciliations for completeness and accuracy.
3. We selected two test months and performed the following:
  - a. Traced daily cash reports to monthly totals ensuring accuracy and proper documentation of any differences.
  - b. Traced daily totals in sample months to bank deposit slips and original source documentation to ensure accuracy and timeliness.
  - c. Inspected disbursements to ensure appropriateness and timeliness.

#### **Findings –**

No exceptions were found as a result of applying these procedures.

**To the Honorable Town Council  
Town of Brighton  
Monroe County, New York**

**Receiver of Taxes –**

1. We observed internal accounting controls and procedures relating to the Receiver of Taxes office operations.
2. We inspected deposit batches for timeliness and agreement.
3. We inspected overpayments/duplicates for proper documentation.
4. We reconciled Town/County/School payments to the approved tax warrant and any reports of uncollectible balances.
5. We performed a proof of cash for the months of January 2022 through December 2022 to determine completeness and accuracy.

**Findings –**

No exceptions were found as a result of applying these procedures.

We were engaged by the Town of Brighton, Monroe County, New York to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards, established by the AICPA. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion on the financial transactions of the Town Clerk and Receiver of Taxes for the year ended December 31, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town of Brighton, Monroe County, New York and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Town of Brighton, Monroe County, New York and is not intended, and should not be, used by anyone other than these specified parties.

\* \* \*

We would like to express our appreciation to the Town Clerk/Receiver of Taxes and the staff for all the courtesies extended to us during the course of our engagement. If you have any questions regarding the above items, please do not hesitate to call.

Rochester, New York  
May 9, 2023

**TOWN OF BRIGHTON  
MONROE COUNTY, NEW YORK**

**Agreed Upon Procedures - Justice Accounts**

**For the Year Ended December 31, 2022**

**REVISED DRAFT**

## **Independent Accountants' Report On Applying Agreed-Upon Procedures**

To the Honorable Town Council  
Town of Brighton  
Monroe County, New York

We have performed the procedures enumerated below on the financial transactions of the Justice Accounts of the Town of Brighton, Monroe County, New York for the year ended December 31, 2022. The Town's management is responsible for the financial transactions for the year ended December 31, 2022.

The Town of Brighton, Monroe County, New York has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the Board with evaluating the financial transactions of the Justice Accounts for the year ended December 31, 2022. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Our procedures and findings are as follows:

### **Procedure #1:**

We obtained a summary of cash receipts and cash disbursements for the year and verified the clerical accuracy. We also examined source documents for a sample of months to verify amounts reported.

#### **Statement of Cash Receipts and Disbursements For Year Ended December 31, 2022**

	<b>Fine</b>	<b>Bail</b>	
	<b>Accounts</b>	<b>Account</b>	<b>Total</b>
Balance - January 1, 2022	\$ 28,889	\$ 7,400	\$ 36,289
Receipts	345,285	19,661	364,946
Subtotal	<u>\$ 374,174</u>	<u>\$ 27,061</u>	<u>\$ 401,235</u>
Disbursements	(354,041)	(13,961)	(368,002)
<b>Balance - December 31, 2022</b>	<b><u>\$ 20,133</u></b>	<b><u>\$ 13,100</u></b>	<b><u>\$ 33,233</u></b>

### **Findings #1**

No exceptions were found as a result of applying this procedure.

**Procedure #2:**

We examined bank reconciliations for the fine accounts and bail accounts for two test months and for the year ended December 31, 2022.

**Findings #2**

No exceptions were found as a result of applying this procedure.

**Procedure #3:**

For two test months, we inspected the monthly reports submitted to the New York State Comptroller for the following:

- a) For a sample of fines, criminal and civil cases, and dismissed charges, we inspected the supporting case file, supporting cash receipt and how it was reported.
- b) For a sample of bail activity, we inspected the supporting case file and cash receipt and disbursement documentation.

**Findings #3**

No exceptions were found as a result of applying this procedure.

**Procedure #4:**

We examined the balance of outstanding bail for the year ended December 31, 2022.

**Findings #4**

No exceptions were found as a result of applying this procedure.

**Procedure #5:**

We reviewed the payment due report and discussed procedures over unpaid tickets.

**Findings #5**

No exceptions were found as a result of applying this procedure.

**Procedure #6:**

We reviewed the internal accounting control procedures for the Justice Accounts.

**Findings #6**

No exceptions were found as a result of applying this procedure.

We were engaged by the Town of Brighton, Monroe County, New York to perform the agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards, established by the AICPA. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion on the financial transactions of the Justice Accounts for the year ended December 31, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town of Brighton, Monroe County, New York and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Town of Brighton, Monroe County, New York and is not intended, and should not be, used by anyone other than those specified parties.

\* \* \*

We would like to express our appreciation to the court clerks, as well as Judge Falk and Judge Morris for all the courtesies extended to us during the course of our engagement. If you have any questions regarding the above items, please do not hesitate to call.

Rochester, New York  
April 11, 2023



Town of  
**Brighton**

## Facilities Department

Gary Donofrio  
Facilities Manager

June 5, 2022

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

Re: Create one new title; abolish one title; amend the Non-Represented Employee Salary and Wage Schedule; amend the Authorized Table of Organization in the Court Department

Dear Honorable Members:

I am requesting that your Honorable Body authorize the following actions:

- a. Create the title of MMII (Maintenance Mechanic II), pending approval by Monroe County Civil Service; create an internal title MMII
- b. Abolish the title of Laborer for the Facilities Dept
- c. Amend the table of organization for the Facilities Department to include the new title of MM II and the title of Cleaner
- d. Amend the Town's Non-Represented Employee Salary and Wage Schedule:
  - a. add the new title of MMII under Group 3
  - b. remove the title of Laborer under Group 1
  - c. add the title of Cleaner under Group 1

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

Sincerely,

Gary Donofrio



## Personnel Department

Tricia Van Putte  
Director of Personnel

June 5, 2023

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

Re: Employee Handbook service agreement

Dear Honorable Members:

I am requesting that the Town Board authorize the Supervisor to execute an agreement with Public Sector HR Consultants LLC to develop and implement an Employee Handbook for the Town. Public Sector HR Consultants came highly recommended by the Town of Penfield and the Town of Webster. Their client list for HR consulting services includes hundreds of municipalities, Towns, Cities, Villages and Counties within New York State. Other responses to the RFP declined to bid or else did not have municipal experience and lacked other elements deemed to be critical.

Public Sector HR Consultant scope of professional services will include:

1. Review current employee benefits, personnel policies, procedures, practices, and collective bargaining agreement(s).
2. Attend one meeting on-site at Town Hall to interview designated Town personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures, and practices.
3. Produce an executive draft of the Employee Handbook for review by appropriate Town representatives. This draft will include content as represented above, customized to the Town's specific circumstances.
4. Produce one master copy of the finalized Employee Handbook. Bulk printing of the Employee Handbook is not included in this proposal.
5. Provide unlimited telephone and e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.
6. Provide updates when requested by the Town or when a compliance change occurs, at no additional cost, for a period of one year from the signing of the Employee Handbook Agreement.

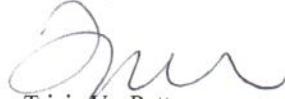
The fee for the development and implementation of an Employee Handbook for the Town of Brighton will be \$6,500. Additionally, the Town of Brighton will be responsible for reimbursing PSHRC for travel expenses (limited to mileage and tolls) directly related to providing services detailed in this proposal. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel. I estimate the travel expense will be approximately \$350.00.

I currently have \$3,000 in the Personnel Department's 2023 budget 4.74 "membership & training" designated for "handbook and policy manual". As this will not cover all of the related costs, I am also requesting the Finance Director make the necessary budget amendments to provide the additional funding. That proposed budget amendment would be:

From: Expense Acct A.UNDST.1990.4.90 Contingency \$4,000.00  
To: Expense Acct A.PRSNL.1430.4.74 Supplies & Cont \$4,000.00

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

Sincerely,



Tricia VanPutte  
Director of Personnel

Cc: Earl Johnson, Director of Finance  
2300 Elmwood Avenue Rochester, New York 14618 [www.townofbrighton.org](http://www.townofbrighton.org)  
[Tricia.VanPutte@townofbrighton.org](mailto:Tricia.VanPutte@townofbrighton.org) 585-784-5203



# Public Works Department

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

Chad Roscoe  
Junior Engineer

**Brighton**

5/31/2023

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

Re: Contractor Recommendation for  
2023 Emerald Ash Borer Treatment

Dear Councilperson DiPonzio and Committee Members:

The Department of Public Works sent out a RFP for the treatment of the Emerald Ash Borer within the Town of Brighton. The above RFP was sent to multiple contractors regarding this project and was due on May 11, 2023. Below is Table-1 which lists the bids that were received from contractors.

