

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

**Meeting Date: Wednesday, April 16, 2025 (8:30 a.m.)  
Location: Empire State University Room #159**

1. Approval of Minutes – Receive and file minutes from April 2, 2025.
2. Request for Town Board to accept the retirement of Investigator Ryan Lehigh after almost twenty years of service with the Town of Brighton effective April 30, 2025 (Police) – Request from Chief Catholdi for Town Board action to accept the retirement, with regret, of Investigator Ryan Lehigh after almost twenty years of service earning numerous commendations with the Town of Brighton effective April 30, 2025 (see letter from D. Catholdi).
3. Request for Town Board to give permission to declare a police vehicle and a Utility Trailer as surplus and prepare them for auction (Police) – Request from Chief Catholdi for the Town Board to give permission to the Chief of Police to declare the listed 2020 vehicle and 2003 utility trailer as surplus and prepare them for auction; if appropriate one vehicle may be repurposed to another town department (see letter from D Catholdi).
4. Request for Town Board to approve disposal of two Parks Department vehicles declared as surplus and sold through auction or sale (Parks) – Request from Matt Beeman for Town Board action to dispose of two Parks vehicles (2006 Jeep Liberty and 2012 Ford F250) that are no longer needed or able to support departmental operations and are ready for auction or sale. (see letter from M. Beeman).
5. Request for the Town Board to authorize the Town Supervisor to accept the 2023 BridgeNY grant funding which was approved for funding in July 2024 in the amount of \$840,000 funding 100% of the design and construction (DPW) – Request from Ken Hurley for the Town Board to authorize the Town Supervisor to accept the 2023 BridgeNY grant funding which was approved for funding in July 2024 in the amount of \$840,000 funding 100% of the design and construction now that the right-of-way acquisition can be completed (see letter from K. Hurley).
6. Request for the Town Board to authorize the Town Supervisor to sign an agreement with SWBR Architects to provide professional services to prepare construction documents for the Allen's Creek Sewer project at a cost not to exceed \$102,301 with change orders of up to 10% (DPW) – Request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign an agreement with SWBR Architects, after the RFP process was completed, to provide professional services to prepare construction documents for the Allen's Creek Sewer project at a cost not to exceed \$102,301 with change orders of up to 10% as the Capital Budget allowed for a study of up to \$175,000 as needed (see letter from K. Hurley).

7. Request for the Town Board to authorize the Town Supervisor to sign an agreement with Ravi Engineering to provide construction inspection services for the French Road Bridge Repair Project at a cost not to exceed \$120,000 with change orders of up to 10% (DPW) – Request from Ken Hurley for the Town Board to authorize the Town Supervisor to sign an agreement with Ravi Engineering to provide construction inspection services for the French Road Bridge Repair Project at a cost not to exceed \$120,000 with change orders of up to 10% now that the construction contract has been awarded to CP ward (see letter from K. Hurley).
8. Town Hall Renovation ARPA obligation update (see letter from E Johnson)
9. Town Hall Renovation progress update (ongoing when necessary).
10. Presentation of the Supervisor's 2025 Town Budget Report for the Three-month Period Ended March 31, 2025 (E Johnson, Director of Finance).

**EXECUTIVE SESSION – Discuss employment of a particular person**

**The next regularly scheduled meeting of the FASC will be held on  
WEDNESDAY, May 7, 2025, at 8:30 a.m.  
in ROOM #159 at Empire State University, 680 Westfall Road.  
All members of the public are invited to attend FASC meetings.**

**\*\*AS PER THE REGULAR SCHEDULE\*\***



Town of  
**Brighton**

# Brighton Police Department

2300 Elmwood Avenue  
Rochester, New York 14618  
(585) 784-5150



David Catholdi  
Chief of Police

April 11, 2025

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

## **RE: Retirement of Investigator Ryan Lehigh**

Dear Board Members:

I received notice from Investigator Ryan Lehigh that he is retiring from the Brighton Police Department, effective April 30, 2025. Investigator Lehigh has dedicated nearly two decades of service to our department and the community.

During the course of his career, Investigator Lehigh has made significant contributions to the Department, receiving numerous commendations for his work. As our Identification Investigator, he has been instrumental in maintaining the care and custody of our evidence/property room, consistently demonstrating impeccable attention to detail.

It is with regret that I recommend the acceptance of Investigator Ryan Lehigh's retirement from the Brighton Police Department. His last day of work will be effective April 30, 2025. I know that we all wish Ryan and his family success and happiness in his retirement and future endeavors.

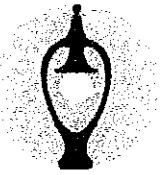
Sincerely,

David Catholdi  
Chief of Police

Attachment

c: Tricia VanPutte, Director of Personnel  
Dan Aman, Town Clerk  
Earl Johnson, Director of Finance

RECEIVED DEC 30 2024



Town of  
**Brighton**

## Brighton Police Department

2300 Elmwood Avenue  
Rochester, New York 14618  
(585) 784-5150



David Catholdi  
Chief of Police

### MEMORANDUM

To: Chief David Catholdi  
From: Investigator Ryan Lehigh  
Subject: Notice of Intention to Retire  
Date: December 30th, 2024

Chief Catholdi,

I began my law enforcement career in January 2003 with the Erie County Sheriff's Office road patrol, transferred to the Batavia Police Department in April 2005, and I have worked for the Brighton Police Department since January 2006. My career has been full of rewards and challenges, and I thank God the Father of my Lord and Savior Jesus Christ for giving me this opportunity. God has provided me with safety, perseverance, and wisdom since taking the law enforcement oath 22 years ago.

As you know, I reached out through the chain of command for guidance on how much notice is necessary prior to my retirement for a smooth transition to occur. The position of Identification Investigator is complex and unique within our agency, and there is a lot to learn for a newly promoted patrol officer. It is my goal to prepare my replacement for success, and this requires time and training. The answer I received was that 3 months notice would be okay, but 4 months notice would be better.

Based upon that answer and the goal of success for my replacement, I am providing you today with 4 months notice of my intention to retire from the Brighton Police Department. My retirement date will be April 30th, 2025. Please let me know if you have any questions. Thank you.

Respectfully,

Investigator Ryan Lehigh

Cc- Captain Jose Caraballo, Captain Timothy Karch, Sergeant Julio Montes



Town of  
**Brighton**

# Brighton Police Department

2300 Elmwood Avenue  
Rochester, New York 14618  
(585) 784-5150



David Catholdi  
Chief of Police

April 7, 2025

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

## **RE: Vehicle Surplus**

Dear Board Members:

In recent years, the Police Department has utilized the Annual Municipal Equipment Auction to dispose of our used vehicles. The advertising campaign and size of this auction has allowed us to sell our vehicles for considerably more than if we had disposed of them ourselves.

The auction will be held in May of 2025, and I request that the vehicles listed below be declared surplus.

Control#	Year	Make	Vin#
135	2020	Ford Explorer Hybrid AWD	1FM5K8AW8LGC92859
	2003	JB Enterprises Utility Trailer	

With your declaration, the Police Department will make the arrangements necessary to prepare and transport the vehicles to the auction site. Thank you for your consideration and I would be happy to answer any questions you may have regarding this request.

Respectfully,

David Catholdi  
Chief of Police

CDC:jp



Town of  
**Brighton**

## Brighton Police Department

2300 Elmwood Avenue  
Rochester, New York 14618  
(585) 784-5150



### MEMORANDUM

David Catholdi  
Chief of Police

To: Chief Catholdi

From: Lt. K.E. Woodard

Subject: Surplus Vehicle Request

Date: 3/11/25

I am requesting permission to declare the following police vehicle as surplus and prepare it to be removed from our fleet. 2020 Ford Explorer Hybrid AWD VIN# 1FM5K8AW8LGC92859. The control number is 135 and it is currently in operation as an administrative vehicle.

The vehicle has 92,558 miles. There are no major mechanical issues that I am aware of.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "keith woodard".

Lt. Keith Woodard

CC Captain Caraballo  
Administrative Analyst J.P. O'Brien



Town of  
**Brighton**

# Brighton Police Department

2300 Elmwood Avenue  
Rochester, New York 14618  
(585) 784-5150



## MEMORANDUM

David Catholdi  
Chief of Police

To: Chief Catholdi

From: Lt. K.E. Woodard

Subject: Surplus Vehicle Request

Date: 3/11/25

I am requesting permission to declare the following trailer as surplus and prepare it to be removed from our fleet. 2003 JB Enterprises Utility Trailer. The trailer was previously used as a cone trailer. It has since been replaced. The trailer is still functional.

