

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

**Meeting Date: Tuesday, September 30, 2014 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Accept Donations for July 4th Celebration and Appropriate Funds (Parks) – Request from Matt Beeman for Town Board action to accept donations totaling \$4,750 from various corporate sponsors for the July 4th, 2014 celebration (see letter from M. Beeman).
2. Discussion regarding July 4th celebration budget.
3. Budget Transfers (Highway) – Request from Tim Anderson for Town Board authorization to transfer \$10,500 from various highway department accounts to the vehicle parts and repairs budgets in the Highway Machinery department to repair a loader (see letter from T. Anderson
4. Discussion with Brighton Volunteer Ambulance regarding billing and collections.
5. Budget Transfer for Building Code Review (Building & Planning) – Request from Ramsey Boehner for Town Board action to authorize a budget transfer totaling \$3,985 to support NYS Building Code compliance reviews for building permits to be performed with in-house staff (see letter from R. Boehner).
6. Accept Grant for Comprehensive Plan Update (Building & Planning) – Request from Ramsey Boehner for Town Board action to accept a grant award and authorize the Supervisor to sign the grant agreement with NYSERDA for a Town Comprehensive Plan Update and Environmental Review (see letter from R. Boehner).
7. Request Proposals for Comprehensive Plan Review (Building & Planning) – Request from Ramsey Boehner for Town Board authorization to solicit proposals for professional services for the Comprehensive Plan Update and Environmental Review (see letter from R. Boehner).
8. Contract Renewal for Employee Flexible Spending (Finance/Personnel Dept.) – Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Lifetime Benefit Solutions Inc. (formally EBS-RMSCO Inc.) for the administration of the employee flexible spending program for 2015 (see memo from S. Zaso).
9. Amend Seasonal Employee Wage Rates (Finance) – Request from Suzanne Zaso for Town Board action to adopt new wage rates for seasonal employees effective 12/31/14 to be in compliance with New York State minimum wage (see letter from S. Zaso).

The next regularly scheduled meeting of the FASC will be held **Tuesday, October 14, 2014 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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TOWN OF BRIGHTON
RECREATION, PARKS & COMMUNITY SERVICE DEPARTMENT

220 Idlewood Road
Rochester, NY 14618
<http://www.townofbrighton.org>

(585) 784-5260
Fax: (585) 784-5365
TTY: (585) 784-5381

August 29, 2014

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

Dear Finance Committee Members:

I respectfully request your permission to accept the following donations that were made by various corporate sponsors for our 2014 July 4th celebration. Their generous contributions are as follows:

Wegmans	\$2,000.00
Harvey M. Nusbaum	\$500.00
Kornerstone Kitchens	\$300.00
Paris Kirwan Associates	\$300.00
JP Morgan Chase	\$300.00
Canandaigua National Bank	\$250.00
ESL Federal Credit Union	\$300.00
Stantec	\$300.00
Summit Federal Credit Union	\$500.00
Total	\$4,750.00

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

Sincerely

Matt Beeman
Superintendent of Parks



Town Of Brighton

Operations Center

1941 Elmwood Ave. / Rochester, New York 14620 / Phone (585) 784 - 5280 Fax (585) 784 - 5385

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September 29, 2014

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

Re: Transfer of funds - Machinery

Honorable Members:

I recommend that a transfer be approved from the following:

- Highway – Town Landfill – Postage charges (A.HWY.8160 4.81) in the amount of \$1,000
- and
- Highway – Road Repair – Sewer Construction/Repair (D.HWY.5110 2.80) in the amount of \$6,200
- and
- Highway – Road Repair – Drainage Materials/Supplies (D.HWY.5110 4.05) in the amount of \$1,500
- and
- Highway – Road Repair – Landscaping Services (D.HWY.5110 4.43) in the amount of \$1,800

To the following:

- Highway – Machinery – Vehicle Parts/Components (D.HWY.5130 4.08) in the amount of \$6,700
- and:
- Highway – Machinery – Vehicle Maint/Repair (D.HWY.5130 4.65) in the amount of \$3,800

