

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

**Meeting Date: Wednesday, March 20, 2024 (8:30 a.m.)**

**Location: Auditorium, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes from March 06, 2024.
2. Request for Town Board to approve disposal of fixed asset items per town policy for IT items that have no remaining value (IT) – Request from Jeremy Lutz for Town Board action to dispose of fixed assets per town policy as detailed because they are no longer needed to support departmental operations (see letter from J. Lutz).
3. Request for Town Board to accept a grant award from the Justice Administration Program in the amount of \$6,874.97 (Justice Court) – Request from Lisa Pavlovych for Town Board action to accept a grant award from the Justice Administration Program in the amount of \$6,874.97 which will be used for a stand-alone door key fob access system for the court's front reception office door and back hallway door which will require a budget amendment increasing the revenue account A.JSTCE.1110.3390 - NYS Aid and increase the expense account A.JSTCE.1110.2.60 - Facility Improvements (see letter from L. Pavlovych).
4. Request for Town Board to approve disposal of a fixed asset item per town policy for a DPW items that has no remaining value (Highway) – Request from Amy Banker for Town Board action to dispose of a fixed asset (ice maker) per town policy because it is no longer working or needed to support departmental operations (see letter from A. Banker).
5. Request for the Town Board to approve the NYSDOT Agreement Adjustment/Calculations Worksheet for the 2023/2024 snow season (Highway) – Request from Steve Zimmer for Town Board to approve and authorize the Town Supervisor to execute a supplemental agreement to the 2019 NYSDOT Snow & Ice Agreement for the 2023/2024 snow season as this amendment will add approximately \$43,720.12 to the base contract amount as illustrated on the worksheet bringing the 2023/2024 contract estimate to \$269,247.95 (see letter from S. Zimmer).
6. Request for the Town Board to approve the renewal of the Town of Brighton Sidewalk Repair Program contract with Pro Construction which is at the sole discretion of the Town of Brighton (DPW) – Request from Chad Roscoe Zimmer for Town Board to approve and authorize the Town Supervisor to execute the renewal of the Town of Brighton Sidewalk Repair Program contract with Pro Construction which is at the sole discretion of the Town of Brighton and includes an increase of 12% to \$419,324.42 constrained by the 2024 Budget which approves spending up to \$299,520.00 from the SK.SWLKD.5411.2.65 account and \$36,000.00 from the A.DPW.5410.4.49 account (see letter from C. Roscoe).

7. Request for the Town Board to approve the forthcoming Budget Amendment for the Town Eclipse Celebration planned for April 8<sup>th</sup>, 2024 (Recreation) – Request from Rebecca Cotter for Town Board Action to approve the forthcoming Budget Amendment for the Town Eclipse Celebration planned for April 8<sup>th</sup>, 2024 (see letter from R Cotter).

**EXECUTIVE SESSION – Discuss employment of particular persons**

**The next regularly scheduled meeting of the FASC will be held on  
WEDNESDAY, APRIL 03, 2024, 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\*\***



## MEMORANDUM

To: Finance Department  
Subject: Recommended Disposal of Certain Fixed Assets  
  
From: Jeremy Lutz, IT Director  
  
Date: March 15, 2024

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that the Finance Department authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. Items that are not donated within a reasonable amount of time will be disposed of as junk.

In this particular instance: the item(s) listed have no remaining value, are serviceable, and should be donated to a non-profit agency. Walt Burrows, Computer Technology instructor, at Monroe 2 Orleans BOCES in Spencerport has agreed to take the equipment. The equipment will be for use by the students enrolled in their computer networking program and they gain hands on experience on how to service such equipment. Any equipment listed as Recycle will be sent to an electronics recycling firm to be disposed of safely.

The formal action being requested of the finance department is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the finance department may have.

Copy to: E. Johnson, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON  
DISPOSAL OF FIXED ASSET**

DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE \_\_\_\_\_

DEPT. HEAD SIGNATURE \_\_\_\_\_

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
5753	Desktop	Dell	Precision 5810	2018	1GJGXM2	\$2558.13	Non Profit Donation
5746	Day Automation IP Cameras - Court	HP	Z640	2016		\$14,333.64	Recycle
5528	Server	Dell	PowerEdge 730	2015	H88W942	\$6,908.90	Recycle
5747	Server	Dell	PowerEdge 730	2016	27MRPD2	\$8,076.64	Recycle
5672	Server	Barracuda		2016	BAR-BS-666892	\$5,892.10	Recycle
5776	Laptop	HP	Elitebook 850 G4	2018	5CG8213FWZ	\$1,097.91	Non Profit Donation
5751	Laptop	HP	Elitebook 850 G	2017	5CG7331B7Y	\$1,612.71	Non Profit Donation
5577	Server	Dell	PowerEdge 730	2014	H6KJN22	\$7,789.07	Recycle
5505	Server	Dell	PowerEdge 510	2010	J82WVL1	\$10,009.32	Recycle
349	Printer	Brother	HL-5450	2013			Recycle
571	Desktop	Dell	Optiplex 3040	2017	OptiPlex 3040	\$622.28	Non Profit Donation
5675	Server	Baracuda	Backup 390	2016	BAR-BS-697127	\$2945.05	Recycle
5504	Tape Drive	IBM	Model 7212-103	2009	MS721210H4699	\$2,695	Recycle
5367	Backup Server	Baracuda	490	2013	MS721210H4699	\$1,753.81	Recycle
5673	Backup Server	Baracuda					Recycle

Finance Office

Use: \_\_\_\_\_ Town Board Authorization Date \_\_\_\_\_ Insurance Notification Date \_\_\_\_\_

**TOWN OF BRIGHTON  
DISPOSAL OF FIXED ASSET**

DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE March 15, 2024

DEPT. HEAD SIGNATURE \_\_\_\_\_

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
88	Projector	InFocus	IN34				Recycle
333	iPad	Apple	16GB		DMPHW1XSDNQR		Non Profit Donation
332	iPad	Apple	16GB		DMPHW0M6DNQR		Non Profit Donation
331	iPad	Apple	32GB		DYTJ12V7DNQT		Non Profit Donation
4269	DVD Player	Phillips	DVP642/37	2006	KN030645186579		Recycle
4490	Printer	HP	LaserJet 2200D	2001	JPBGG20821	\$725.61	Recycle
5502	Scanner	Graphtec	IS210	2009	A80910907	\$7,595	Recycle
5147	Printer	Epson	DFX-9000	2015	GKK0024389	\$2,608.47	Recycle
5669	Printer	Epson	DFX-9000	2013	GKK0024389	\$2,608.74	Recycle
5754	Firewall	SonicWall	NSA 2600	2017	C0EAE4F5B030	\$2,550.67	Non Profit Donation
563	Desktop	Dell	Optiplex 3040	2017	HHNXBH2	\$567.28	Non Profit Donation
582	Desktop	Dell	Optiplex 3050	2018	4JSMGM2	\$605.80	Non Profit Donation
2721	Calculator	TI	TI-5160 II		250263		Recycle
89	Laptop	Lenovo	7735CTO R61	2008	L3H4424	\$960.90	Non Profit Donation
00383	Typewriter	IBM	Wheelwriter				Recycle

Finance Office

Use: \_\_\_\_\_ Town Board Authorization Date \_\_\_\_\_ Insurance Notification Date \_\_\_\_\_

**TOWN OF BRIGHTON  
DISPOSAL OF FIXED ASSET**

DEPT. A.INFOSYS.1680

REQUESTING EMPLOYEE Barbara Snyderman

DATE March 15, 2024

DEPT. HEAD SIGNATURE \_\_\_\_\_

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
5501	Scanner	Canon	Imageformula	2009	EH30096	\$4,419.40	Recycle