Respectfully Submitted,



Lt. Keith Woodard

CC Captain Caraballo  
Administrative Analyst J.P. O'Brien



Town of  
**Brighton**

## Parks Department

**Matthew Beeman**  
Superintendent of Parks

April 11, 2025

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

Dear Finance Committee Members:

I respectfully recommend that the following department vehicles be declared surplus to our needs:

**2006 Jeep Liberty**  
**Asset# 231875**  
**VIN# 1J4GL48K66W231875**

**2012 Ford F250**  
**Asset# B24004**  
**VIN# 1FTBF2B67CE24004**

These vehicles have outlasted their useful life expectancy for the department and have been replaced.

I further recommend that I be authorized to dispose of the above equipment at the spring municipal in person and/or online auction.

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

Sincerely,

Matt Beeman  
Superintendent of Parks

Cc: Earl Johnson, Bridget Monroe, Amy Banker, Bill Haefner

2300 Elmwood Avenue Rochester, New York 14618 [www.townofbrighton.org](http://www.townofbrighton.org)  
[Matthew.Beeman@townofbrighton.org](mailto:Matthew.Beeman@townofbrighton.org) 585-784-5262

\*LIVE\* Town of Brighton \*LIVE\*

## Asset Data Sheet

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
231875	K104	SUV, JEEP LIBERTY	REC - Recreation	04/12/2006	\$14,860.00
	Item: FA - Equip & Mach	Responsible Organization: A.REC.7020 - General Fund, Recreation Department, Rec Dept Administration		Adjustments: \$0.00	Depreciation: \$14,860.00
	Recorded: Yes	G/L Distribution Profile: Rec - Equipment		Net Book Value: \$0.00	Estimated Salvage Value: \$0.00
	Reporting Capital Category:	Capitalization Date: 04/12/2006		Depreciable Base: \$0.00	
	Accounting Governmental Category:	Depreciation Status: Fully Depreciated			
	Active: Yes	Depreciation Method: Straight Line			
	Inactive Reason:	Asset Life in Months: 60			
	Asset Special Use: None	Manufacturer: JEEP			
	Method of Acquisition:	Model Number: LIBERTY			
	Original Acreage: 0.0000	Serial Number: 1J4GL48K66W231875			
	Responsible Employee: ASSET MANAGER	Model Year: 2006			
	Assigned To Employee:	Warranty Expiration Date:			
	General Location: REC- RECREATION	Barcode Number:			
	Specific Location:	Badge Number:			
	Insurance Policy:	Vehicle License Number:			
	Lease Contract:	Vehicle License Plate Type:			
	Transactions: Status	Date	Type	Amount	Comments
	Posted	12/31/2017	Record Asset	\$14,860.00	
	Posted	12/31/2017	Record Depreciation	(\$14,860.00)	
	Status Changes: Effective Date	Status Change Type	Changed By User	Change Date	By Physical Inventory
	12/31/2017	Depreciation Status	Suzanne Zaso	11/27/2018	
	12/31/2017	Purchase Recorded	Suzanne Zaso	11/18/2018	
	04/12/2006	Initialize Values	conversion	10/05/2018	
Grand Total:			1 Asset		\$14,860.00

\*LIVE\* Town of Brighton \*LIVE\*

## Asset Data Sheet

Number	Classification	Description	Responsible Department	Acquisition Date	Original Purchase Price
B24004	K104	TRUCK, PICKUP 4X2 FORD F250 (REC DEPT.)	REC - Recreation	03/15/2012	\$23,494.71
Item: FA - Equip & Mach		Responsible Organization: A.REC.7020 - General Fund, Recreation Department, Rec Dept Administration		Adjustments: \$0.00	Depreciation: \$23,494.71
Recorded: Yes		G/L Distribution Profile: Rec - Equipment		Net Book Value: \$0.00	Estimated Salvage Value: \$0.00
Reporting Capital Category:		Capitalization Date: 03/15/2012		Depreciable Base: \$0.00	
Accounting Governmental Category:		Depreciation Status: Fully Depreciated			
Active: Yes		Depreciation Method: Straight Line			
Inactive Reason:		Asset Life in Months: 60			
Asset Special Use: None		Manufacturer: FORD			
Method of Acquisition:		Model Number: F250			
Original Acreage: 0.0000		Serial Number: 1FTBF2B67CEB24004			
Responsible ASSET Employee: MANAGER		Model Year: 2012			
Assigned To Employee:		Warranty Expiration Date:			
General Location: REC- RECREATION		Barcode Number:			
Specific Location:		Badge Number:			
Insurance Policy:		Vehicle License Number:			
Lease Contract:		Vehicle License Plate Type:			
Transactions: Status	Date	Type	Amount	Comments	
Posted	12/31/2017	Record Asset	\$23,494.71		
Posted	12/31/2017	Record Depreciation	(\$23,494.71)		
Status Changes: Effective Date	Status Change Type	Changed By User	Change Date	By Physical Inventory	
12/31/2017	Depreciation Status	Suzanne Zaso	11/27/2018		
12/31/2017	Purchase Recorded	Suzanne Zaso	11/18/2018		
03/15/2012	Initialize Values	conversion	10/05/2018		
Grand Total:			1 Asset		\$23,494.71



**Brighton**

## Public Works Department

**Ken Hurley, P.E.**  
Town Engineer

April 11, 2025

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

Re: Chelmsford Lane over Buckland Creek Culvert  
Contract No. D041639 and Contract No.  
D041781  
BridgeNY Funding

Dear Council Person Salzman and Committee Members:

On July 12, 2024, the New York State Department of Transportation announced that the Town of Brighton's application for the replacement of the Chelmsford Lane culvert over the Buckland Creek was approved for funding through the 2023 BridgeNY program in the amount of \$840,000. The BridgeNY program funds one hundred percent 100% of the project design, right-of-way incidentals, right-of-way acquisition, construction and construction inspection. A copy of the funding announcement is attached.

I offer the following project review for the committee's recall. At the Town's request Ravi Engineering inspected the condition of the Chelmsford Lane culvert over Buckland Creek in January 2023. In a memo dated February 1, 2023, Ravi Engineering indicated that the culvert pipe had failed leading to the undermining of the soil above the culvert. This memo recommended that the road closure be maintained until the existing structure can be replaced. On April 18, 2023, the Town authorized Ravi Engineering to prepare design documents for the replacement of the Chelmsford Lane culvert. The initial design indicates that the replacement of the culvert will require the acquisition of highway right-of-way from the properties along the east and west side of the culvert. In an email dated November 13, 2024, the NYSDOT indicated that they are available to complete the right-of-way acquisition upon the execution of a supplemental agreement.

I am requesting that the Town Board accept the 2023 BRIDGE NY program funding in the total amount of \$840,000 to replace the Chelmsford Lane culvert. The total program funding includes \$810,000 for design, construction, construction support, construction inspection and \$30,000 for ROW acquisition and incidentals. Additionally, I am requesting that the Town Board authorize the supervisor and/or his representative to sign the Bridge NY Culvert Local Project Agreement, Contract No. D041639 along with documents associated with this funding. This agreement will provide \$810,000.00 for design, construction, construction support and construction inspection for the project. I am also requesting that the Town Board authorize the supervisor and/or his representative to execute a BridgeNY Culvert Local Project Agreement, Contract No. D041781 authorizing the NYSDOT to perform the right-of-way

acquisition/incidentals for an estimated fee of \$30,000 and authorize the Finance Department to complete the necessary budget transfers and amendments to fund this project.

Finally, the NYSDOT requests that the Town approve two resolutions, one for each agreement, which:

- Identifies who is authorized to execute Agreements, certifications, and reimbursement requests on behalf of the Municipality/Sponsor
- Confirm that the Municipality/Sponsor has appropriated the funding necessary to deliver the project as described in Schedule A of the Agreements.
- Confirm that the municipality is responsible for all maintenance of the project.

A copy of the sample resolution is attached.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 16, 2025, meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,



Ken Hurley, P.E.

Department of Public Works

Cc: Bill Haefner

Attachment

**SAMPLE BRIDGE NY RESOLUTION BY MUNICIPALITY**  
**(Chelmsford Lane over Buckland Creek Culvert – Municipality Administered)**  
**Contract No D041639**

**RESOLUTION NUMBER: \_\_\_\_\_**

**Authorizing the implementation and funding of 100% of the costs of a transportation project, of which qualified costs may be reimbursed from Bridge NY funds.**

WHEREAS, a project for the **Chelmsford Lane over Buckland Creek Culvert**, P.I.N. 4BNY92 (the "Project") is eligible for reimbursement of qualified costs from Bridge NY funding that calls for the post-reimbursement apportionment of the qualified costs to be borne at the ratio of 100 % Bridge NY funds and 0 % non-Bridge NY funds; and

WHEREAS, the Town of Brighton will design, let, and administer all phases of the Project.

