

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

Meeting Date: Wednesday, June 21, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes from the meeting of June 7, 2023.
2. Authorize the Town Supervisor to execute a fee agreement with Interprettek for the provision of American Sign Language (ASL) services (Town Supervisor Dept) – Request from Bridget Monroe for Town Board action to authorize Supervisor Moehle to sign a fee agreement with Interprettek American Sign Language Interpreting Services. The agreement increases fees by \$7 per hour across every category. Funds are available in the 2023 budget to cover the increased cost of services (see letter from Bridget Monroe).
3. Authorize the Department of Public Works to apply for a \$10,000 Clean Energy Communities (CEC) Grant from NYSERDA as well as apply for the additional \$5,000 action grant (Public Works) – Request from Brendan Ryan and Evert Garcia for Town Board action to authorize the department to apply for the above grant, which will be used to replace the Carmen Clark Lodge furnace in Brighton Town Park with an air source heat pump that is more energy efficient, reduces carbon emissions and adds cooling to the building. This grant is available because we have earned enough points with NYSERDA by completing various projects related to clean energy initiatives (see letter from Brendan Ryan).
4. Appointment to part-time Recreation Assistant III (non-competitive) effective July 11, 2023 (Recreation) – Request from Rebecca Cotter for Town Board action to approve the appointment of Maureen Siesto to the position of Recreation Assistant III (part-time) effective July 11, 2023 and working with the Brighton Seniors Program. The salary will be set at \$18.57 per hour for a 10-hour work week (Group V, Step 1 of the Part-Time Permanent Salary Schedule and the salary has been accounted for in the 2023 recreation budget A.REC.6772.1.20 (see letter from Rebecca Cotter).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, JULY 5, 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, June 7, 2023 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
Robin Wilt
William Moehle
Earl Johnson (Staff to the Committee)

Other Town Councilmembers:

Chris Werner

Department Heads/Other attendees:

Marcia Adams (Finance)
Dan Aman (Town Clerk)
Michael DeBadts (Mengel Metzger Barr)
Gary Donofrio (Facilities)
Evert Garcia (Public Works)
Tricia VanPutte (Personnel)
Suzanne Zaso (Finance)
Tom Zuber (Mengel Metzger Barr)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed all contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments as well as the Financial Statements as presented by Mengel Metzger Barr 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 17, 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:

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) – The FASC discussed Tricia VanPutte's request 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 and an additional cost for travel reimbursement up to \$500.00. 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

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

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.) – The FASC discussed Chad Roscoe's request 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).

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

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

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

Budget Amendments and Transfers:

Amend budget to reflect an increase in NYS transportation related funding streams for the 2023-2024 State Fiscal Year (Highway Dept.) – The FASC discussed a request from Amy Banker with Evert Garcia 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).

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

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) – The FASC discussed a 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

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

Amend budget and authorize appropriate final entries for the final dissolution of the West Brighton Fire Protection District (Finance Dept.) – The FASC discussed a 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 | Admiin Fees | \$1,095.00 |

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

Personnel Matters:

Amend Non-Represented Employee Salary and Wage Schedule and the Authorized Table of Organization in the Facilities Department while creating and abolishing one job title (Facilities/Personnel) – The FASC discussed a request from Gary Donofrio for Town Board action to make the adjustments to create a title of Maintenance Mechanic II, add the title of cleaner and abolish the title of Laborer for the Facilities Department (see letter from Gary Donofrio).

FASC recommends the Town Board take favorable action on this matter with modification to the request reflecting initial hiring status if it occurs prior to civil service approving the title changes and correct letter typo to Facilities Department.

Other Matters for Action of the Town Board:

Review with Michael DeBadts the Executive Summary of the final draft 2022 audited financial statements as prepared by the independent audit and accounting firm of Mengel Metzger Barr & Co., LLP. Michael DeBadts and Tom Zuber from Mengel Metzger Barr & Co presented the 2022 Financial Statements to the FASC and reviewed the executive summary and the letter of communication. The 2022 Financial Statements will be presented at the Town Board meeting to be held on June 14th, 2023. At that time, the Board will officially accept and file these reports.

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:

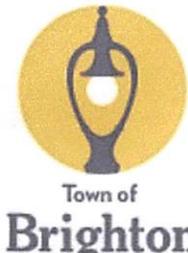
No matters for this meeting.

Executive Session:

There was no executive session called this meeting.

The meeting was adjourned at 09:40 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, June 21st, 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**



Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe
Assistant to the Supervisor

June 15, 2023

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

Re: American Sign Language Interpreters for Town Board Meetings

Dear Chairman DiPonzo and Committee Members:

I respectfully request authorization for the Supervisor to enter into a fee agreement with Interpretek for the provision of American Sign Language (ASL) services. This agreement increases Interpretek's fees by \$7 per hour across every category. This will cost an additional \$168 for Town Board meetings for the remainder of the year. Funds are available in the 2023 budget to cover the increased cost of services.

Thank you for your consideration of this matter.

Respectfully Submitted,

Bridget Monroe
Assistant to the Town Supervisor



American Sign Language Interpreting Services

Rochester Area Interpreting Services

(Updated 7.1.23)

Thank you for your interest in Interpretek and our American Sign Language interpreting services. Our strong commitment to quality, professionalism, and detail has distinguished Interpretek as a leader in our field. Our interpreters uphold the highest professional standards and have demonstrated the skills necessary to facilitate effective communication in a variety of settings. As a result, we are able to guarantee the quality of services we provide.

1 Hour Appointments.....\$92.00/hour

1-2 Hour Appointments

Charged two hours (charged in 30 min increments over 2 hours).....\$72.00/hour

Highly Specialized Appointments

First hour\$99.00/hour

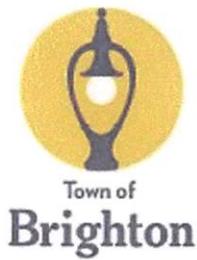
Additional hours.....\$83.00/hour

Rush Fee Rate.....25% of total charge

Travel Charge (for appointments 20+ minutes one way).....negotiated

- Standard one-hour minimum reservation required for each assignment with charges based on interpreter's *scheduled* time, unless the reservation goes beyond that.
- Assignments requiring travel one-way of 20+ minutes may incur a travel charge; discussed when reserving services.
- Billing will apply without 48-hour/2 business day advanced notice for canceled assignments.
 - For example, a Monday assignment at 10am must be canceled by 10am the previous Thursday morning.
- An additional 25% charge will be applied for requests made with less than 48 business hour/2 business day advance notice.
- In accordance with professional standards, any request over one hour and/or any technical or intense request may require two interpreters (*rates above are per interpreter*).
- **Payment is due upon receipt of invoice.** For your convenience we accept cash, check, American Express, MasterCard and Visa.
- In some cases, a credit card is required to guarantee request time. Your card will be charged if the invoice is not paid within 15 days of receipt.
- Accounts not paid in full within 30 days of the date of invoice are subject to a 1% monthly finance charge on the balance.
- The organization agrees while utilizing our services and for a period of one year after termination of services, it shall not directly or indirectly, through the use of Interpretek's Confidential Information obtained in connection with the providing of services, solicit, divert, or attempt to divert any Interpretek customer, interpreter, business or account. For purposes of this section, all Interpretek customer names and contact information and interpreter names and interpreter contact information are deemed "Confidential Information" under these terms.
- These terms shall remain in effect until new terms are presented and reviewed by both parties. Interpretek reserves the right to change service terms and/or rates with 30-days written notice to the organization.

We look forward to working with you!



Office of the Town Supervisor

The Honorable William W. Moehle

Bridget Monroe
Assistant to the Supervisor

January 3, 2023

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

Re: American Sign Language Interpreters for Town Board Meetings

Dear Chairman DiPonzo and Committee Members:

I respectfully request authorization for the Supervisor to enter into a fee agreement with Interprettek for the provision of American Sign Language (ASL) services.

Interprettek has provided quality ASL interpreters since we began providing this service at Town Board meetings in 2019. I therefore recommend the continued use of Interprettek for calendar year 2023. Funds are available in the 2023 budget to cover the cost of services.

Thank you for your consideration of this matter.

Respectfully Submitted,

A handwritten signature in black ink that reads "Bridget Monroe".

Bridget Monroe
Assistant to the Town Supervisor



American Sign Language Interpreting Services

Community Interpreting Service Agreement

Thank you for your interest in Interpretek and our American Sign Language interpreting services. Our strong commitment to quality, professionalism, and detail has distinguished Interpretek as a leader in our field. Our interpreters uphold the highest professional standards and have demonstrated the skills necessary to facilitate effective communication in a variety of settings. As a result, we are able to guarantee the quality of services we provide.

| | |
|---|----------------------------|
| 1 Hour Appointments..... | \$85.00/hour |
| 1-2 Hour Appointments | |
| Charged two hours (charged in 30 min increments over 2 hours)..... | \$65.00/hour |
| Legal/Mental Health Appointments | |
| First hour | \$92.00/hour |
| Additional hours..... | \$76.00/hour |
| Rush Fee Rate..... | 25% of total charge |
| Travel Charge (for appointments 20+ minutes one way)..... | negotiated |

- Standard one-hour minimum reservation required for each assignment with charges based on interpreter's *scheduled* time, unless the reservation goes beyond that.
- Assignments requiring travel one-way of 20+ minutes may incur a travel charge; discussed when reserving services.
- Billing will apply without 48-hour/2 business day advanced notice for canceled assignments.
 - For example, a Monday assignment at 10am must be canceled by 10am the previous Thursday morning.
- An additional 25% charge will be applied for requests made with less than 48 business hour/2 business day advance notice.
- In accordance with professional standards, any request over one hour and/or any technical or intense request may require two interpreters (*rates above are per interpreter*).
- **Payment is due upon receipt of invoice.** For your convenience we accept cash, check, American Express, MasterCard and Visa.
- In some cases, a credit card is required to guarantee request time. Your card will be charged if the invoice is not paid within 15 days of receipt.
- Accounts not paid in full within 30 days of the date of invoice are subject to a 1% monthly finance charge on the balance.

I agree to these terms and conditions,

Organization/Company Name

Invoice Recipient Name

Billing Email

Phone Number

Billing Address

Signature

Date

Printed Name

Title



Town of
Brighton

Public Works Department

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

Brendan Ryan
Assistant Engineer

June 19, 2023

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

Re: Clean Energy Community Grant Application Request

Dear Councilperson DiPonzo and Committee Members:

The Town of Brighton is a participant in the Clean Energy Communities Program administered by the New York State Energy Research & Development Authority (NYSERDA). This program awards points to municipalities for the completion of various tasks relating to clean energy programs. At certain thresholds of total points, municipalities become eligible to apply for grant funding to complete sustainable energy-related projects. The first of these thresholds is 3,000 points, which qualifies municipalities under 40,000 residents for a \$10,000 grant. The Town of Brighton recently reached this level with the successful completion of the Clean Heating & Cooling Mini-Campaign. This action also qualified the Town for an additional \$5,000 Action Grant for being one of the first 50 communities to complete the mini-campaign action item.

Previously, Town staff and the Sustainability Oversight Committee identified a priority project to use this money for. Carmen Clark Lodge in Brighton Town Park is currently heated with an oil furnace that is approximately 40 years old and is nearing the end of its life. Replacing this furnace is a request in the 2024 CIP and replacing it with an air source heat pump would save the Town money, reduce carbon emissions, and add cooling to the building. This is a qualified expenditure for the \$10,000 grant, so Town staff is requesting authorization to apply for the grant funding for this project, as well as apply for the additional \$5,000 action grant.

I will be in attendance at your scheduled June 21, 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: Earl Johnson
Evert Garcia, P.E.

2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
Brendan.Ryan@townofbrighton.org 585-784-5253



Town of
Brighton

Recreation Department

Rebecca Cotter
Recreation Director

June 16, 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 appointment of Maureen Siesto as the Permanent Part Time Recreation Assistant III (non-competitive) working with the Brighton Seniors Program for the Town of Brighton Recreation Department.

Maureen comes to us with a vast amount of experience and we are eager to add to our team working with the Brighton Seniors. This salary has been accounted for in the 2023 Recreation budget (A.Rec.6772 1.20). This is a part time permanent appointment with a 52 week probationary period in accordance with the Personnel Policies as set by the Town. The starting salary will be \$18.57 / hour for, 10 hours per week (Group V, Step 1). The anticipated start date will be July 11, 2023.

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 J. Cotter

Rebecca J. Cotter
Recreation Director
Town of Brighton

Cc: Tricia Van Putte, Director of Personnel
Earl Johnson, Finance Director
Bridget Monroe, Assistant to the Supervisor