Finance Office

Use: \_\_\_\_\_ Town Board Authorization Date \_\_\_\_\_ Insurance Notification Date \_\_\_\_\_

# JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

## JUSTICES

JOHN A. FALK

VIKRAM S. VILKHU

March 12, 2024

Supervisor William Moehle  
Town Board Members  
2300 Elmwood Avenue  
Rochester NY 14618

### **Re: Grant Award from Justice Court Assistance Program**

Dear Supervisor Moehle and Town Board Members:

Brighton Justice Court is requesting approval for acceptance of a grant award from the Justice Court Administration Program in the amount of \$6,874.97. The grant will be used for a standalone door key fob access system for our front reception office door and the back hallway door by the employee entrance. We are also seeking approval to amend the 2024 budget as follows: increase the revenue account A.JSTCE. 1110.3390 (NYS Aid) by \$6,874.97 and increase the expense account A.JSTCE. 1110 2.60 by \$6,874.97. This is a budget neutral appropriation.

Thank you for your consideration.

Sincerely,



Lisa Pavlovych  
Chief Court Clerk

## Attachments

cc: E. Johnson, Finance Director  
FASC Committee Members  
File

## JCAP Award Notification - Brighton Town Court

jcap <jcap@nycourts.gov>

Wed 3/6/2024 8:15 AM

To: Lisa Pavlovych <LPavlovych@nycourts.gov>

Cc: Kristine M. Sanborn <kmsanborn@nycourts.gov>; Leanne Lynch <CLLynch@nycourts.gov>; Bertha A. Frias <BFrias@nycourts.gov>; Hon. Vikram S. Vilku <VVilku@nycourts.gov>; John A. Falk <jafalk@nycourts.gov>

 1 attachments (521 KB)

District 7-Monroe County-Brighton Town Court.pdf;

Dear Mrs. Pavlovych:

Thank you for submitting an application for funding during the 2023-24 Justice Court Assistance Program (JCAP) grant cycle. The Division of Professional and Court Services is pleased to inform you that your application has been selected for funding. Attached please find an award letter and a Reconciliation Report detailing which requested items have been approved and the amount approved for each such item.

Please review the Reconciliation Report closely as it contains detailed information regarding the parameters of your award. Please note that funds must be spent within 180 days of receipt, and a signed Reconciliation Report must be submitted thereafter to the Division of Professional and Court Services along with proof of purchase and payment for each item awarded. Any of the following documents will be accepted as proof of purchase/payment:

- A receipt showing that the items were purchased with a credit card or showing checking account information for automatic withdrawals
- An invoice marked "Paid" by the vendor
- An invoice showing a zero balance
- An invoice or voucher with a check number and date of payment (voucher must include item purchased and cost per item)
- An invoice or voucher paired with one or more canceled checks (voucher must include item purchased and cost per item)

We anticipate disbursing funds in March 2024. Please consult your municipality's chief financial officer to confirm receipt of these funds.

Congratulations, and please feel free to call us at 518-238-4301 or to contact us by email at [jcap@nycourts.gov](mailto:jcap@nycourts.gov) with any questions.

Sincerely,

Division of Professional and Court Services  
2500 Pond View, Suite 104  
Castleton on Hudson, NY 12033  
Office: 518-238-4301  
Fax: 518-471-4807





STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
EMPIRE STATE PLAZA  
4 ESP, SUITE 2001  
ALBANY, NEW YORK 12223-1450  
(518) 453-8650

**HON. JOSEPH A. ZAYAS**  
Chief Administrative Judge

**HON. JAMES P. MURPHY**  
Deputy Chief Administrative Judge  
Courts Outside New York City

March 4, 2024

Mrs. Lisa Pavlovych  
Brighton Town Court  
2300 Elmwood Avenue  
Rochester, NY 14618

Dear Mrs. Pavlovych:

I am pleased to advise you that the Brighton Town Court has been awarded a grant under the 2023-24 cycle of the Justice Court Assistance Program (JCAP).