WHEREAS, the Town of Brighton desires to advance the Project by making a commitment of 100% of the costs of Preliminary Engineering, Construction, Construction Support and Construction Inspection work for the Project or portions thereof.

NOW, THEREFORE, the Town of Brighton Town Board, duly convened does hereby

RESOLVE, that the Town of Brighton Town Board hereby approves the Project; and it is hereby further

RESOLVED, that the Town of Brighton Town Board hereby authorizes the Town of Brighton to pay 100% of the cost of work for the Project or portions thereof, with the understanding that qualified costs will be reimbursed from Bridge NY funding; and it is further

RESOLVED, that the sum of \_\_\_\_\_ is hereby appropriated from \_\_\_\_\_ [or, appropriated pursuant to \_\_\_\_\_] and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that the Town of Brighton Town BOARD hereby agrees that the Town of Brighton shall be responsible for all costs of the Project, including costs which exceed the amount of reimbursement available from the NY Bridge Funding awarded to the Town of Brighton Town and it is further

RESOLVED, that in the event the costs of the Project exceed the amount appropriated above, the Town of Brighton shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the \_\_\_\_\_ thereof, and it is further

RESOLVED, that the Town of Brighton Town BOARD hereby agrees that Town of Brighton hereby commits that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED, that the Supervisor of the Town of Brighton be and is hereby authorized to execute all necessary agreements, certifications or reimbursement requests with NYSDOT for State Aid and/or Bridge NY funding on behalf of the Town of Brighton in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's funding of the Project costs, and it is further

RESOLVED, that the Town of Brighton will be responsible for all maintenance of the Project; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED, this Resolution shall take effect immediately.



# Public Works Department

Ken Hurley, P.E.  
Town Engineer

## **Brighton**

April 11, 2025

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

Re: Allen's Creek Sanitary Sewer Study & Final Bid Documents  
Design Professionals Agreement

Dear Councilperson Salzman and Committee Members:

Last month, the DPW issued a Request for Proposals for consulting firms to provide proposals for an engineering study, design, construction recommendations, and bid package preparation for a section of the Allen's Creek Sanitary Sewer (from the Town line near Brookside Drive to the East Avenue crossing). This section of sewer has a history of maintenance issues and problems. This section of the sanitary sewer crosses under Allen's Creek and experiences inflow/infiltration issues due to Allen's Creek flow and groundwater. Multiple sanitary laterals are up to 20' deep and have shifted causing sink holes on the above roadway.

Currently, the 2025 Town budget has a line item of \$175,000 for this referenced RFP proposal study and engineering. Construction inspection rates were requested as part of the RFP submittal and would be optional at the Town's determination after construction parameters and costs have been determined. Based on the engineer's estimate and recommendations developed with this proposal agreement, funding will need to be added to the 2026 budget for construction/repair costs and construction inspections services (if necessary). A contributing section of upstream sewer flows come into this sewer piping from the Town of Pittsford. A formula for cost sharing with the Town of Pittsford would be calculated and provided as part of this RFP proposal.

This RFP was advertised on the Town website and requests to provide RFPs were issued to four individual consulting firms. Three of the four consulting firms indicated that excessive workload would not allow them to consider submission of an RFP response. The fourth firm, SWBR, submitted a response to the RFP. No responses were received from the website.

While only one response was received, we feel that the proposal response received from SWBR provided a reasonable cost, a knowledgeable engineering team with a history of similar project work, and a proposed completion date that would allow for this project to meet the desired start within the 2026 construction season. We feel that SWBR is well qualified to conduct this study and prepare the required construction documents.

I am requesting that the FASC recommend that the Town Board authorize the supervisor to endorse an agreement with SWBR to provide professional services to complete the project study and prepare construction documents for the Allen's Creek Sewer project for a cost not to exceed \$102,301. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price (\$10,230).

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 16, 2025, meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,



Ken Hurley, P.E.

Department of Public Works

Cc: Bill Haefner

Attachment

Response to Request for Proposal

**Town of Brighton**

# **Allen's Creek Sanitary Sewer Study & Final Bid Documents**

Proposal Due Date: March 27, 2025

**SWBR**



ROCHESTER OFFICE  
260 E Main St, Ste 4000  
Rochester, NY 14604  
585 232 8300

March 27, 2025

Ken Hurley  
Town of Brighton  
Department of Public Works  
680 Westfall Road (2nd Floor)  
Rochester, NY 14620

Re: Town of Brighton Allen's Creek Sanitary Sewer Study and Final Bid Documents  
SWBR Proposal No. P2500.61

Dear Mr. Hurley:

SWBR is pleased to submit this proposal for the Allen's Creek Sanitary Sewer Study & Final Bid Documents. We are highly interested in providing these services and partnering with the Town of Brighton to develop effective solutions for its sanitary sewer system. With extensive experience in municipal wastewater infrastructure, hydraulic modeling, and regulatory compliance, our team is well-positioned to deliver a comprehensive evaluation and design solution for the Town of Brighton.

Our approach will prioritize a data-driven evaluation of surcharge conditions, feasible improvement alternatives, and a cost-effective final design that aligns with the Town's long-term infrastructure goals.

Please feel free to contact Becky Maier at (585) 301 6222 or [bmaier@swbr.com](mailto:bmaier@swbr.com) if you have any questions regarding our proposal.

Sincerely,

Randal R. Sickler, AIA  
Principal

Becky Maier, PE  
Project Manager

RM/cas

## Project Manager

# Becky Maier, PE

SWBR



## Projects

**RES Warehouse Feasibility Study Project**  
Civil Engineer Manager

**Riedman 49 East Ave Apartments**  
Civil Engineer Manager

- \* **Keshequa Central Schools**
- \* **Ossining Union Free School District**
- \* **Newburgh Enlarged City School District**
- \* **Kenmore-Town of Tonawanda Union Free School District**
- \* **Reimagine Greece**  
Site/Civil Engineer

## About

"I see meaningful design as being environmentally friendly and efficient design that achieves the client's goals and improves the community." As the Civil Engineering Department Manager, Becky oversees all aspects of the group, including site engineering and stormwater design, team development, client relationships, and project team coordination.

## Background

BSE, Civil and Environmental Engineering, University of Michigan

\* - Work completed while with CPL

## Civil Engineer

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# Ben Wolfling, PE

SWBR



## Projects

### **DePaul Buffalo 2024 SRO**

Site/Civil Engineer

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### **Hillside Crestwood Campus Phase 1**

Site/Civil Engineer

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\* Allegany County DPW Utility Study

\* City of Salamanca Water Study

\* DuPont Sanitary Sewer Main Replacement

\* GST BOCES 2023 CIP

\* Town of Bath Sewer District No. 8

\* Village of Naples Sewer District

Site/Civil Engineer

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\*\* Hamlet of Retsof Sewer Improvements

\*\* STAMP Offsite Sewer Design

Site/Civil Engineer

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## About

Ben brings his experience in water, wastewater, environmental, and site engineering projects across New York State to our Civil Engineering team. His portfolio includes acting as site lead for education and housing projects and managing all design stages for water main, stormwater, wastewater, solar field, and site projects.

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## Background

Bachelor of Science in Civil Engineering,  
University at Buffalo

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\* - Work completed while with HUNT

\*\* - Work completed while with CPL

# Qualifications

Our proposed Civil Engineering team is comprised of Civil Engineering Department Manager, Becky Maier, PE, and Civil Engineer, Benedict Wolfling, PE. Together, they have thoroughly reviewed the Town of Brighton's Allen's Creek Sanitary Sewer Study Request for Proposals, and are excited to present this proposal to the Town of Brighton. Our complete understanding of this project can be found under the following section: Project Understanding.

As the Civil Engineering Department Manager, Ms. Maier has extensive experience and knowledge with project management, construction management, constructability, plan review, and quality control.

As the Civil Engineer, Mr. Wolfling has vast experience and understanding of municipal sanitary sewer systems, evaluation, reporting, and design.

Additional information regarding the proposed SWBR Team Members and relevant experience can be found under the following section: Project Staffing.

Their combined industry experience allows the team to provide complete and quality documents that are within budget and schedule. Section: Technical Approach, Scope of Work, and Schedule provides further details on our understanding of the project and its deliverables, as well as a break-down of our proposed schedule and milestones.



# Project Understanding

SWBR will assist the Town of Brighton in evaluating and designing improvements to its sanitary sewer system, addressing capacity issues and enhancing efficiency while coordinating closely with municipal stakeholders.

