

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

**Meeting Date: Wednesday, July 6, 2016 (8:30 am)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the June 15, 2016 meeting.
2. Budget Transfer (Parks) – Request from Matt Beeman for Town Board action to transfer \$2,100 from landscaping services to facility improvements to support the resurfacing of the tennis courts at Meridian Centre Park (see letter from M. Beeman).
3. Amend Wage Schedule and Table of Organization; Budget Transfer (Building & Planning) – Request from Ramsey Boehner for Town Board action to amend the Flat Salaried Positions Wage Schedule along with the Table of Organization in the Building & Planning Department to include the position of Building Department Inspection Aide and to transfer budgeted funds for such position (see letter from R. Boehner).
4. Amend Seasonal Employee Wage Rates (Finance) – Request from Suzanne Zaso for Town Board action to adopt new wage rates for seasonal employees effective 12/31/16 to be in compliance with the increase in the New York State minimum wage (see letter from S. Zaso).
5. Executive Session – Employment of particular people and union negotiations.

The next regularly scheduled meeting of the FASC will be held **Wednesday, July 20, 2016 at 8:30 am**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



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

La.

June 28, 2016

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

Re: Transfer of Funds – Resurfacing of Meridian Centre Park Tennis Courts (2016 CIP)

Honorable Members:

I would like to recommend that a budget transfer be approved from the following:

Parks Department Meridian Centre Park Landscaping Services (A.DPW 7125 4.43) in the amount of \$2,100.

To the following:

Parks Department Meridian Centre Park Facility Improvements (A.DPW 7125 2.60) in the amount of \$2,100.

Prices for this 2016 CIP request were obtained in April 2015 from Super Seal Sealcoating and were estimated at \$17,000. 2016 prices have slightly increased for the required work to repair and resurface the tennis courts at Meridian Centre Park. We currently have \$17,000 budgeted so this transfer in the amount of \$2,100 will cover the remaining balance which includes the \$500 option of restriping the pickleball courts. We also have a surplus available in the parks landscaping services budget with the suspension of the mowing contractor and park staff picking up the mowing duties.

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

Sincerely,

Matt Beeman
Superintendent of Parks

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

26

Super Seal Sealcoating LLC

PO Box 925
Penfield, NY 14526



Proposal

Phone: 585-248-5770
Fax: 585-248-5951

Tennis - Basketball - In-Line Skating Surfaces - Parking Lot Seal Coating - Hot Crack Filling

Name / Address Brighton Rec& Parks Dept 220 Idlewood Road Rochester NY 14618 Atten: Matt Beaman	Date	5/17/2016	Estimate #	5424
	Job Name:	784-5262		
	Phone/Fax:	Mederian Ctr		

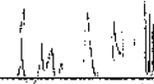
We Submit Specifications & Estimates for:	Total
<p>Color Coat Two (2) Tennis Courts at Mederian Center</p> <ul style="list-style-type: none"> * Pressure wash the court surface , to remove mold and mildew. * Fill bird baths; will reduce puddling but will not eliminate bird baths completly. * Apply one (1) coat of acrylic resurfacer. * Apply two (2) coats of acrylic color. * Stripe court with 2" white lines according to USTA. * All work is done by hand. * Clean up general work area. <p>* Install The RITE-WAY CRACK REPAIR SYSTEM up to 300 Linear Feet of Cracks.</p> <p>Option #1 Jack-Hammer old tennis court sleeves out & replace with new sleeves \$1,600.00 per pair Option #2 Stripe for Pickel Ball: \$250.00 per court PRICE BASED ON PREVAILING WAGES</p> <p style="text-align: center;">WE CAN DO A SUPER JOB</p>	18,600.00

Please Sign & Return if Job is Accepted.

There shall be 1 year guarante on material & workmanship, except as applied to cracks. The guarantee shall be limited to the replacement of material & application of same. Super Seal does not guarantee that sealer will not track into a home or business, due to variables beyond our control after material is applied. Any alteration or deviation from above specs involving extra costs will be executed only upon written orders, & will become an extra charge over & above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado & other necessary insurance. ACCEPTANCE: The above prices, specs & conditions are satisfactory & are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees & court costs incurred in the collection of monies owed according to contract will be borne by the customer.

Subtotal:	\$18,600.00
Sales Tax: (8.0%)	\$0.00
Total:	\$18,600.00

Customer Signature _____

Super Seal Signature  _____



TOWN OF BRIGHTON
MONROE COUNTY, NEW YORK

3

July 5, 2016

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

Re: Amendment to Authorized Table of Organization for the Building and Planning Dept.
Amendment to Salary/Wage Schedule for Flat Salaried Positions

Honorable Members:

I recommend that the Authorized Table of Organization for the Building and Planning Department be amended to include the position of Building Inspector Aid. I also recommend that the Salary/Wage Schedule for Flat Salaried Positions be amended to create the position of Building Inspector Aid at a hourly wage of \$17.50/hr. The Building Inspector Aid is currently budgeted as a seasonal position.

Funds for this position were provided in an undistributed account in the 2016 budget. I am requesting Town Board action to transfer the \$12,300 that was budgeted from the undistributed wages (A.UNDST.9000 1.40) to the following accounts in the 2016 Building and Planning budget: \$11,425 to part-time wages (A.DPW.8020 1.20) and \$875 to FICA (A.DPW.8020 8.20).

Sincerely,

Ramsey A. Boehner
Town Planner

cc: Tim Keef



4a.



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

July 5, 2016

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

Re: New Seasonal Employee Wage Rates Effective 12-31-16

Dear Honorable Members:

The New York State minimum wage will be increasing on December 31, 2016 from \$9.00 per hour to \$9.70 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, 2016.

My formal request to the Town Board is to adopt the attached wage rates to be effective December 31, 2016 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 that reads "Suzanne E. Zaso".

Suzanne E. Zaso
Director of Finance

Attachment: Seasonal Employee Hourly Wages

Cc: Tricia VanPutte, Director of Personnel
All Department Heads

46.

TOWN OF BRIGHTON
SEASONAL EMPLOYEE HOURLY WAGES

	2016 Current Rates		Effective 12/31/16	
	Step A	Step B	Step A	Step B
<u>Group III:</u> Recreation Assistant II (Counselor) Clerk IV Office Clerk IV Student Intern	N/A	\$ 9.00	N/A	\$ 9.70
<u>Group IV:</u> Recreation Assistant I (Asst Dir) Animal Control Officer I Seasonal Laborer	\$ 9.00	\$ 9.40	\$ 9.70	\$ 10.10
<u>Group V:</u> Recreation Leader III Clerk III Office Clerk III Account Clerk/Typist	\$ 9.50	\$ 9.90	\$ 10.20	\$ 10.60
<u>Group VI:</u> Lifeguard II Recreation Leader II (Director)	\$ 10.00	\$ 10.40	\$ 10.70	\$ 11.10
<u>Group VII:</u> Recreation Leader I Recreation Supervisor Supervising Lifeguard Clerk II Deputy Receiver of Taxes Drafting Technician (Seasonal) Payroll Clerk	\$ 10.50	\$ 10.90	\$ 11.20	\$ 11.60
<u>Group VIII:</u> Lifeguard I (WSI)	\$ 11.00	\$ 11.40	\$ 11.70	\$ 12.10
<u>Group IX:</u> Student Intern (Engineering)	\$ 11.50	\$ 11.90	\$ 12.20	\$ 12.60