JCAP was established by the New York State Legislature in 1999, at the request of the Unified Court System, to help provide our State's town and village courts with the resources and equipment necessary to fulfill their critical role in our justice system.

The Brighton Town Court is one of 248 courts receiving JCAP funding this year. Details regarding your award are set forth on the enclosed 2023-24 Justice Court Assistance Program Award Reconciliation Report. Funds will be sent on or before April 1, 2024 to your municipality via direct deposit or check and must be spent within 180 days. If the amount you spend purchasing the item(s) approved on the JCAP Reconciliation Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item awarded at a set monetary amount. Please contact the Division of Professional and Court Services at 518-238-4301 for further direction. The Reconciliation Report, along with paid receipts that certify total amount spent, are required to be returned to the Division of Professional and Court Services via fax: (518) 471-4807 or e-mail: [jcap@nycourts.gov](mailto:jcap@nycourts.gov).

Very truly yours,

Honorable James P. Murphy

cc: Division of Professional and Court Services  
Special Counsel

## 2023-24 Justice Court Assistance Program Award Reconciliation Report

Please fax this Report along with paid receipts to the dedicated JCAP Fax Number 518-471-4807, email jcap@nycourts.gov or mail to: Division of Professional and Court Services, Attention: JCAP, 2500 Pond View, Suite 104, Castleton on Hudson, N.Y. 12033

In the space provided below, please sign and indicate the exact amount spent

\*Funds to be spent within 180 days of receipt

Brighton Town Court, Monroe County

District: 7

Item Category	Item Name	Approved Quantity	Item Approved Total
Security	Security Cameras	0	\$0.00
Security	Keyfob access system		\$6874.97
Total Amount of Grant			\$6,874.97

### SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form or used to offset the cost of another grant item awarded at a set monetary amount. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

\*Please submit paid receipts indicating funds were spent on approved items along with this Reconciliation Report within 180 days from receipt. Remember to save your receipts for at least three years for audit and review purposes. **If the amount you spend purchasing the item(s) approved on this Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item. Please contact the Division of Professional and Court Services at 518-238-4301 for further direction.**

Total Amount Spent: \_\_\_\_\_

By signing this form, I affirm that all the above approved items were purchased.

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### FOR DPCS USE ONLY

Application #	5727	Attachments	_____
Vendor ID#	1000003978	AO Date	_____
		Approval Date	_____
Voucher#	_____	DN/SP	_____
		Grant Amt	_____
Submit Date	_____	Business Unit	_____
		Final Approval	_____

# JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

## JUSTICES

KAREN MORRIS

JOHN FALK

September 22, 2023

Supervisor William Moehle  
Town Board Members  
2300 Elmwood Avenue  
Rochester NY 14618

### Re: Justice Court Assistance Program Grant 2023-24

Dear Supervisor Moehle and Town Board Members:

I am requesting permission to pursue a 2023-2024 JCAP Grant.

On June 13, the Court had a security assessment performed by the Department of Public Safety for the NYS Unified Court System. As a result of the assessment, recommendations were made on how to improve the overall safety for court personnel and clientele. As such, we are seeking the JCAP funds to implement some of these recommendations.

Specifically, we would like to fix the holding cell camera that is currently non-functional and add a camera at the front reception desk area. Also, we are asking for a standalone two (2) door key fob access system for our front reception office door and the back hallway by the employee entrance.

We got quotes from Day Automation and Linstar, two companies who currently supply the Public Safety wing with security cameras and secure access doors. Our JCAP request will be for \$14,493.17.

I am seeking approval from the Town Board to proceed in making this grant application on behalf of Brighton Town Court as detailed above.