## Sewer Improvements

It is understood that the Town of Brighton owns and operates a public sanitary sewer system that serves residents within proximity to Allen's Creek located in the Town of Brighton, which connects to the system operated by the Town of Pittsford. This portion of the sanitary sewer system experiences surcharge conditions during heavy rainfall events. In 2019, the Town performed a capacity analysis of the existing sanitary sewer system along Allen's Creek Road, which identified several hydraulic inefficiencies and design issues. The Town is pursuing a sanitary sewer study and associated design to address issues with the sanitary sewer system that were identified in the capacity analysis and RFP. The Town desires the study to include further investigation and evaluation of the existing system. The Town is requesting the assistance of a qualified engineering firm to complete a comprehensive study of the sanitary sewer system and ultimately produce a Preliminary Engineering Report and Environmental Report that shall be utilized for identifying necessary improvements. SWBR will work closely with the Town of Brighton and Town of Pittsford Department of Public Works and Sewer Districts to ensure that we have a firm and intimate grasp of the sanitary sewer system history and aspirations in order to provide a full set of design documents to be issued for bidding purposes.

Coordination between the municipalities may pose a challenge; in order to mitigate this, SWBR will provide frequent updates, beyond the anticipated team meetings, to both the Town of Brighton and Town of Pittsford throughout the evaluation and design process.

The current sewer layout includes one creek crossing (Allen's Creek), and the proposed design may include this or more creek crossings. This, in tandem with the potential large size of sewer mains poses a constructability concern that will require detailed construction sequencing and coordination with the contractor, municipalities, and the homeowners in the area to overcome. Horizontal boring methods will likely be used for crossings and dewatering will be constantly monitored throughout the project due to the flood risk at the project site. These items will require unique design approaches and additional approval and permitting efforts. SWBR has an extensive understanding of these design and approval processes, and by identifying this challenge early on allows us to get ahead of this hurdle.

# Proposed Schedule

Bid Opening	March 27, 2025
Anticipated Project Award (Notice to Proceed)	April 24, 2025
Concept Phase Start <ul style="list-style-type: none"><li>• Project Coordination</li><li>• Review of existing Town documents</li><li>• Survey &amp; delineations</li><li>• Flow Monitoring, sewer videotaping</li></ul>	April 24, 2025
Kick off Meeting	April 29, 2025
Town Coordination Meeting (Pittsford, Brighton, DPW, Sewer) #1	May 8, 2025
Staff Meeting #1	May 13, 2025
Staff Meeting #2	May 27, 2025
Concept Phase Completion	June 3, 2025
Preliminary Phase Start <ul style="list-style-type: none"><li>• Preliminary Design (3 alternates)</li><li>• Initial cost estimate, (2) cost updates</li></ul>	June 3, 2025
Staff Meeting #3	June 10, 2025
Town Coordination Meeting (Pittsford, Brighton, DPW, Sewer) #2	June 17, 2025
Staff Meeting #4	June 24, 2025
Preliminary Phase Completion	June 30, 2025
Final Design Start (SEQRA Start) <ul style="list-style-type: none"><li>• Final Design (selected from alternates), technical specifications</li><li>• ROW / Easement evaluation</li><li>• Permitting – MCPW, SPDES</li><li>• Bid Package</li></ul>	June 30, 2025

SEQRA Intent Lead Agency (Town Board Meeting) <ul style="list-style-type: none"> <li>Send out letters</li> <li>Long Form EAF Part I</li> </ul>	July 9, 2025
Town Coordination Meeting (Pittsford, Brighton, DPW, Sewer) #3 <ul style="list-style-type: none"> <li>95% Plan Review</li> </ul>	July 29, 2025
SEQRA Declare Lead Agency, Negative Declaration Resolution (Town Board Meeting) <ul style="list-style-type: none"> <li>Long Form EAF Part II &amp; III</li> </ul>	August 13, 2025
DEC SEQR Notice Posted	August 20, 2025
Final Design Completion (100% plans)	August 30, 2025
Plan approval & Town Resolution Passed (Town Board Meeting)	September 25, 2025
Bid Advertisement	September 26, 2025
Contractor RFI's Due	October 8, 2025
SWBR Response to RFI's / Addendum #1	October 15, 2025
Bid Opening (Town Board Meeting) <ul style="list-style-type: none"> <li>SWBR Bid Review / Recommendation</li> </ul>	October 22, 2025
Bid Award (Town Board Meeting)	November 12, 2025
Construction Start / Construction Inspection	April 1, 2026
Construction Completion	July 31, 2026

# Key Project Team Members

SWBR has assembled a highly qualified team to support the Town of Brighton's sanitary sewer study and design. Our team includes experienced professionals dedicated to delivering a comprehensive evaluation and effective solutions to improve system efficiency.



## Becky Maier, PE | Project Manager

- **Field of Expertise:** Project Management, Construction Management, Cost Estimating, QA/QC
- **Responsibilities:** Overseeing cost and schedule management, ensuring effective communication between stakeholders, and maintaining project alignment with objectives.
- **Estimated Project Hours:** 50 hours
- **Hourly Rate:** \$195
- **Relevant Experience:**
  - Led sewer infrastructure projects, including the Town of York Retsof Sewer Improvements, which involved replacing an outdated combined sewer system with a new separated storm & sanitary sewer.
  - Expertise in coordinating with municipal departments to develop efficient, cost-effective designs.

## Ben Wolfling, PE | Civil Engineer

- **Field of Expertise:** Municipal Design (Water, Sewer)
- **Responsibilities:** Engineering design, consultant coordination, system modeling, & report preparation.
- **Estimated Project Hours:** 309.50 hours
- **Hourly Rate:** \$165
- **Relevant Experience:**
  - Designed and managed multiple municipal sewer infrastructure projects, including the Bath Sewer District No. 8 and Village of Naples Sewer Phase 2, which involved designing and coordinating hybrid gravity and low-pressure sewer mains.
  - Led the design and permitting for the STAMP Offsite Sewer project, developing an 18" PVC sanitary force main spanning nine miles.
  - Extensive experience navigating approval processes with NYS DEC and local municipalities, ensuring seamless project execution.

With Becky's leadership and Ben's technical expertise, SWBR will ensure a well-coordinated, efficient project execution, delivering a comprehensive Preliminary Engineering Report and Environmental Report for the Town of Brighton.

# Cost Proposal

Below is our breakdown for each phase of work. The fees were calculated using a cost breakdown spreadsheet that identifies the hours associated for each task, the assigned employee, and the associated hourly rates. Subconsultants, where proposed, are identified.

Phase	Key Tasks
<b>Project Coordination - \$4,877.50</b>	<ul style="list-style-type: none"><li>• Kick off meeting and initial site visit</li><li>• (4) meetings with the Department of Public Works staff</li><li>• Review existing information provided by the Town of Brighton (existing flow data, video, and Engineer's Report)</li></ul>
<b>Survey - \$16,040.00</b>	<ul style="list-style-type: none"><li>• Topographic and planimetric survey as outlined in the RFP</li><li>• Performed by BME Associates</li><li>• Wetland, floodplain, and/or floodplain delineation</li><li>• Performed by BME Associates</li><li>• Site visit and photos</li><li>• Create AutoCAD basemap based on information above as well as other publicly available GIS and utility data</li></ul>
<b>Evaluation - \$42,521.00</b>	<ul style="list-style-type: none"><li>• Flow Monitoring <i>Performed by TECSmith</i></li><li>• Sanitary Sewer Videotaping <i>Performed by Sewer Specialties</i></li><li>• (3) Soil Borings <i>Performed by Foundation Design</i></li><li>• Tree Appraisal <i>Performed by BME Associates</i></li><li>• Hydraulic modeling for (3) alternates utilizing Bentley OpenFlows Sewer</li><li>• Design, engineering, and constructability analysis for (3) alternates</li><li>• Cost evaluation for (3) alternates</li><li>• Develop cost-sharing formula for the selected improvement alternate.</li><li>• Develop Engineer's Report</li><li>• (1) Meeting with the Town of Brighton, Town of Pittsford, Department of Public Works and Sewer District – review alternates, construction costs, analysis and cost-sharing formula</li></ul>