Table – 1 Contractor List

	<b>Company Name</b>	<b>Contact</b>	<b>\$/in</b>	<b>DBH</b>	<b>Total</b>	<b># trees</b>
1	The Tree Doctor	Jeffery Wiater	5.89	6432	\$ 37,884.48	257
2	CGL Arbor Services	Angelo Schembari	4.86	6175	\$ 30,010.50	257
3	Bartlett Tree Experts	Trevor Bliss	6.98	6175	\$ 43,101.50	257

I have reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by **CGL Arbor Services**, is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, **CGL Arbor Services** for a lump sum price not to exceed \$30,010.50. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed 10% of the awarded contract price. Budgeted funds for the Emerald Ash Borer Treatment can be found in A.DPW 8560.4.43 account and amounts to \$51,000.00.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe  
Junior Engineer



# Public Works Department

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

Chad Roscoe  
Junior Engineer

5/31/2023

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

Re: Contractor Recommendation for  
2023 Emerald Ash Borer Treatment

Dear Councilperson DiPonzio and Committee Members:

The Department of Public Works sent out a RFP for the treatment of the Emerald Ash Borer within the Town of Brighton. The above RFP was sent to multiple contractors regarding this project and was due on May 11, 2023. Below is Table-1 which lists the bids that were received from contractors.

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3	Bartlett Tree Experts	Trevor Bliss	6.98	6175	\$ 43,101.50	257

I have reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by **CGL Arbor Services**, is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, **CGL Arbor Services** for a lump sum price not to exceed \$30,010.50. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed 10% of the awarded contract price. Budgeted funds for the Emerald Ash Borer Treatment can be found in A.DPW 8560.4.43 account and amounts to \$51,000.00.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe  
Junior Engineer



## Town of Brighton

## Highway Department

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

Amy Banker  
Accountant

May 12, 2023

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

Re: 2023/24 CHIPS, Extreme Winter Recovery (EWR), PAVE NY and POP Funding  
NYS Adopted Budget

Dear Committee Members:

New York State recently adopted its 2023/2024 Budget. The CHIPS, Extreme Winter Recovery, PAVE NY and POP budget adopted by New York State exceeds the funding allocated in the Town of Brighton 2023 Budget. A copy of the revised CHIPS, EWR, PAVE-NY and POP funding for the Town of Brighton is attached.

Due to the increased funding for the Town of Brighton in the NYS Budget we are requesting that we amend the Town's 2023 Budget by increasing the revenues in account D.HWY.5140.3501 as shown below.

<u>Funding Source</u>	<u>Account</u>	<u>NYS Budget</u>	<u>2023 Town Budget</u>
CHIPS	D.HWY.5140.3501	\$301,428.87	\$260,000.00
PAVE NY	D.HWY.5140.3501	\$70,259.86	\$70,000.00
EWR	D.HWY.5140.3501	\$60,140.40	\$60,000.00
POP	D.HWY.5140.3501	<u>\$46,839.91</u>	<u>\$50,000.00</u>
		\$478,669.04	\$440,000.00

I am also requesting to amend the 2023 highway budget by increasing the expenses in account D.HWY.5110 4.16 by \$38,669.04. Thank you for your consideration.

Respectfully,

*Amy Banker*  
Amy Banker

Cc: Steve Zimmer  
Paula Parker  
Earl Johnson



## Department of Transportation

KATHY HOCHUL  
Governor

MARIE THERESE DOMINGUEZ  
Commissioner

May 02, 2023

MICHAEL GUYON  
HIGHWAY SUPERINTENDENT  
TOWN OF BRIGHTON  
2300 ELMWOOD AVE  
ROCHESTER NY 14618

Dear Mr. Guyon:

The 2023-24 State Budget provides funding to support the repair, rehabilitation, and modernization of local roads and bridges. The Budget includes \$598.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding, \$150 million in PAVE-NY funding, \$100 million in Extreme Winter Recovery (EWR) funding and \$100 million in Pave Our Potholes (POP). Also included are reappropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE-NY, EWR and POP appropriations. Please provide a copy of this letter to the chief financial officer for your municipality.

The next quarterly SFY 2023-24 CHIPS, PAVE-NY, EWR and POP reimbursements are scheduled to be made on June 29, 2023. Requests for the June payments must be for expenditures made on or after December 30, 2021 (April 1, 2022 for POP) through May 26, 2023. Refer to the Program Guidelines on the CHIPS website ([www.dot.ny.gov/programs/chips](http://www.dot.ny.gov/programs/chips)) regarding eligible project activities and program requirements. The Town of Brighton has the following funding amounts available for the June payments.