Sincerely,



Lisa Pavlovych  
Chief Court Clerk

## Attachments

cc: Ken Gordon, Town Attorney  
Bridget Monroe, Assistant to the Town Supervisor  
E. Johnson, Finance Director  
File

To: Town Clerk

From: Karen Morris, Town Justice

Re: Application for funding from the Justice Court Assistance Program

Date: 9/22/23

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The Town Court is requesting authorization from the Town Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. One required component of that application is a Resolution from the Town Board authorizing the Town Court to apply for this funding.

**The Division of Professional and Court Services will not accept the court's application unless the Resolution incorporates one of the following two options EXACTLY as written below:**

Option # 1

~~"The Board of the Town of Name of Town authorizes the Name of Town Town Court to apply for a JCAP grant in the 2023-24 grant cycle up to \$30,000.00."~~

\* Option # 2

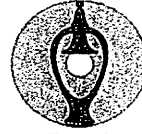
"The Board of the Town of Brighton authorizes the Brighton Town Court to apply for a JCAP grant in the 2023-24 grant cycle up to \$ 14,493.17."

While the Resolution may include one or more "WHEREAS" clauses, it is essential that the "Be it RESOLVED" portion of the Town Board's resolution be worded exactly as one of the options indicated above (with the addition of the name of the Town inserted as shown above in both options and with the addition of the amount requested as shown above in the second option).

In addition, the Board Resolution must be certified.

**The deadline for our application is Friday, October 13, 2023.**

Thank you for your attention to this matter and for your help with the Court's application.



Town of

**Brighton**

**DPW Operations Center**

1941 Elmwood Ave.  
Rochester, NY 14620  
Phone: (585) 784-5280  
Fax: (585) 784-5385

March 14, 2024

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

Dear Finance Committee Members:

I recommend that the following DPW Operations Center Fixed Asset be declared as surplus to our needs:

2011 Ice Maker w/Water Filter  
Asset #005543

We replaced this Ice Maker on 3/14/24, as it was no longer working. I further recommend that this item be disposed of as junk.

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

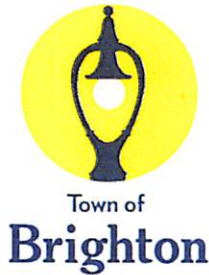
Sincerely,

Amy Banker  
*Accountant*

Cc: Bridget Monroe  
Earl Johnson  
Steve Zimmer

**\*LIVE\* Town of Brighton \*LIVE\***  
**Asset Data Sheet**

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
005543	K104	ICE MAKER WITH WATER FILTER	HWY - Highway	10/27/2011	\$1,730.89
Item: FA - Equip & Mach		Responsible A.HWY.5132 - General Fund, Highway Department,	Adjustments:		\$0.00
Recorded: Yes		Organization: Highway/Sewer Facility	Depreciation:		\$1,730.89
Reporting Capital		G/L Distribution Profile: Trans - Equipment	Net Book Value:		\$0.00
Category:		Capitalization Date: 10/27/2011	Estimated Salvage		
Accounting Governmental		Depreciation Status: Fully Depreciated	Value:		\$0.00
Category:		Depreciation Method: Straight Line	Depreciable Base:		\$0.00
Active: Yes		Asset Life in Months: 60			
Inactive Reason:		Manufacturer:			
Asset Special Use: None		Model Number:			
Method of		Serial Number:			
Acquisition:		Model Year:			
Original Acreage: 0.0000		Warranty Expiration Date:			
Responsible ASSET		Barcode Number:			
Employee: MANAGER		Badge Number:			
Assigned To		Vehicle License Number:			
Employee:		Vehicle License Plate			
General Location: HYSR-		Type:			
HWY/SEWER		Vehicle License			
Specific Location: HIGHWAY		Expiration Date:			
Insurance Policy:					
Lease Contract:					
Grand Total:				1 Asset	\$1,730.89



## Highway Department

Commissioner of Public Works – Jim Sprague, P.E.