The funds are proposed to be used to cover unexpected extensive and costly repairs to the loaders.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Cc: M. Hussar
S. Zaso
T. Keef
A. Banker



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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September 29, 2014

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

Re: Budget transfers

Honorable Members:

I request that the Town Board authorize the following budget transfer to be made from the Building and Planning 2014 Budget:

From: A.DPW.8020 4.52 (engineering fees) \$3,985
To: A.DPW 8020.1.20 (part time wages) \$3,700 and;
A.DPW 8020.8.20 (FICA) \$285.

The funds to be transferred were adopted as part of the 2014 budget for professional services needed for the required NYS Building Code compliance review for building permit submissions. Due to anticipated work load and required training these funds are needed to pay part time staff for compliance review for existing and future building permit submissions. It has been determined that these services can be performed with in-house staff more cost effectively.

Respectfully Submitted,



Ramsey A. Boehner
Town Planner

cc: Tim Keef
Gary Brant
Suzanne Zaso

I:\Ramsey\Town Board\FinanceCommitteeletterBudgetTransferJuly2014Patty





TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

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September 29, 2014

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

Re: Comprehensive Plan Update
New York State Energy Research and Development Authority Grant Agreement
Cleaner, Greener Communities Program, Phase II: Category 2

Dear Committee Members:

One of the most important powers and duties granted to a Town is the responsibility to prepare and update a Comprehensive Plan for their community. In order for a Comprehensive Plan to be an effective decision-making tool and successful development guide, it must be continuously monitored and periodically evaluated and updated.

The Town of Brighton has been awarded \$150,000 in grant funds from New York State Energy Research and Development Authority (NYSERDA) for professional consulting services for the preparation of a Comprehensive Plan Update (Plan) and the necessary environmental review as required by New York State Law. The updated Plan will support a variety of new initiatives that the Town wants to develop surrounding the areas of sustainability, economic development, land use, park planning, trail systems, transportation, environmental practices and LEED for Neighborhood Development. The Plan will also include a plan for the acquired open space/parkland along Westfall Rd.

A requirement of the grant agreement is that the Town has a minimum 25% cost share of the grant amount. The Town will be required to provide a cost share of \$37,500 making the total project cost \$187,500. The Town will be able to provide in-kind services for some of the 25% cost share. If at the end of the project our in-kind cost share falls short of the 25%, the Town of Brighton will be required to provide an in-cash contribution to offset any imbalance.

I am requesting that the Town Supervisor be authorized, subject to review and approval by the Town Attorney, to sign the above reference grant agreement between the Town of Brighton and NYSERDA.



(lb.)

I will be in attendance at your regularly scheduled September 30, 2014 meeting in the event that you have any questions regarding this correspondence. As always, your consideration of this matter greatly appreciated.

Sincerely,



Ramsey A Boehner
Town Planner

Cc: Suzanne Zaso
Tim Keef



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

7a

September 29, 2014

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

Re: Comprehensive Plan Update
Request for Proposals for Professional Consulting Services

Dear Councilperson Werner and Committee Members:

I am requesting authorization to prepare and solicit a request for proposal for professional consulting services for the Comprehensive Plan Update (Plan) and the necessary environmental review as required by New York State Law. The updated Plan will support a variety of new initiatives that the Town wants to develop surrounding the areas of sustainability, economic development, land use, park planning, trail systems, transportation, environmental practices and LEED for Neighborhood Development. The Plan will also include a plan for the acquired open space/parkland along Westfall Rd.

The Town of Brighton has been awarded \$150,000 in grant funds from New York State Energy Research and Development Authority (NYSERDA) for professional consulting services for the preparation of a Comprehensive Plan Update (Plan) and the necessary environmental review.