Program	Total Balance	23-24 Apportionment Balance	Cumulative Rollover Balance
CHIPS	\$301,428.87	\$301,428.87	\$0.00
PAVE NY	\$70,259.86	\$70,259.86	\$0.00
EWR	\$60,140.40	\$60,140.40	\$0.00
POP <sup>1</sup>	\$46,839.91	\$46,839.91	\$0.00

The instructions for applying for reimbursement June 29, 2023 are included on the back of this letter and on the CHIPS website. The New York State Department of Transportation (NYSDOT) Regional Office must receive all program payment submission items no later than June 02, 2023. Please sign the certification on each page of the reimbursement request forms and keep a copy of the completed forms for your files. Your NYSDOT municipal code for entry on the forms is 430092.

Municipalities may mail or e-mail their Documentation Checklists, reimbursement request forms, and supporting documentation to their NYSDOT Region. Guidance for e-mail submissions may be obtained on the CHIPS website. Contact information:

Lisa Coombs  
NYSDOT Regional CHIPS Representative  
New York State Department of Transportation  
1530 Jefferson Road  
Rochester, NY 14623  
[dot.sm.r04.CHIPS@dot.ny.gov](mailto:dot.sm.r04.CHIPS@dot.ny.gov)

If you have any questions, please contact Lisa Coombs at 585-272-4808.

Respectfully yours,

*Dawn Arnold*

Dawn Arnold  
Acting Director, Local Programs Bureau

<sup>1</sup> As of January 1, 2023, microsurfacing; paver placed surface treatment; single course surface treatment involving chip seals or oil and stone; or double course surface treatment involving chip seals or oil and stone are not eligible project activities for the Pave Our Potholes program.

## **INSTRUCTIONS FOR APPLYING FOR REIMBURSEMENT**

Each program payment submission should include a Documentation Checklist (found on the CHIPS website, under Forms and Instructions), summary reports of Checklist information, ADA compliant curb ramp photos (if applicable), and proof of payment. Failure to submit the required supporting documentation for each program payment submission may delay the processing of your reimbursement requests.

### **APPLYING FOR CHIPS/PAVE-NY/EWR/POP CAPITAL PAYMENT FUNDS REMAINING FROM PREVIOUS STATE FISCAL YEARS (ROLLOVER FUNDS) AND/OR CURRENT STATE FISCAL YEAR CAPITAL FUNDS**

**WHAT ARE ROLLOVER FUNDS?** "Rollover" funds are a municipality's unreimbursed CHIPS/PAVE-NY/EWR/POP Capital funds from one or more previous State Fiscal Year (SFY) apportionments.

**HOW DO YOU KNOW IF YOU HAVE ROLLOVER FUNDS AVAILABLE?** For municipalities with rollover funds remaining, the total cumulative rollover amount available is stated in the letter on the reverse of these instructions.

#### **RULES FOR REIMBURSEMENT OF ROLLOVER FUNDS:**

- A. There is an 18-month look back cut-off date for this payment. This means that expenditures incurred prior to the date indicated in the letter would not be eligible for reimbursement, even if a municipality has rollover balances from an earlier CHIPS/PAVE-NY/EWR apportionment.
- B. Eligible expenditures made for CHIPS/PAVE-NY/EWR Capital projects between the dates noted in the letter will be eligible for reimbursement from the CHIPS/PAVE-NY/EWR Capital rollover fund balances before any payment can be made from the current CHIPS/PAVE-NY/EWR Capital apportionment.

#### **SHOWING THE USE OF ROLLOVER FUNDS AND CURRENT STATE FISCAL YEAR FUNDS ON THE REIMBURSEMENT REQUEST FORMS (CP73/CP74/CP75s) FOR THE CURRENT CHIPS/PAVE-NY/EWR/POP CAPITAL PAYMENT**

Requestors can enter expenditure dates that cross state fiscal years on the CHIPS/PAVE-NY/EWR/POP form(s).

1. The beginning expenditure date entered for this payment should be the 18-month look back cut-off date referenced in the letter; expenditures incurred prior to this date would not be eligible for reimbursement.
2. The ending expenditure date entered for this payment should be the ending expenditure date referenced in the letter.