Steve Zimmer

Deputy Commissioner of Public Works

February 28, 2024

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

Re: Snow and Ice Control Agreement  
NYSDOT Municipal Snow and Ice Program  
Agreement Adjustment/Calculation Worksheet

Dear Chairman Salzman and Committee Members:

In 2019 the Town of Brighton entered into a five-year agreement with the NYSDOT to provide snow and ice control for New York State and Monroe County roads. The agreement included the ability for New York State to adjust the estimated expenditure each year to account for changes in labor, materials, equipment and fixed costs. This agreement requires that a supplemental agreement be completed if the total of the 2023/24 snow and ice estimate is higher than the base estimated from the original agreement. However, there may be situations where an increase above the base estimate may not require the completing of a Supplemental Agreement, such as a light winter. The snow and ice estimate for the winter of 2023/24 is higher than the base estimate from the original agreement, therefore, a Supplemental Agreement to the Contract must be executed. The 2023/24 increase in Town funding is estimated to be \$43,720.12. I have attached a copy of the Agreement Adjustment/Calculations Worksheet and Supplemental Agreement for you reference.

Therefore, I am requesting that the Finance and Administrative Services Committee recommend that the Town Board authorize the Supervisor to execute the Supplemental Agreement to the Snow and Ice Contract. Additionally, I am requesting that the FASC recommend that the town Board authorize the Supervisor to endorse the Agreement Adjustment/Calculations Worksheet.

As always, thank you for your consideration.

Sincerely,

Steve Zimmer  
Deputy commissioner of Public Works

Attachment

Cc: J. Sprague  
E. Johnson  
A. Banker  
B. Monroe

Copy

Contract No.: D014786  
Supplemental Agreement No.: 2  
Date Prepared: \_\_\_\_\_

**SUPPLEMENTAL AGREEMENT No. 2 to Contract No. D014786**

This Supplemental Agreement is by and between:

the New York State Department of Transportation ("NYSDOT"), having its principal office at 50 Wolf Road, Albany, NY 12232, on behalf of New York State ("State"); and the

TOWN OF BRIGHTON ("Municipality")  
Acting by and through the Supervisor.

This amends the existing Municipal Snow and Ice Agreement between the parties in the following respects only (*check all that apply*):

- ☐ Amending the contract end date ONLY
- ☐ Amending the number of lane miles/specific roads covered under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- ☒ Amending the estimated expenditure for the 2023/24 season by:
  - ☐ adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
  - ☒ adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheet and Municipal Resolution attached)
- ☐ Extending the Agreement for an additional 5-year period (Extension No. \_\_\_\_\_ of a maximum of 3)
- ☐ Other: \_\_\_\_\_



Contract No.: D014786Supplemental Agreement No.: 2

Date Prepared: \_\_\_\_\_

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

THE PEOPLE OF THE STATE OF NEW YORK

By: \_\_\_\_\_  
For Commissioner of Transportation

Date: \_\_\_\_\_

MUNICIPALITY

By: [Signature]  
Print Name: William W. Nantz  
Title: SENIOR

STATE OF NEW YORK

)ss.:

COUNTY OF : Monroe

On this 13th day of February, 2024 before me personally came William Mochle to me known, who, being by me duly sworn did depose and say that he/she resides at 2300 Elmwood Avenue that he/she is the Supervisor of the Municipality described in and which executed the above instrument; that it was executed by order of the Board of said Municipality pursuant to a resolution that was duly adopted on November 13, 2019 and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

[Signature]  
Notary Public

MARGARET GREEN LULL  
Notary Public - State of New York  
Monroe County, License 01LU6154299  
Commission Expires October 23, 2026

APPROVED AS TO FORM  
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

By: \_\_\_\_\_

By: \_\_\_\_\_

copy

# NYSDOT Municipal Snow & Ice Program

## AGREEMENT ADJUSTMENT/CALCULATION WORKSHEET For Index Lump Sum Agreements

2023/24 Snow & Ice Season

Current Contract Period: 7/1/2019 to 6/30/2024

<b>Municipality</b>	TOWN OF BRIGHTON	<b>Contract #</b>	D014786
<b>County</b>	MONROE	<b>Region</b>	4
<b>Contract LM</b>	41		

