

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

Meeting Date: Wednesday, May 18, 2022 (8:30 a.m.)

Location: *Stage Conference Room*, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the May 4th, 2022 meeting.
2. Approve amended NYSDOT Snow & Ice Removal Calculation sheets for the 2021/2022 snow season (Highway Dept.) – Request from Mike Guyon for Town Board action to authorize the Supervisor to sign three copies of the Adjustment/Calculation Worksheets for the upcoming 2021/2022 snow & ice season. This adjustment to the estimated Town expense is part of our 5-year approved agreement with NYSDOT and is done on an annual basis (see letter from M. Guyon).

DISCUSSION ITEMS ONLY (NO BOARD ACTION NEEDED AT THIS TIME)

3. With the resignation of David Kaltenbach, effective May 4, 2022, we would like to solicit applications to fill the part time position of Assistant Fire Marshal. This position is a permanent part time position and once a candidate is selected, I will bring this information back to the FASC for recommendation to the Board.
4. Update the Committee regarding the hiring process for the full time Recreation Leader position by R. Cotter.

EXECUTIVE SESSION: (employment of a particular person or people)

5. Approve an appointment to the position of Clerk II in the Highway Department effective June 20, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of Clerk II effective June 20, 2022. This salary for this position will be set at Group 3 Step 1 \$41,787.20 (\$22.96/hour (35 hours/week) as outlined on the full time Non-Represented Salary & Wage schedule. This appointment is probationary and is subject to the successful competition of a 52 week probationary period. This candidate was selected from the current Civil Service list for the Clerk II title (see letter from M. Guyon).

The next regularly scheduled meeting of the FASC will be held on

WEDNESDAY, June 1, 2022 at 8:30 a.m. in the

DOWNSTAIRS MEETING ROOM at the Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

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

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday May 4, 2022 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
Supervisor William Moehle
Paula Parker (Staff to the Committee)

Other Town Councilmembers:

Department Heads/Other attendees:

Evert Garcia (Public Works)
Tricia VanPutte (Personnel)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approval of Minutes – Receive and file the minutes of the April 19, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Extend contract with Bero Architecture, PLLC for one additional year per the original RFP award (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Ramsey Boehner for Town Board action to extend the contract with Bero Architecture, PLLC for an additional year as outlined in the 2021 RFP award. The current hourly rate remains unchanged and the total amount charged for a property survey update will not to exceed \$600; the total amount for each new property survey will not exceed \$2,200. Funds have been budgeted in A.HIST.7515 Historic Preservation budget (see letter from R. Boehner).

The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Amend budget to reflect an increase in NYS various transportation related funding streams for the 2022-2023 State Fiscal Year (Highway Dept.) – The FASC discussed with Evert Garcia the request from Mike Guyon for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	Pave NY	\$23,424.20
	D.HWY.5140.3501	CHIPS	\$60,067.93
	D.HWY.5140.3501	Extreme Winter	\$21,049.40
Expense:	D.HWY.5110.4.16	Road Materials	\$104,541.53

The additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

Amend budget to reflect the Pave Our Potholes (POP) a new NYS program for repair of town highways for the 2022-2023 State Fiscal Year (Highway Dept.) – The FASC discussed with Evert Garcia the request from Mike Guyon for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	POP	\$46,879.47
Expense:	D.HWY.5110.4.16	Road Materials	\$46,879.47

New York State has authorized this new program and will fund this annually for the next five years. This additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Declare one (1) 2005 Chevy Silverado Pickup Truck (#45) as surplus to be sold at the May 14, 2022 Municipal Auction (Highway Dept.) – The FASC discussed with Evert Garcia the request from Steve Zimmer for Town Board action to declare the 2005 Chevy Silverado pickup truck (VIN: 1GCHC24U35E3296807) as surplus to be sold at the May 14, 2022 Municipal Auction. This vehicle was replaced in 2019 as has reached its useful life (see letter from S. Zimmer).

The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Approve the probationary promotion of Zack Potter from Laborer to the position of Skilled Laborer effective May 16, 2022 (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Mike Guyon for Town Board action to approve the probationary promotion of Zack Potter from Laborer to Skilled Laborer effective May 16, 2022. This promotion is subject to the successful completion of a 26 week probationary period. Salary and all other terms of this promotion will be set per the CSEA Bargaining Unit agreement. (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

Create position of Employee Benefits Technician, amend table of organization and place position on Salary Schedule (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to create the position of Employee Benefits Technician, amend to organizational table in the Personnel Department to include this new position and add this position title to Group 4 of the Town’s Non-represented Employee Salary and Wage Schedule. This title has been approved by the Monroe County Civil Service Commission. (see letter from T. VanPutte).

The FASC recommends the Town Board take favorable action on this matter.