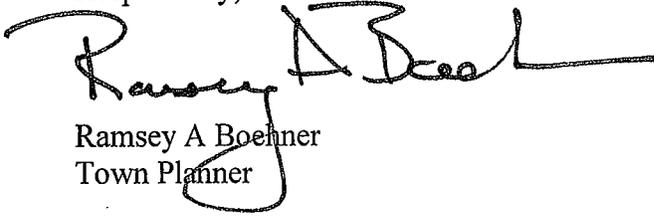
The Town Board has created a Steering Committee for the preparation of the Plan. In order to successfully complete the Plan, the selected consultant will be required to work closely with Town staff and the Steering Committee.

The grant agreement with NYSERDA has not been executed at this time. In an effort to expedite the preparation of the Plan, we are requesting to prepare and solicit the request for proposals prior to the execution of the grant agreement. No action as to awarding a contract will be considered until the grant funding is available and without returning to this committee.



As always, thank you for your consideration. I will be in attendance at your regularly scheduled September 30, 2014 meeting in the event that you have any questions regarding this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Ramsey A. Boehner". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ramsey A Boehner
Town Planner

cc: S. Zaso
T. Keef



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

A handwritten signature or set of initials, possibly "S.Z.", enclosed within a hand-drawn circle in the top right corner of the page.

September 30, 2014

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

Re: Administrative Services Agreement with Lifetime Benefit Solutions, Inc.
For Flexible Spending Accounts

Dear Honorable Members:

I am requesting that the Town Board authorize the Supervisor to sign an administrative services agreement with Lifetime Benefit Solutions Inc. (formally EBS-RMSCO Inc.) for the administration of employee flexible spending accounts for 2015. There is an annual compliance service fee of \$325 and a monthly fee of \$3.00 per participant (an increase of \$.10).

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

Sincerely,

A handwritten signature in cursive script that reads "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance

Cc: Gary Brandt, Personnel Director



SUZANNE ZASO, DIRECTOR OF FINANCE
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
Phone (585) 784-5210 Fax (585) 784-5396

9a.

September 30, 2014

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

Re: New Seasonal Employee Wage Rates Effective 12-31-14

Dear Honorable Members:

The New York State minimum wage will be increasing on December 31, 2014 from \$8.00 per hour to \$8.75 per hour. To meet this new minimum requirement, a revised schedule for seasonal employees is being proposed. Attached is a schedule showing the existing hourly rates for seasonal employees along with the proposed new hourly rates for these positions beginning December 31, 2014.

My formal request to the Town Board is to adopt the attached wage rates to be effective December 31, 2014 for seasonal Town employees.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance

Attachment: Seasonal Employee Hourly Wages

Cc: Gary Brandt, Personnel Director

TOWN OF BRIGHTON
SEASONAL EMPLOYEE HOURLY WAGES

	Current Rates		Effective 12/31/14	
	Step A	Step B	Step A	Step B
<u>Group III:</u>	N/A	\$ 8.00	N/A	\$ 8.75
Recreation Assistant II				
Clerk IV				
Office Clerk IV				
Student Intern				
<u>Group IV:</u>	\$ 8.00	\$ 8.40	\$ 8.75	\$ 9.15
Recreation Assistant I				
Seasonal Laborer				
<u>Group V:</u>	\$ 8.50	\$ 8.90	\$ 9.25	\$ 9.65
Recreation Leader III				
Clerk III				
Office Clerk III				
Account Clerk/Typist				
<u>Group VI:</u>	\$ 9.00	\$ 9.40	\$ 9.75	\$ 10.15
Lifeguard II				
Recreation Leader II				
<u>Group VII:</u>	\$ 9.50	\$ 9.90	\$ 10.25	\$ 10.65
Recreation Leader I				
Recreation Supervisor				
Supervising Lifeguard				
Clerk II				
Drafting Technician (Seasonal)				
<u>Group VIII:</u>	\$ 10.00	\$ 10.40	\$ 10.75	\$ 11.15
Lifeguard I (WSI)				
<u>Group IX:</u>	\$ 10.50	\$ 10.90	\$ 11.25	\$ 11.65
Student Intern (Engineering)				