<b>Preliminary Design -</b> <b>\$10,745.00</b>	<ul style="list-style-type: none"> <li>• Review Town of Brighton Minimum Specifications for Dedication</li> <li>• Develop full preliminary plan set in conformance with the Recommended Standards for Wastewater Facilities and Town of Brighton Minimum Specifications for Dedication. Plan set to include, existing conditions plan, utility plan, grading and erosion control plan, utility profiles, and construction details</li> <li>• Develop by-pass pumping plan as necessary</li> <li>• Develop preliminary technical specifications</li> <li>• Provide (1) initial construction cost estimate and (2) additional cost updates</li> <li>• (1) Meeting with the Town of Brighton, Town of Pittsford, Department of Public Works and Sewer District to review preliminary plans and cost estimate</li> </ul>
<b>SEQRA -</b> <b>\$6,095.00</b>	<ul style="list-style-type: none"> <li>• Long Form Environmental Assessment Form</li> <li>• Draft letters to involved agencies</li> <li>• Draft SEQRA declarations and resolutions</li> <li>• Perform necessary investigations for the proposed design pursuant to SEQRA</li> <li>• Consult with the State Historic Preservation Officer (SHPO) regarding properties or structures that may be impacted by the project.</li> <li>• Archaeological research <i>Deuel Archaeology</i></li> <li>• Permitting – Monroe County Pure Waters and New York State Department of Environmental Conservation (NYSDEC) SPDES</li> </ul>
<b>Right of Way/ Easements -</b> <b>\$900.00</b>	<ul style="list-style-type: none"> <li>• Easement assessment</li> <li>• Property impact assessment</li> </ul>
<b>Final Design -</b> <b>\$18,490.00</b>	<ul style="list-style-type: none"> <li>• Develop 95% design documents</li> <li>• (1) Meeting with the Town of Brighton, Town of Pittsford, Department of Public Works and Sewer District to review 95% plans</li> <li>• Develop technical specifications</li> <li>• Develop 100% design documents</li> <li>• Permitting – Monroe County Pure Waters and New York State Department of Environmental Conservation (NYSDEC) SPDES</li> <li>• Jurisdictional permitting – roads, creek crossing(s)</li> <li>• Bid package development in EJCDC bid format</li> </ul>
<b>Bidding Phase -</b> <b>\$2,632.50</b>	<ul style="list-style-type: none"> <li>• Prepare bid advertisement for public notice</li> <li>• Review and respond to contractor RFI's</li> <li>• Develop and issue (2) Addendums</li> <li>• Attend bid opening</li> <li>• Review bids and provide the Town of Brighton with a recommendation</li> </ul>

## SUMMARY

Phase Totals	Cost
Project Coordination	\$4,877.50
Survey	\$16,040.00
Evaluation	\$42,521.00
Preliminary Design	\$10,745.00
SEQRA	\$6,095.00
ROW/ Easements	\$900.00
Final Design	\$18,490.00
Bidding	\$2,632.50
Construction Inspection	*See Breakdown in Above Table
<b>TOTAL</b>	<b>\$102,301.00</b>

## Exclusions

- Construction inspection
- Construction administration
- Easement acquisition
- Municipality review and approval fees
- Permit fees
- Easement maps, descriptions, and acquisitions
- Construction Administration
- On-site observation is excluded.
- Environmental remediation / engineering are assumed to not be required and are excluded.
- Environmental Phase I / Phase II Reports
- Lead & asbestos reporting
- It is assumed that no SWPPP is required and is excluded. However, erosion control and grading design will conform with all standards and regulations.
- Type 1 Action Requiring an Environmental Impact Statement
- Maintenance and Protection of Traffic plans



## Town of Brighton

# Public Works Department

Ken Hurley, P.E.  
Town Engineer

April 11, 2025

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

Re: French Road Bridge Project – Construction Inspection Contract

Dear Councilperson Salzman and Committee Members:

As part of the French Road Bridge repair design RFP, the Town requested that the submittal include projected costs to provide construction inspection services for the project. We awarded the design contract to Ravi Engineering & L.S. (Ravi Engineering) and the design contract portion of the proposal has been completed. Now that the Town has awarded the construction contract to CP Ward, who will be beginning construction soon, we need to finalize the construction inspection portion of the project with Ravi Engineering.

The Town of Brighton would like to enter into a separate agreement with Ravi Engineering to provide Construction Inspection as outlined in their proposal, last updated March 2, 2025. This proposal is attached for your consideration

Utilizing the average anticipated staff hours and the proposed hourly inspection rates, the Ravi Engineering proposal inspection cost is \$120,000.

I am requesting that the FASC recommend that the Town Board authorize the supervisor to endorse an agreement with Ravi Engineering to provide professional services during the duration of the project for a cost not to exceed \$120,000. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price (\$12,000).

The total cost of the project including change orders is not to exceed \$132,000.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled April 16, 2025, meeting in the event that you have any questions regarding this matter. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Ken Hurley, P.E.  
Department of Public Works

Cc: Bill Haefner  
Attachment

**Section 1 - General****1.01 Project Description and Location**

Project Name: French Rd over Allen Creek Bridge Rehabilitation PIN: 4BNY40

Project Description: Rehabilitation of the French Road Bridge over Allen Creek in the Town of Brighton, Monroe County.

Project Limits: French Road Bridge over Allen Creek plus necessary approach work

Sponsor: Monroe County

County: Monroe County

The letting date: September 17<sup>th</sup>, 2024

The anticipated start date of construction: April 15<sup>th</sup>, 2025

The construction completion date: August 15<sup>th</sup>, 2024

**1.02 Project Manager**

The **Sponsor's** Project Manager for this project is Ken Hurley, P.E., who can be reached at (585) 784-5225.

All correspondence to the **Sponsor** should be addressed to:

Ken Hurley, P.E., Town Engineer  
Town of Brighton Department of Public Works  
2300 Elmwood Avenue  
Rochester, NY 14618

The Project Manager should receive copies of all project correspondence directed other than to the **Sponsor**.

**1.03 Project Classification**

This project is a locally funded and it is expected this will be a Type II Classification under the New York State Environmental Quality Review Act (SEQRA) Part 617, Title 6 of the Official Compilation of Codes, Rules, and Regulations of New York State (6 NYCRR Part 617).

**1.04 Categorization of Work**

This project supplemental is for work in the following sections:

Section 8	Construction Support
Section 9	Construction Inspection
Section 10	Estimating & Technical Assumptions

## Section 8 - Construction Support

The **Consultant** will provide design response to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the **Sponsor** under one of the tasks below:

- In response to unanticipated and/or varying field conditions or changes in construction procedures, the **Consultant** will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- The **Consultant** will analyze and make recommendations on the implementation of changes proposed by the **Sponsor** or the construction contractor. This includes the Traffic Control Plan.
- The **Consultant** will interpret and clarify design concepts, plans and specifications.
- The **Consultant** will review and approve shop drawings for construction.

Not reimbursable under this Section are:

- Corrections of design errors and omissions
- Straightforward interpretations of plans and designer intentions

## Section 9 - Construction Inspection

### 9.01 Equipment

The **Contractor** will furnish office space and basic office furnishings for the Ravi Engineering and Land Surveying, PC (RE&LS), as part of the contract and as shown in the applicable specifications.

RE&LS will furnish Computer, cell phone, internet service, Appia Reporting software, and all other office, field and field laboratory supplies and equipment required to properly perform the inspection services listed below.

### 9.02 Inspection

RE&LS will provide, to the satisfaction of the Town of Brighton, contract administration and construction inspection services from such time as directed to proceed until the completion of the final agreement and issuance of final payment for the contract. RE&LS will assume responsibility, as appropriate, for the administration of the contract including maintaining complete project records, processing payments, performing detailed inspection work and on-site field tests of all materials and items of work incorporated into the contract consistent with federal policies and the specifications and plans applicable to the project.

### 9.03 Municipal Project Manager

Ken Hurley will be the **Municipality's** official representative on the contract and RE&LS will report to and be directly responsible to said Project Manager.

## **9.04 Ethics**

Prior to the start of work, RE&LS will submit to the Town of Brighton a statement regarding conflicts of interest.

## **9.05 Health and Safety Requirements**

RE&LS will provide all necessary health and safety related training, supervision, equipment and programs for their inspection staff assigned to the project.

## **9.06 Staff Qualifications and Training**

RE&LS will provide sufficient trained personnel to adequately and competently perform the requirements of this agreement. RE&LS will recommend inspectors to the Sponsor for approval prior to their assignment to the project. Resumes, proof of required certification and the proposed initial salary shall be furnished. The Sponsor may want to interview before approval, and reserves the right to disapprove any application. The employment of all consultant personnel is conditional, subject to satisfactory performance, as determined by The Town of Brighton.

Technicians employed by RE&LS that perform field inspection of Portland cement concrete shall possess a current certification from the American Concrete Institute (ACI) as a Concrete field-testing Technician-Grade 1.