<b>2022/2023 Season's Estimated Expenditure</b>					\$264,544.91	
<b>%</b>	<b>Labor</b>	42.34%	<b>Materials</b>	29.63%	<b>Equipment</b>	28.03%
<b>Value</b>	\$111,999.51		\$78,384.07		\$74,161.33	

### LABOR \*

Labor Portion of 2022/23 Estimated Expenditure \$111,999.51  
 % Labor Increase/Decrease for 2023/24 Season x 0 %  
 Additional/Less Labor Costs for 2023/24

<b>Labor Portion of 2023/24 Season Estimated Expenditure</b>	<b>\$111,999.51</b>
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**\* Attach Municipality's certification of applicable labor cost increase**

### MATERIALS

Materials Portion of 2022/23 Extension's Estimated Expenditure \$78,384.07

	% Materials	2022/23 Total Material \$	I. Proportionate \$ Amount	2023/24 Price Per Unit	2022/23 Price Per Unit	Difference (Show +/-)	II. ± %	I. x II. Inc/Dec
Salt	100%	\$78,384.07	\$78,384.07	\$66.23	\$62.48	\$3.75	6%	\$4,703.04
Sand								
Other								
<b>Materials Total</b>								<b>\$83,087.11</b>

<b>Materials Portion of 2023/24 Season's Estimated Expenditure</b>	<b>\$83,087.11</b>
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### EQUIPMENT

Equipment Portion of 2022/23 Estimated Expenditure \$74,161.33  
 % Equipment Increase/Decrease for 2023/24 Season x 0.00%  
 Additional/Less Equipment Costs for 2023/24 \$0.00

<b>Equipment Portion of 2023/24 Season Estimated Expenditure</b>	<b>\$74,161.33</b>
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<b>SUBTOTAL of Labor + Materials + Equipment:</b>	<b>\$269,247.95</b>
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**FIXED COSTS (fill out if necessary)**

Salt Storage (Barns)		
DTN Weather Service		
Snow Fence		
<b>Total Fixed Costs</b>		N/A

<b>2023/24 SEASON ESTIMATE</b> (Labor + Materials + Equipment + Fixed Costs)	<b>\$269,247.95</b>
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**SUMMARY OF COSTS**

	2022/23 \$	%	2023/24 \$	%
Labor	\$111,999.51	42.34%	\$111,999.51	41.59%
Materials	\$78,384.07	29.63%	\$83,087.11	30.85%
Equipment	\$74,161.33	28.03%	\$74,161.33	27.54%
Fixed Costs		-		-
<b>Totals</b>	<b>\$264,544.91</b>	<b>100%</b>	<b>\$269,247.95</b>	<b>100%</b>

<b>A: Original Base Season Estimate from Current Agreement:</b>	<b>\$225,527.83</b>
<b>B: 2023/24 Season Estimate</b>	<b>\$269,247.95</b>
<b>Increase or Decrease (B minus A)**</b>	<b>\$43,720.12</b>

*\*\*Due to a light winter during the 2022/23 season, if an increase is needed for the 2023/24 season, an amendment (Supplemental Agreement) to the contract will be required and will be subject to OSC approval.*

Estimate Recommended/Reviewed By: \_\_\_\_\_

Resident Engineer

Estimate Reviewed By: James P. Sprague  
Municipality

Estimate Approved By: \_\_\_\_\_  
S&I Program Manager



**Public Works Department**  
Commissioner of Public Works – James P. Sprague, P.E.

**Chad Roscoe**  
Junior Engineer

3/18/24

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

Re: 2024 Town of Brighton Sidewalk Repair Program

Dear Councilperson Salzman and Committee Members:

The 2023 Town of Brighton Sidewalk Repair Program contract has a one-year term with the option to renew the contract for up to three additional twelve-month periods at the sole discretion of the Town of Brighton.