Executive Session:

No matters for this meeting.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

**The FASC meeting was adjourned at 9:00 am.

The next regularly scheduled meeting of the FASC will be held on Wednesday, May 18, 2022 at 8:30 AM in the *STAGE CONFERENCE ROOM* at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE (Room Change)****



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

May 16, 2022

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

Re: Snow and Ice Control Agreement Amendment B
New York State Department of Transportation (NYSDOT)
2021/2022 Season

Dear Chairman Diponzio and Committee Members:

The Town of Brighton provides snow and ice control for New York State roads via an agreement with the New York State Department of Transportation. Due to the severity of the winter during 2021/22 the Town of Brighton requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season as shown in Supplemental Agreement No.2 to Contact No. D014786. I am requesting that said supplemental agreement be amended per the attached document which was provided by the NYSDOT. Therefore, I recommend that the Finance and Administrative Services Committee recommend that the Supervisor execute Supplemental Agreement No. 2 to Contract No. D014786.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 18, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon, P.E.
Commissioner of Public Works

Attachment

cc: S. Zimmer
P. Parker
A. Banker
B. Monroe
K. Gordon

Contract No.: D014786
 Supplemental Agreement No.: 2
 Date Prepared: _____

SUPPLEMENTAL AGREEMENT No. 2 to Contract No. D014786

This Supplemental Agreement is by and between:

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

TOWN OF BRIGHTON (“Municipality”)
 Acting by and through the _____.

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

- Amending the contract end date ONLY
- Amending the number of lane miles/specific roads covered under Paragraphs 7 and 9 of the Original Agreement (revised map attached)
- Amending the estimated expenditure for the 2021/22 season by:
 - adding funding due to exceeding the Estimated Expenditure for the above-mentioned season (required Amendment B attached with a copy of the final snow & ice voucher, if applicable)
 - adding funding to adjust the Estimated Expenditure to account for increases in labor, materials, equipment, and/or overall costs, per the terms in Paragraphs 9 and 10 in the Original Agreement (Adjustment Worksheet and Municipal Resolution attached)
- Extending the Agreement for an additional 5-year period (Extension No. _____ of a maximum of 3)
- Other: _____

**NYS DOT MUNICIPAL SNOW AND ICE AGREEMENT
WINTER SEVERITY ADJUSTMENT (AMENDMENT B)**

Contract #	Municipality	Region #	Season
D014786	TOWN OF BRIGHTON/Monroe County	4	2021/22
Contract Term:		7/1/2019 – 6/30/2014 <i>2024</i>	

**AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE
FOR SNOW & ICE AGREEMENT**

Due to the severity of the winter during 2021/22 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original agreement remain in effect except as follows:

ADDITIONAL S&I OPERATIONS						
J-Mile Base	21/22 J-Miles	S&I LM Base	21/22 LM	Pay Factor	Original Estimated Expenditure	Index Adjustment
133,657	138,016	424	424	1.033	\$253,701.49	\$8,372.15
Pay Factor = (21/22 J-Miles/(21/22 LM))/(J-Mile Base/S&I LM Base)						
Index Adjustment = (Original Estimated Expenditure x Pay Factor ¹) – Original Estimated Expenditure						
TOTAL REVISED ESTIMATED EXPENDITURE						
Original Estimated Expenditure		Index Adjustment		Rev. Est. Expenditure		
\$253,701.49		\$8,372.15		\$262,073.64		
Revised Estimated Expenditure = Original Estimated Expenditure + Index Adjustment						

Contract No.: D014786
Supplemental Agreement No.: 2
Date Prepared: _____

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

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY:

By: _____
For Commissioner of Transportation

By: _____

Date: _____

Print Name: _____

Title: _____

STATE OF NEW YORK

)ss.:

COUNTY OF MONROE

On this _____ day of _____, 20__ before me personally came _____ to me known, who, being by me duly sworn did depose and say that he/she resides at _____; that he/she is the _____ of the Municipality described in and which executed the above instrument; that it was executed by order of the _____ of said Municipality pursuant to a resolution that was duly adopted on _____ and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

Notary Public

APPROVED AS TO FORM
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

By: _____

By: _____



DISCUSSION ITEM ONLY

Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

May 4, 2022

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

Re: Proposed Part-Time Permanent Hiring
Assistant Fire Marshal
Department of Public Works

Dear Chairman DiPonzio and Committee Members:

David Kaltenbach recently accepted a new position and indicated that he can no longer serve as Assistant Fire Marshal for the Town of Brighton. We hope to solicit applicants to fill this part time position as soon as possible.

We are requesting that FASC recommend that the Town Board authorize the Fire Marshal's office to seek a part-time Assistant Fire Marshal to fill the vacancy left by David Kaltenbach's departure. This position is included in the 2022 budget and no additional funding is being requested.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 18, 2022 meeting in the event that you have any questions regarding this matter.

Respectfully Submitted,

Michael E. Guyon, P.E.
Department of Public Works

Cc: Paula Parker
Chris Roth
Bridget Monroe
Tricia Van Putte

DISCUSSION ITEM ONLY

Christopher Roth, Fire Marshal

May 04, 2022

Town of Brighton

2300 Elmwood Ave.

Brighton, New York 14618

Dear Christopher Roth,

I am writing this letter to announce my retirement from the Deputy Fire Marshal position with the Town of Brighton. It was an honor to work and learn from you since 2014. I will be forever grateful for your patience, knowledge and problem solving abilities.

Thank you!

David Kaltenbach