**NOTE: THE CERTIFICATION SIGNATURE DATE ENTERED ON THE CP73/CP74/CP75(s) MUST FALL WITHIN OR AFTER THE EXPENDITURE DATES WHICH WERE ENTERED ON SUCH FORMS BUT SHOULD NOT OCCUR AFTER THE SCHEDULED PAYMENT DATE FOR THIS PAYMENT CYCLE.**



Town of  
**Brighton**

## Office of the Town Clerk

**Daniel Aman, RMC**  
Town Clerk & Receiver of  
Taxes

June 02, 2023

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

Dear Board Members:

I am requesting Town Board authorization to transfer an amount up to \$2500 from A.CLERK.1410 1.20 to A.CLERK.1410 2.12. This transfer will allow for the purchase of two standing desks for the office. I started out having staff use desktop converter units to make sure that they liked them and the units were very well received and utilized.

Respectfully,

Daniel Aman  
Brighton Town Clerk

Cc: Earl Johnson

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[Email This Cart](#)

Need Help? Call 1(800)207-2587 or Chat Now

	<b>Electric Standing Desk 72...</b>	Each: <b>\$950.00</b>	Quantity: <input type="button" value="−"/> <b>1</b> <input type="button" value="+"/>	Total: <b>\$950.00</b>	<a href="#">X</a>
<small>Finish: Reclaimed Wood In stock, free standard shipping <a href="#">Add to List</a> <a href="#">Edit</a></small>					

	<b>Electric Standing Desk 72...</b>	Each: <b>\$950.00</b>	Quantity: <input type="button" value="−"/> <b>1</b> <input type="button" value="+"/>	Total: <b>\$950.00</b>	<a href="#">X</a>
<small>Finish: Butcher Block In stock, free standard shipping <a href="#">Add to List</a> <a href="#">Edit</a></small>					

	<b>Acrylic Modesty Panel 72</b>	Each: <b>\$195.00</b>	Quantity: <input type="button" value="−"/> <b>2</b> <input type="button" value="+"/>	Total: <b>\$390.00</b>	<a href="#">X</a>
<small>Finish: Frosted Acrylic In stock, free standard shipping <a href="#">Add to List</a> <a href="#">Edit</a></small>					

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Subtotal	\$2,005.00
Sales Tax	\$0.00
Shipping	FREE*

Estimated Total **\$2,005.00**[CHECKOUT](#)

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Town of  
**Brighton**

## Finance Department

**Earl Johnson**  
Director of Finance

June 07, 2023

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

RE: 2023 Budget Amendment for final dissolution of West Brighton Fire Protection District

Dear Board Members:

I am requesting Town Board authorization to amend the 2023 budget as follows:

1. To Revenue Account: SF.FIRED.3415.2701	Misc Revenue	\$1,295.00
2. To Expense Account: SF.FIRED.3415.456	Acctg & Fiscal Fees	\$700.00
3. To Expense Account: SF.FIRED.3415.458	Admin Fees	\$1,095.00

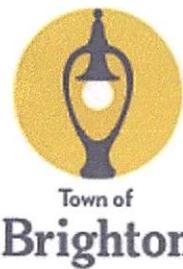
The funds need to be appropriated for final financial dissolution of the West Brighton Fire Protection District upon final BAN payment as per the adopted dissolution plan.

I am also requesting Town Board authorization for the finance Department to make the appropriate entries to dissolve the West Brighton Fire Protection District Fund.

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,

Earl F Johnson  
Director of Finance



## Office of the Town Supervisor

The Honorable William W. Moehle

Town of

**Brighton**

June 6, 2023

Honorable Finance and Administrative Services Committee  
2300 Elmwood Ave.  
Rochester, NY 14618

**Re: Paula Parker Consulting Services Agreement**

Dear Chairperson DiPonzo and Committee Members:

As you know, Paula Parker has retired from the position of Finance Director and Earl Johnson has taken her place. Although they had an effective transition and training period, we want to be prepared in the event Earl and the Department will require additional consulting services from Paula.

Paula is willing to provide such services on a contractual basis, at an hourly rate of \$72 per hour. Prior to her retirement, Paula's salary was \$121,659.40, which would roughly work out to \$58.50 per hour. Of course, she received significant benefits as an employee, which she will not receive under this contract, nor will she charge the Town for mileage.

The services will be provided on an as needed basis, based on specific needs as determined by the Director of Finance. Unless extended, the term of the contract would run through December 31, 2023. The contract will be in form prepared by the Town Attorney. I request that the Finance and Administrative Services Committee recommend approval of such a contract.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Moehle".

William W. Moehle  
Town Supervisor