Inspectors designated as the responsible person in charge of work zone traffic control must have sufficient classroom training, or a combination of classroom training and experience, to develop needed knowledge and skills. Acceptable training should consist of a formal course presented by a recognized training program which includes at least two full days of classroom training. A minimum of two days classroom training is normally required, although one day of classroom training plus responsible experience may be considered. Recognized training providers include American Traffic Safety Services Association (ATSSA), National Safety Council (NSC), Federal Highway Administration's National Highway Institute (FHWA-NHI), and accredited colleges and universities with advanced degree programs in Civil/Transportation/Traffic Engineering. Former DOT employees may be considered on the basis of at least one day of formal classroom training combined with responsible M&PT experience.

Technicians employed by RE&LS who perform field inspection of geotechnical construction (earthwork), including, but not limited to embankment construction, subbase placement, structure and culvert backfill placement, and testing of earthwork items for in-place density and/or gradation, shall possess a current certification and/or proof of training from the following organization:

- North East Transportation Technician Certification Program (NETTCP) Soils and Aggregate Inspector Certification. An alternative to the certification/training listed above would be proof of previous training (within the past 5 years) of the NYSDOT Earthwork Inspectors School, given by the Department's Geotechnical Engineering Bureau.

## 9.07 Scope of Services/Performance Requirements

### A. Quality

RE&LS will enforce the specifications and identify in a timely manner to the Town of Brighton local conditions, methods of construction, errors on the plans or defects in the work or materials which would conflict with the quality of work, and conflict with the successful completion of the project.

### B. Record Keeping & Payments to the Contractor

- 1) All records will be kept in accordance with the directions of the **Sponsor and must be consistent with the requirements of the NYSDOT Manual of Uniform Recordkeeping (MURK)**.<sup>1</sup> RE&LS will take all measurements and collect all other pertinent information necessary to prepare daily inspection reports, monthly and final estimates, survey notes, record plans showing all changes from contract plans, photographs of various phases of construction, and other pertinent data, records and reports for proper completion of records of the contract.
- 2) Any record plans, engineering data, survey notes or other data provided by the Town of Brighton should be returned to the Town of Brighton at the completion of the contract. Original tracings of record plans, maps, engineering data, the final estimate and any other engineering data produced by the Consultant will bear the endorsement of the Consultant. Any documents that require an appropriate review and approval of a Professional Engineer (P.E.) licensed and registered to practice in New York State must be signed by the P.E.
- 3) RE&LS will check, track and copy the Town of Brighton of on all shop drawings submitted by Contractor. The Resident Engineer will approve/deny all materials as appropriate based upon use of NYSDOT Materials approved lists. All Shop drawings requiring structural review will be approved/denied through RE&LS.
- 4) RE&LS will submit the final estimate of the contract to the Town of Brighton within four (4) weeks after the date of acceptance of the contract. All project records must be catalogued, indexed, packaged, and delivered to the Town of Brighton within five (5) weeks after the date of the acceptance of the contract.

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<sup>1</sup> <https://www.dot.ny.gov/main/business-center/contractors/construction-division/forms-manuals-computer-applications-general-information>

## Health & Safety/Work Zone Traffic Control

- 1) RE&LS will ensure that all inspection staff assigned to the project are knowledgeable concerning the health and safety requirements of the contract and The Town of Brighton's policy, procedures and specifications and adhere to all standards. Individual inspectors must be instructed relative to the safety concerns for construction operations they are assigned to inspect to protect their personal safety and to ensure they are prepared to recognize and address any contractor oversight or disregard of project safety requirements.
- 2) RE&LS is responsible for monitoring the Contractor's and Subcontractor's efforts to maintain traffic and protect the public from damage to person and property within the limits of, and for the duration of the contract.

## Section 10 - Estimating and Technical Assumptions

### 10.01 Estimating Assumptions

The following assumptions have been made for estimating purposes:

- April 15th, 2025 Notice to Proceed.
- Office Engineer assistance not part of the project.
- Field inspection starting April 15<sup>th</sup> – August 1<sup>st</sup> , 2025 with additional time for project closeout.
- Estimated fee schedule in an amount not to exceed **\$120,000.00** attached to this document.

The following assumptions have been made for estimating purposes:

Section 8              Construction Support will include but not be limited to:

- Providing technical support during construction on questions relating to the design.
- Review of shop drawings (if necessary).

Estimate five (5) requests that require effort will be made during the construction phase of the project.

Section 9              Assume Construction Inspection Services will be added as a Supplemental prior to Construction.

## Exhibit C

### Salary Schedule

Town of Brighton - French Road Bridge over Allen Creek Rehabilitation  
Ravi Engineering & Land Surveying, P.C.

3/2/2025  
Page 1

Job Title	ASCE (A) or NICET (N) Grade	Present 4/1/24	Projected 4/1/25	Max. Hourly Rate (2024)	Max. Hourly Rate (2025)	Max. Hourly Rate (2026)	Overtime Category
Principal	IX (A)	\$91.00	\$94.64	\$91.00	\$94.64	\$98.43	A
Sen. Geotech. Engineer	VI (A)	\$86.00	\$89.44	\$86.00	\$89.44	\$93.02	A
Quality Control Engineer		\$76.50	\$79.56	\$79.00	\$82.16	\$85.45	B
Se. Proj. Engineer	V (A)	\$74.00	\$76.96	\$74.00	\$76.96	\$80.04	B
Sen Environmental Engineer	V (A)	\$55.50	\$57.72	\$55.50	\$57.72	\$60.03	B
Project Manager	V (A)	\$74.17	\$77.14	\$80.00	\$83.20	\$86.53	B
Licensed Party Chief	V (A)	\$60.00	\$62.40	\$60.00	\$62.40	\$64.90	B
Team Leader	IV (A)	\$73.88	\$76.84	\$80.00	\$83.20	\$86.53	B
Design Engineer	IV (A)	\$68.00	\$70.72	\$68.00	\$70.72	\$73.55	B
Project Manager	IV (A)						
Party Chief (Office)	IV (A)	\$52.50	\$54.60	\$61.50	\$63.96	\$66.52	B
Project Engineer	III (A)	\$52.40	\$54.50	\$55.00	\$57.20	\$59.49	B
Assistant Team Leader	III (A)	\$50.62	\$52.64	\$71.50	\$74.36	\$77.33	B
Junior Engineer	II (A)	\$36.75	\$38.22	\$40.00	\$41.60	\$43.26	B
Sr. Drafter/ CADD/Sr. Env. Tech	III (N)	\$45.17	\$46.98	\$55.50	\$57.72	\$60.03	B
Instrument Person (Off.)	II (N)	\$33.62	\$34.96	\$51.00	\$53.04	\$55.16	C
Drafter/ CADD/Env. Tech	II (N)	\$34.20	\$35.57	\$45.00	\$46.80	\$48.67	C
Jr. Drafter/CADD / Jr. Env. Tech	I (N)	\$24.50	\$25.48	\$25.00	\$26.00	\$27.04	C
Chief Inspector	IV (N)	\$63.63	\$66.18	\$78.00	\$81.12	\$84.36	C
Office Engineer	IV (N)	\$57.48	\$59.78	\$68.00	\$70.72	\$73.55	C
Senior Inspector	III (N)	\$49.37	\$51.34	\$67.00	\$69.68	\$72.47	C
Construction Inspector	II (N)	\$38.27	\$39.80	\$49.44	\$51.42	\$53.47	C
Trainee	II (N)	\$33.00	\$34.32	\$33.00	\$34.32	\$35.69	C
Trainee	I (N)	\$22.00	\$22.88	\$22.00	\$22.88	\$23.80	C
Rod Person (Off.)	I (N)	\$33.00	\$34.32	\$33.00	\$34.32	\$35.69	C
Technical Typist	NA	\$48.50	\$50.44	\$48.50	\$50.44	\$52.46	C
Party Chief (Field)	III (N)	\$45.50	\$47.32	\$46.00	\$48.00	\$49.92	C
Instrument Person (Field)	II (N)	\$33.62	\$34.96	\$51.00	\$53.04	\$55.16	C
Rod Person (Field)	I (N)	\$33.00	\$34.32	\$33.00	\$34.32	\$35.69	C

\*Prevailing Wage Rates - The difference between the required prevailing wage rate and the normal hourly rate is considered a direct cost:

		Prevailing Rate	Projected Rate	Normal Rate	Difference	Payroll Additive	Total
Party Chief	III (N)	\$50.65	\$50.93	\$47.32	\$0.32	\$0.27	\$0.59
Instrument Person	II (N)	\$46.54	\$46.79	\$34.96	\$1.06	\$0.63	\$1.69
Rod Person	I (N)	\$34.55	\$34.70	\$34.32	\$0.03	\$0.63	\$0.66

Supplemental Benefits are also considered direct costs. The net benefit is the difference between required amounts and deductions made through existing plans (overhead):

		Prevailing Benefit	Normal Rate	Difference (Net)	Wage Adjustment	Payroll Additive	Total
Party Chief	III (N)	\$31.30	\$1.00	\$27.90	\$0.00	\$2.51	\$30.41
Instrument Person	II (N)	\$31.30	\$1.00	\$27.90	\$0.00	\$2.51	\$30.41
Rod Person	I (N)	\$31.30	\$1.00	\$27.90	\$0.00	\$2.51	\$30.41

Category A: No OT

Category B: OT at straight time rate for hours worked in excess of 40 per week

Category C: OT at 1.50 times straight time rate for hours worked in excess of 40 per week

I. DIRECT LABOR: REGULAR HOURS

ASCE (A) or NICET (N) Grade	Project Manager	Project Engineer	Sr. Drafter/ CADD/Sr. Env. Tech	Chief Inspector	Office Engineer	Basic Design Services		Construction Phase Services	
						V (A)	III (A)	III (N)	IV (N)
Project Mid-Point Ave, Hourly Rate		\$77.14	\$54.50	\$46.98	\$52.00	\$45.00			
Task/Description							Total Hours	Direct Labor	Total Hours
Section 1 - General									
Section 2 - Data Collection									
Section 3 - Preliminary design									
Section 4 - Environmental									
Section 5 - Right-of-Way									
Section 6 - Detailed Design									
Section 7 - Advertisement, Bidding, Award									
Section 8 - Construction Support	16	48	12			76	\$4,413.72		
Section 9 - Construction Inspection	8			701	80			789	\$40,669.09
TOTAL:	24	48	12		80	76	\$4,413.72	789	\$40,669.09

Key Personnel

Project Manager (V)	Rick Papaj, Sean Schumaker
Design Engineer	Anisha Ravindra
Project Engineer	Ed Farrell
Sen. Drafter/CADD	Waldin Dilone
Environmental Technician	Emma Tirado
Resident Engineer	Jim Bennett

**Direct Non-Salary Costs**

3/2/2025

**Town of Brighton - French Road Bridge over Allen Creek Rehabilitation**

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**Ravi Engineering & Land Surveying, P.C.**

<u>Description</u>		<b>Basic Design Services</b>	<b>Special Services</b>	<b>Construction Inspection/RPR Services</b>
Mileage	700 miles at \$0.70/mile (2025 rate)	\$ 70.00	\$ -	\$ 420.00
Costs		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Public Info Material	Postage/Mailings	\$ -	\$ -	\$ -
Copies	500 copies at \$.15/copy	\$ -	\$ -	\$ -
Thumb Drives/CD's	25 at \$4.00	\$ -	\$ -	\$ -
Survey	Wage Differential	\$ -	\$ -	\$ -
	Party Chief	\$ -	\$ -	\$ -
	Instrument/Rod Person	\$ -	\$ -	\$ -
	Supplemental Benefits	\$ -	\$ -	\$ -
	Party Chief	\$ -	\$ -	\$ -
	Instrument/Rod Person	\$ -	\$ -	\$ -
<hr/>				
	TOTALS:	\$ 70.00	\$ -	\$ 420.00

**Summary of Costs**

3/2/2025

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**Town of Brighton - French Road Bridge over Allen Creek Rehabilitation**  
**Ravi Engineering & Land Surveying, P.C.**

<u>Description</u>	<u>Basic Design Services</u>	<u>Special Services</u>	<u>Construction Inspection/RPR Services</u>	<u>Total</u>
Direct Labor	\$4,413.72	\$0.00	\$40,669.09	\$45,082.81
Premium Overtime Labor	\$xx.xx	\$0.00	\$0.00	\$0.00
Direct Non-Salary Costs (excluding subs)	\$70.00	\$0.00	\$420.00	\$490.00
Overhead (132% Design and 121% Field on Direct Labor only)	\$5,826.11	\$0.00	\$46,362.77	\$52,188.88
Fixed Fee (12% on Direct Labor + Overhead)	\$1,228.78	\$0.00	\$13,054.78	\$14,283.56
Subcontractor Cost: Materials Testing (est)	\$0.00	\$0.00	\$5,500.00	\$5,500.00
Subcontractor Cost: Appia (or equal)	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Subconsultant Cost:	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS:</b>		<b>\$11,538.61</b>	<b>\$0.00</b>	<b>\$108,006.64</b>
				<b><u>\$119,545.25</u></b>
			<b>Say</b>	<b>\$ 120,000.00</b>

On Federal Aid projects, include testing & boring services as sub. Costs

On County-Funded projects, show the costs for budget purposes only

Table A: Salary Schedule

PIN 4BNY40 - French Road over Allen Creek Rehabilitation  
Ravi Engineering & Land Surveying

Job Title	Current Year Ave. Hourly Rate (2025)	Overtime Category
Resident Engineer (N IV)	\$ 52.00	C
Construction Inspector (NII)	\$ 45.00	C

Overtime Policy (Example):

Category A: No OT

Category B: OT at straight time rate for hours worked in excess of 40 per week

Category C: OT at 1.50 times straight time rate for hours worked in excess of 40 per week

Table B: Staffing Table

PIN 4BNY40 - French Road over Allen Creek Rehabilitation

Construction Inspection

Ravi Engineering & Land Surveying

NAME		PRE CON	2025												TOTAL HOURS	2023 Rates	LABOR COST	OT PREMIUM	TOTAL COST
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC					
RESIDENT ENGINEER NICET LEVEL (IV)	REG OT	8				87	173	173	173	87					701	\$52.00	\$36,452.00		\$36,452.00
						16	16	16	16	16					0	\$26.00	\$0.00	\$0.00	\$0.00
CONSTRUCTION INSPECTOR NICET LEVEL (II)	REG OT					16	16	16	16	16					80	\$45.00	\$3,600.00		\$3,600.00
						0	0	0	0	0					0	\$22.50	\$0.00	\$0.00	\$0.00
<b>Total</b>		8	0	0	0	103	189	189	189	103	0	0	0	0	781		\$40,052.00	\$0.00	\$40,052.00

Assumptions:

- 1). Project staffing based upon experience on similar projects
- 2). All operations require part time to full time inspection
- 3). If additional Inspection staff time will be provided at approved rates
- 4). On Job Mileage will be billed at current GSA rate

<b>TOTAL DIRECT LABOR COSTS:</b>	<b>\$40,052.00</b>
<b>TOTAL OVERTIME PREMIUM:</b>	<b>\$0.00</b>

**Exhibit C**  
Architectural/ Engineering Consultant Agreement  
Project Description and Funding

PIN 4BNY40  
BIN 2211070

*Term of Agreement Ends:* 12/30/2025

Main Agreement  Amendment to Agreement [add identifying #]  Supplement to Agreement

***Phase of Project Consultant to work on:***

P.E./Design  ROW Incidentals  ROW Acquisition  
 Construction: C/I, & C/S

Dates or term of Consultant Performance:

Start Date: Original Notice to Proceed: October 2021

PS&E: August 2023

CI/CS Start: April 2025 (est)

Finish Date: December 2025 (est)

***PROJECT DESCRIPTION:***

The project is programmed as bridge rehabilitation/preventative maintenance. The scope would include removal of the asphalt wearing surface, concrete curbing and existing guide railing. A rubber membrane would be installed to the concrete surface to seal out water. This technique is a proven measure to reduce water/salt penetration and their destructive effects on the concrete slab surface. The excessive lane width will be reallocated to allow for a sidewalk to be installed on the south side. New bridge railing will be installed on both sides extended by box-beam guide railing on all quadrants. Concrete repairs would be completed to all areas with deteriorated concrete on the abutments, wing walls, and fascias. Existing cracks within the abutments and pier walls will also be evaluated and repaired as needed.

**Project Location:**

Monroe County

Town of Brighton

French Rd over Allen Creek

Consultant Work Type(s): See Exhibit B for more detailed Scope of Work.

