This meeting is conducted in-person with remote participation available via video conferencing at townofbrighton.org/499/Streaming-Video.

PRESENTATIONS/RECOGNITIONS:
Traffic Control Box Artists Proclamation
Pride Proclamation
Juneteenth Proclamation
2022 Audited Financial Statements of the Town of Brighton

MEETING CALLED TO ORDER:

OPEN FORUM:

APPROVAL OF AGENDA

PUBLIC HEARINGS:

COMMUNICATIONS:


FROM: Ted Aroesty, District Director/Treasurer, Brighton Fire District, 3100 East Ave, