

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

**Meeting Date: Wednesday, January 3, 2024 (8:30 a.m.)**

**Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes from December 20, 2023.
2. Request for the Town Board to accept a donation from the Town of Brighton Senior Citizens Group (Recreation) – Request from Rebecca Cotter for Town Board action to accept a \$750 donation from the Town of Brighton Senior Citizens Group via the Jack G. Lubelle Foundation to deposit in the Brighton Senior Citizen Program Restricted Fund – CM93.1 (see letter from R. Cotter).
3. Authorization to solicit bids as necessary for goods and services as indicated and included in the 2024 budget (Public Works/Highway/Sewer Depts.) – Request from Evert Garcia for Town Board action to authorize solicitation of bids for goods and services as indicated in the attached communication. All goods and services to be bid have been included in the 2024 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from E. Garcia).
4. Authorization to solicit bids as necessary for goods and services for Town Facilities as indicated and included in the 2024 budget (Public Works/Facility Dept.) – Request from Evert Garcia for Town Board action to authorize solicitation of bids for goods and services for Town Facilities as indicated in the attached communication. All goods and services to be bid have been included in the 2024 budget and State, County, City or other bids will be utilized when in the best interest of the Town (see letter from E. Garcia).
5. Request for Town Board to approve and authorize 2024 Capital (Vehicles) Re-appropriations and Budget Amendments for the purchase of vehicles (Finance) Request from Earl Johnson for Town Board to approve and authorize re-appropriations for vehicle purchases as planned for in the 2024 CIP with necessary budget amendments based on final vehicle quotes (see letter from E Johnson).
6. Request for Town Board to approve and authorize 2024 Wage and Benefit Budget Amendments (Finance) Request from Earl Johnson for Town Board to approve and authorize wage and benefit budget amendments due to the new BPPA signed agreement and the adjusted salary and wage schedules adopted per board resolution 12-27-2023-8 (see letter from E Johnson).

**The next regularly scheduled meeting of the FASC will be held on  
WEDNESDAY, JANUARY 17, 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\*\***



## Recreation Department

Rebecca Cotter  
Recreation Director

December 28, 2023

Honorable Town Board  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

**Re: Acceptance of Donation for Brighton Senior Citizens Group**

Dear Honorable Members:

I am requesting that your Honorable Town Board accept a donation in the amount of \$750 in support of the Town of Brighton Senior Citizens Group. The check donation was made out to The Town of Brighton was sent in a letter to the Senior Citizen Program Coordinator. This donation was received from the Jack G. Lubelle Foundation, Inc. Funds will be deposited in the Brighton Senior Citizen Program Trust Fund (CM 93.1).

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

Sincerely,

*Rebecca Cotter*  
Rebecca J. Cotter  
Recreation Director  
Town of Brighton



## Public Works Department

Evert Garcia, P.E.  
Commissioner of Public  
Works

December 26, 2023

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

Re: Authorization of Bids for 2024 (Highway/Sewer/DPW)

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2024 Budget:

- Chelmsford Lane Culvert Replacement
- Corbett's Glen Aerial Sewer Design
- Electrical System Mapping Service
- Home Acres Entrance Monument Design and Construction
- French Road Bridge Construction Services
- Fence Repair Services
- East Avenue sidewalk construction along north side of East Avenue.
- East Avenue Sidewalk construction from Town of Pittsford town line to Knollwood Drive
- Town Hall Renovations Design and Construction Services
- Rectangular Rapid Flashing Beacon (RRFB) Installation Services
- Tree Maintenance and Removal Services
- Street Lighting Repair and Electrical Services
- Pavement profiling (milling)
- Gutter Replacement
- Curb Replacement and Installation
- Paver rental
- Vehicle tires and appurtenances
- Cured-in-place pipe lining
- Grouting sanitary sewer
- Equipment and Machinery per the 2024 approved budget
- Procurement of Highway Materials
- Procurement of Pavement and Signage Marking and appurtenances
- Building Repair and Maintenance
- Mowing
- Shredding Services
- GIGP Green Infrastructure Maintenance

Furthermore, it is recommended that the use of State, County, City or other bids also be authorized for goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 3, 2024 meeting in the event that you have any questions regarding this matter.

Very truly yours,

Evert Garcia, PE

cc: S. Zimmer  
E. Johnson  
B. Ryan  
A. Banker  
B. Monroe  
J. Mancuso



## Public Works Department

Evert Garcia, P.E.  
Commissioner of Public  
Works

December 26, 2023

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

re: Authorization of Bids/RFP's/RFPs for 2024  
DPW/Town Facilities

Dear Chairperson DiPonzio and Committee Members:

Authorization is requested to solicit bids for materials, equipment and services as necessary for, including but not limited to, the following goods and services, which have been included in the approved 2024 Budget.

Hardware, Cleaning, Landscaping Materials, Hand/Garden Tools, Paint, Electrical, Plumbing, HVAC and Miscellaneous Building Supplies.

Furthermore, it is recommended that the use of State, County, City or other bids also be authorized for the above goods and services, when in the best interest of the Town.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 3, 2024, meeting in the event that you have any questions regarding this matter.

Very truly yours,

Evert Garcia, PE

cc: C. Roscoe  
S. Zimmer  
G. Donofrio  
E. Johnson  
A. Banker  
B. Monroe  
J. Mancuso



## Finance Department

Earl Johnson  
Director of Finance

December 29, 2023

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

Re: 2024 Capital Re-Appropriations and Budget Amendments (Vehicles)

Dear Board Members:

I am requesting Town Board authorization to re-appropriate unspent capital funds for three 2024 vehicle purchases as approved as part of the 2024 Capital Improvement Plan (CIP). We will also use the Gain from Sale of Trucks #74 & #14 to cover the difference in purchase price over the Re-Appropriation.

In addition, please authorize the budget amendments to cover additional costs associated with the lowest quotes exceeding the unspent funds and to fund the required After Market Equipment (AME) costs associated with the four leases approved as part of the 2024 CIP. If necessary,

**General Fund A – To Purchase Parks F250 Plow replacing 2010 Truck (PO 2022-0772)**

A.DPW.1490.2.22	Trucks/Vans	Re-Appropriation	\$44,673.80
A.PARKS.7021.2.22	Trucks/Vans	Purchase	\$53,753.80
A.DPW.1490.6.50	Principal Lease	Budget Amendment	\$ 7,340.00
A.DPW.1490.7.50	Interest Lease	Budget Amendment	\$ 1,740.00

**Highway Fund D – To Purchase Highway Dump Truck replacing #74 (PO 2022-0767)**

D.HWY.5130.2.22	Trucks/Vans	Re-Appropriation	\$62,730.98
D.HWY.5130.2.22	Trucks/Vans	Purchase	\$76,480.98
D.HWY.5130.6.50	Principal Lease	Budget Amendment	\$13,750.00

**Sewer Fund SS – To Purchase Sewer F350 replacing #14 (PO 2022-0762)**

SS.SEWER.8120.2.22	Trucks/Vans	Re-Appropriation	\$64,744.52
SS.SEWER.8120.2.22	Trucks/Vans	Purchase	\$66,944.52
SS.SEWER.8120.6.50	Principal Lease	Budget Amendment	\$ 2,200.00

Pending 202-b Hearing Resolution approving this purchase

Highway Fund D – To Cover Ford F350 XL Lease Dump Body AME Purchase  
D.HWY.5130.2.22 Trucks/Vans Budget Amendment \$15,500.00  
D.HWY.5130.6.50 Principal Lease Budget Amendment (\$15,500.00)

Sewer Fund SS – To Cover Ford F350 XL Lease Dump Body AME Purchase  
SS.SEWER.8120.2.22 Trucks/Vans Budget Amendment \$ 9,590.00  
SS.SEWER.8120.6.50 Principal Lease Budget Amendment (\$ 9,590.00)

Sewer Fund SS – To Cover Ford 4350 XL Lease Crane AME Purchase  
SS.SEWER.8120.2.22 Trucks/Vans Budget Amendment \$20,795.00  
SS.SEWER.8120.6.50 Principal Lease Budget Amendment (\$18,980.00)  
SS.SEWER.8120.7.50 Interest Lease Budget Amendment (\$ 1,815.00)

I will 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 Johnson*

Earl Johnson

Director of Finance



## Finance Department

Earl Johnson  
Director of Finance

January 2, 2024

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

Re: 2024 Wage & Benefit Budget Amendments

Dear Board Members:

I am requesting the Town Board to approve and authorize the following budget amendments to cover changes in wages and benefits due to the new BPPA signed agreement and the adjusted salary and wage schedules adopted per board resolution of December 27, 2023 (Res12-27-2023-8). The Budget Amendments are as follows:

**General Fund A – Per the 2024 BPPA Signed Agreement (Diff funded by Fund Balance)**

A.POLCE.3120.1.10	Full-Time Wages	Budget Amendment	\$215,250.00
A.POLCE.3120.1.30	Overtime Wages	Budget Amendment	\$5,000.00
A.POLCE.3120.1.40	Other Wages	Budget Amendment	\$35,600.00
A.POLCE.3120.8.10	NYS Retirement	Budget Amendment	\$13,150.00
A.POLCE.3120.8.20	Employer FICA	Budget Amendment	\$19,500.00
A.POLCE.3120.8.41	HSA	Budget Amendment	\$191,200.00
A.POLCE.3120.8.40	Medical/Dental	Budget Amendment	(179,700.00)
A.UNDST.9000.1.40	Other Wages	Budget Amendment	(\$200,000.00)

**General Fund A – Per the adjusted Salary and Wage Schedules (Res12-27-2023-8)**

A.ASSOR.1355.1.10	Full-Time Wages	Budget Amendment	\$3,320.00
A.ASSOR.1355.8.20	Employer FICA	Budget Amendment	\$265.00
A.CLERK.1330.1.10	Full-Time Wages	Budget Amendment	\$1,755.00
A.CLERK.1330.8.20	Employer FICA	Budget Amendment	\$140.00
A.CLERK.1410.1.10	Full-Time Wages	Budget Amendment	\$2,000.00
A.CLERK.1410.1.20	Part-Time Wages	Budget Amendment	\$500.00
A.CLERK.1410.8.20	Employer FICA	Budget Amendment	\$200.00
A.CLERK.1610.1.20	Part-Time Wages	Budget Amendment	\$700.00
A.CLERK.1610.8.20	Employer FICA	Budget Amendment	\$55.00
A.DPW.1490.1.10	Full-Time Wages	Budget Amendment	\$6,325.00
A.DPW.1490.8.20	Employer FICA	Budget Amendment	\$505.00
A.DPW.1620.1.10	Full-Time Wages	Budget Amendment	\$3,830.00
A.DPW.1620.1.20	Part-Time Wages	Budget Amendment	\$375.00
A.DPW.1620.8.20	Employer FICA	Budget Amendment	\$340.00



A.DPW.3410.1.10	Full-Time Wages	Budget Amendment	\$1,840.00
A.DPW.3410.1.20	Part-Time Wages	Budget Amendment	\$950.00
A.DPW.3410.8.20	Employer FICA	Budget Amendment	\$225.00
A.DPW.8020.1.10	Full-Time Wages	Budget Amendment	\$8,275.00
A.DPW.8020.1.20	Part-Time Wages	Budget Amendment	\$1,675.00
A.DPW.8020.8.20	Employer FICA	Budget Amendment	\$800.00
A.FINCE.1310.1.10	Full-Time Wages	Budget Amendment	\$6,975.00
A.FINCE.1310.8.20	Employer FICA	Budget Amendment	\$550.00
A.HIST.7510.1.20	Part-Time Wages	Budget Amendment	\$115.00
A.HIST.7510.8.20	Employer FICA	Budget Amendment	\$10.00
A.HWY.5010.1.10	Full-Time Wages	Budget Amendment	\$2,670.00
A.HWY.5010.8.20	Employer FICA	Budget Amendment	\$215.00
A.INFO.1680.1.10	Full-Time Wages	Budget Amendment	\$3,365.00
A.INFO.1680.8.20	Employer FICA	Budget Amendment	\$270.00
A.JSTCE.1110.1.10	Full-Time Wages	Budget Amendment	\$4,640.00
A.JSTCE.1110.8.20	Employer FICA	Budget Amendment	\$375.00
A.PARKS.7021.1.10	Full-Time Wages	Budget Amendment	\$2,340.00
A.PARKS.7021.1.20	Part-Time Wages	Budget Amendment	\$2,150.00
A.PARKS.7021.1.30	Overtime Wages	Budget Amendment	\$150.00
A.PARKS.7021.8.20	Employer FICA	Budget Amendment	\$375.00
A.POLCE.3120.1.10	Full-Time Wages	Budget Amendment	\$12,810.00
A.POLCE.3120.1.20	Part-Time Wages	Budget Amendment	\$3,490.00
A.POLCE.3120.8.20	Employer FICA	Budget Amendment	\$1,310.00
A.POLCE.3121.1.20	Part-Time Wages	Budget Amendment	\$1,265.00
A.POLCE.3121.8.20	Employer FICA	Budget Amendment	\$100.00
A.POLCE.3510.1.20	Part-Time Wages	Budget Amendment	\$1,265.00
A.POLCE.3510.8.20	Employer FICA	Budget Amendment	\$100.00
A.PRSNL.1430.1.10	Full-Time Wages	Budget Amendment	\$3,160.00
A.PRSNL.1430.1.20	Part-Time Wages	Budget Amendment	\$80.00
A.PRSNL.1430.8.20	Employer FICA	Budget Amendment	\$260.00
A.REC.6772.1.10	Full-Time Wages	Budget Amendment	\$1,480.00
A.REC.6772.1.20	Part-Time Wages	Budget Amendment	\$820.00
A.REC.6772.8.20	Employer FICA	Budget Amendment	\$185.00
A.REC.7020.1.10	Full-Time Wages	Budget Amendment	\$5,185.00
A.REC.7020.1.20	Part-Time Wages	Budget Amendment	\$340.00
A.REC.7020.8.20	Employer FICA	Budget Amendment	\$450.00
A.REC.7140.1.20	Part-Time Wages	Budget Amendment	\$2,090.00
A.REC.7140.8.20	Employer FICA	Budget Amendment	\$170.00
A.REC.7310.1.20	Part-Time Wages	Budget Amendment	\$3,290.00
A.REC.7310.8.20	Employer FICA	Budget Amendment	\$265.00
A.REC.8981.1.20	Part-Time Wages	Budget Amendment	\$85.00
A.REC.8981.8.20	Employer FICA	Budget Amendment	\$10.00
A.SUPVR.1220.1.10	Full-Time Wages	Budget Amendment	\$3,250.00
A.SUPVR.1220.8.20	Employer FICA	Budget Amendment	\$265.00
A.UNDST.9000.1.40	Other Wages	Budget Amendment	(\$100,000.00)

Highway Fund D – Per the adjusted Salary and Wage Schedules (Res12-27-2023-8)

D.HWY.5110.1.10	Full-Time Wages	Budget Amendment	\$1,900.00
D.HWY.5110.1.20	Part-Time Wages	Budget Amendment	\$500.00
D.HWY.5110.8.20	Employer FICA	Budget Amendment	\$250.00
D.HWY.5140.1.10	Full-Time Wages	Budget Amendment	\$2,100.00
D.HWY.5140.8.20	Employer FICA	Budget Amendment	\$250.00
D.HWY.9000.1.40	Other Wages	Budget Amendment	(\$5,000.00)

Library Fund L – Per the adjusted Salary and Wage Schedules (Res12-27-2023-8)

L.LIBRY.7410.1.10	Full-Time Wages	Budget Amendment	\$22,000.00
L.LIBRY.7410.1.20	Part-Time Wages	Budget Amendment	\$14,500.00
L.LIBRY.7410.8.20	Employer FICA	Budget Amendment	\$3,500.00
L.LIBRY.7410.1.40	Other Wages	Budget Amendment	(\$40,000.00)

Sewer Fund SS – Per the adjusted Salary and Wage Schedules (Res12-27-2023-8)

SS.SEWER.8120.1.10	Full-Time Wages	Budget Amendment	\$1,900.00
SS.SEWER.8120.1.20	Part-Time Wages	Budget Amendment	\$500.00
SS.SEWER.8120.8.20	Employer FICA	Budget Amendment	\$100.00
SS.SEWER.8120.1.40	Other Wages	Budget Amendment	(\$2,500.00)

I will 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 Johnson***

Earl Johnson  
Director of Finance