**MAXIMUM AMOUNT OF FUNDS FOR ALL COMPENSATION PAYABLE UNDER THIS AGREEMENT FOR THE SCOPE OF WORK DESCRIBED IN ATTACHMENT B FOR THE PROJECT DESCRIBED IN THIS ATTACHMENT A, OTHERWISE IN ACCORDANCE WITH THE CHOSEN METHOD OF COMPENSATION AND OTHER TERMS OF THIS AGREEMENT:**

**\$ 120,000**

**Footnotes:**



Town of  
**Brighton**

## Finance Department

**Earl Johnson**  
Director of Finance

April 10, 2025

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

Re: Town Hall Renovation ARPA Obligation Update

Dear Honorable Town Board Members:

Per Res12-11-2024-06 & Res12-11-2024-07 budgets were shared with the board for the Town Hall Project over the next 18-24 months of construction. Part of the board plan for covering renovation costs was to use ARPA funds which must be obligated by December 31, 2024, and spent by December 31, 2026. These funds have been either spent or obligated through a signed contract by both parties by December 31, 2024. Per our auditing firm, MMB, the ARPA funds will be recognized as revenue during the year they are spent which will be prior to December 31, 2026. The resolutions allow for Finance to make any appropriate budget amendments annually. An updated estimate for the use of ARPA funds follows:

Reporting Update (estimated)

A.UNDST.1911.?.??	Business Continuity	\$1,171,652
H.THALL.HVAC.?.??	Construction Costs	<u>\$2,513,260</u>
Total ARPA Project Funds		\$3,684,912

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

# Supervisor's Report 2025 Town Budget

For the three-month period  
ending 3-31-2025



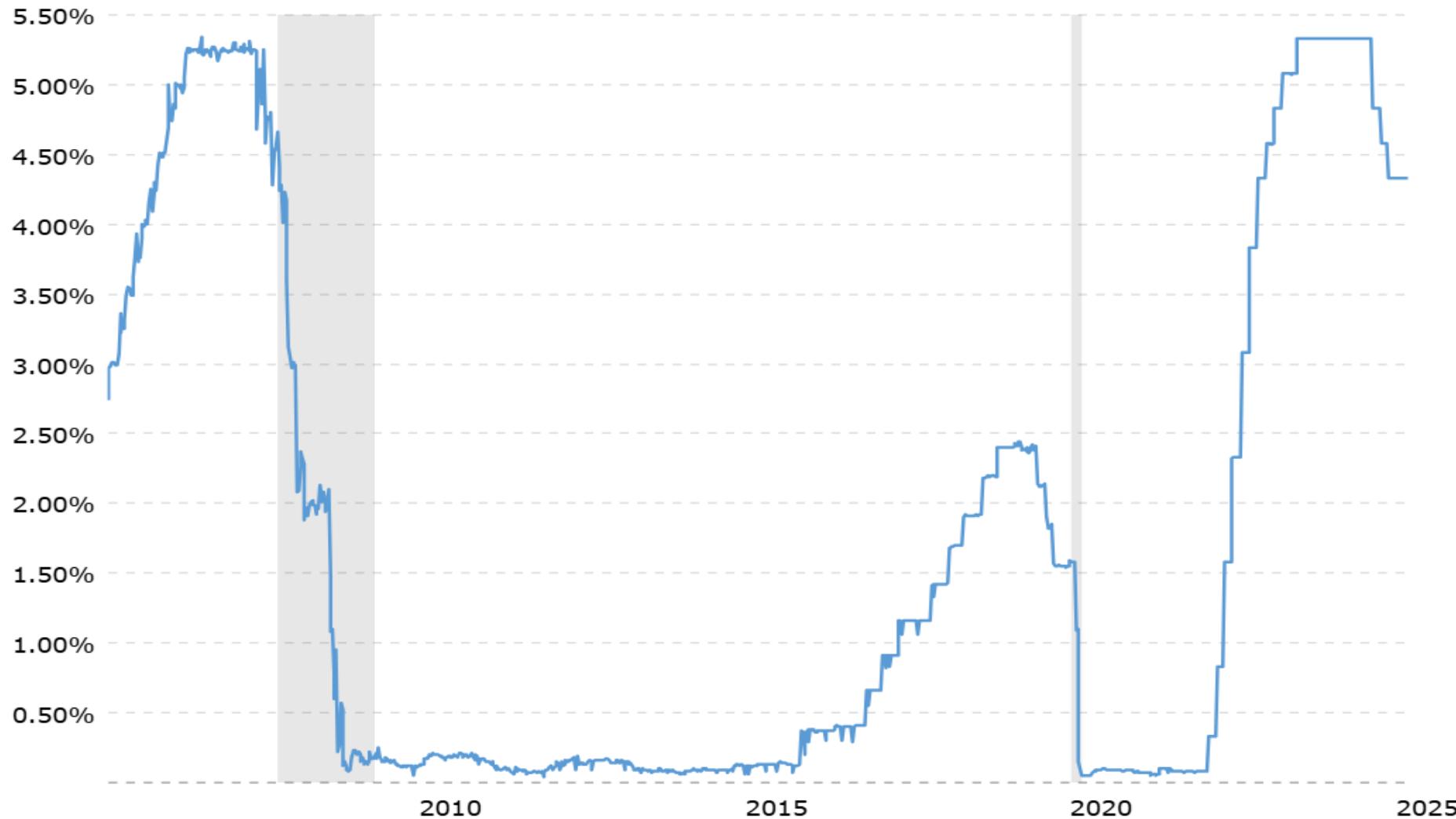
## TOWN OF BRIGHTON

2025 ADOPTED TOWN LEVY (11/13/2024)

SUMMARY OF TOWN BUDGET, "NET" BUDGETED SPENDING, AND PROPERTY TAX LEVY

Town Fund	Authorized Appropriations	Estimated Revenues	Appropriated Fund Balance	Appropriated Reserved Fund Balance*	Amount to be Raised in Taxes
A - General Fund	\$23,138,390	\$10,392,780	\$1,900,000	\$132,630	\$10,712,980
D - Highway Fund	\$6,999,895	\$1,584,015	\$375,000	\$33,000	\$5,007,880
L - Library Fund	\$2,580,320	\$87,370	\$90,000	\$0	\$2,402,950
V - Debt Service Fund	\$93,935	\$0	\$93,935	\$0	\$0
<b>Total All Town Funds</b>	<b>\$32,812,540</b>	<b>\$12,064,165</b>	<b>\$2,458,935</b>	<b>\$165,630</b>	<b>\$18,123,810</b>
<u>Less Interfund Transfers to/from:</u>					
- Highway Fund	(\$118,530)	(\$118,530)	\$0	\$0	\$0
- Debt Service Fund	(\$93,935)	\$0	(\$93,935)	\$0	\$0
<b>Net Town Funds Budget</b>	<b>\$32,600,075</b>	<b>\$11,945,635</b>	<b>\$2,365,000</b>	<b>\$165,630</b>	<b>\$18,123,810</b>
<b>"NET" BUDGETED SPENDING</b>	<b>\$32,600,075</b>	<b>\$29,778,005</b>	<b>7.25% Appropriated Fund Balance</b>		

## Fed Funds Rate Historical Chart 2005 - 2025



# Revenue and Expenditure Comparisons

Revenue	2025 Budget	2025 % of Budget	2024 % of Budget
Sales Tax^	\$ 5,550,000	0.0%	0.0%
Mortgage Tax*	\$ 1,000,000	0.0%	0.0%
PILOT	\$ 596,695	99.9%	100.2%
Use of Money	\$ 663,405	43.0%	59.0%
Dept Income	\$ 707,085	37.5%	28.0%
Total Rev	\$ 30,187,975	66.9%	67.4%
^ Receive in May			
* Receive in July			

Expenditures	2025 Budget	2025 % of Budget	2024 % of Budget
Wages	\$ 15,145,920	20.7%	20.8%
Overtime	\$ 528,135	38.6%	28.4%
Benefits	\$ 8,690,135	27.5%	29.0%
Equipment	\$ 968,665	9.9%	23.9%
Contractual Exp	\$ 5,246,225	23.6%	18.4%
Principal & Int	\$ 1,141,215	20.0%	13.3%
Utilities	\$ 540,690	11.0%	8.9%
Commercial Ins	\$ 457,620	47.9%	39.9%
Total Exp	\$ 32,718,605	23.1%	22.5%

# 1<sup>st</sup> Quarter Summary

Inflation and Revenue Uncertainty are the  
Town of Brighton's Financial Concerns

In addition to the usual inflationary impacts, we are expected slowing revenues:

- Higher costs for most goods & services
- Higher costs for town capital equipment and large projects
- Continued pressure on wages and benefits
- Lower interest earnings as rates fall
- Stagnating sales revenue as predicted by NYS Comptroller's Office

# 1<sup>st</sup> Quarter Conclusions

## Town of Brighton

1. At the end of the 1<sup>st</sup> quarter of 2025, revenue collections and trends are somewhat consistent with 2024 year-to-date percentages, however, interest income is beginning to fall
2. While inflation remains the biggest threat to fiscal performance and developing the 2026 Budget, we are also carefully watching revenues as well
3. Finance will be actively monitoring federal and state policy changes impacting the town
4. Finance continues to maximize earned interest as we are able, offsetting increased costs for as long as possible
5. Sales tax revenue is also an important variable that we cannot yet predict because the first quarterly installment of sales tax revenue is not received from Monroe County until May