The Town has contacted Pro Construction who currently holds the contract for the possibility of a contract renewal for another one-year period. Pro Construction has proposed a 12% increase (option 1) to the 2023 Base Bid price of \$374,396.80. This would increase the Base Bid price to \$419,324.416. I have attached their proposal for reference along with the 2023 FASC letter. We have reviewed the proposal and feel that the 12% increase is reasonable.

Funds are available from the approved 2024 Budget in the Sidewalk District account (SK.SWLKD.5411 2.65), \$299,520.00, and in the Town wide sidewalk account (A.DPW.5410 4.49), \$36,000. Any necessary change orders will be presented to the FASC committee for review.

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

Respectfully,

Chad Roscoe  
Junior Engineer



## Public Works Department

Evert Garcia, P.E.  
Commissioner of Public Works

May 15, 2023

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

Re: 2023 Town of Brighton Sidewalk Repair Program

Dear Councilperson DiPonzio and Committee Members:

Pursuant to prior authorization, the above referenced bid was publicly advertised and opened on May 12, 2023. Nine (9) contractors and seven (7) construction clearinghouses downloaded the contract documents for review. Four (4) companies submitted bids for consideration. Table-1 below provides a summary of bids that were received for this project.

Table – 1 Bidder's List

#	Contractor Name	Base Bid
1	Pro Construction	\$ 374,396.80
2	Ironwood Heavy Highway	\$ 465,132.40
3	Keeler Construction	\$ 667,495.50
4	Rochester Earth	\$ 625,119.00

Town staff reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by Pro Construction is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Since the low bid price exceeds the 2023 budgeted amount of **\$276,100**, I am requesting that FASC recommend that the Town Board award the project to the low, responsible, and responsive contractor, Pro Construction, for a total cost not to exceeded of **\$276,100**. The quantity of sidewalks to be repaired included in the bid documents will be reduced to limit the cost of the project to the 2023 budgeted amount.

The 2023 Town of Brighton Sidewalk Repair Program contract has a one-year term with the option to renew the contract for up to three additional twelve-month periods at the sole discretion of the Town of Brighton. Future contract extensions will be presented to FASC prior to authorization. Funds are available in the 2023 Budget from the Sidewalk District account (SK.SWLKD.5411 2.65), \$246,100, and the Town wide sidewalk account (A.DPW.5410 4.49), \$30,000. Any necessary change orders will be presented to the FASC committee for review.

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

Respectfully,

Evert Garcia  
Commissioner of Public Works

Cc: E. Johnson  
P. Parker  
K. Sears  
S. Zimmer  
C. Roscoe

# Pro Construction

6062 Sautell Road  
Bergen, NY 14416  
(585)734-2967  
procon3@rochester.rr.com

March 2 2024

Chad Roscoe  
Junior Engineer, DPW

Dear Chad,

I'm writing in regards to the 2024 Sidewalk Replacement renewal. I have included the bid tabs from last year which shows a 24% gap from our bid to the second place bidder. When looking at the East Avenue sidewalk bids they are also much higher than our low bid from 2023. With that said we would like to offer the following options going forward for your consideration. As you know we have had a great relationship with Brighton for many years and have enjoyed working with you on all the projects we have done over the years. We would be happy to sit down with you to discuss options if you would like.

## OPTION 1

Increase our 2023 pricing by 12%. This would still be 12% below last year's second place bidder but we can make it work for the 2024 season.

## OPTION 2

Increase our 2023 pricing by 9% and waive the requirement for a performance bond. Our cost for the bond is 3% and we could provide a personal guarantee letter to your liking. We have done this for many other municipalities and it saves money which can be put towards additional sidewalks being replaced.

Best regards,

Curtis Taylor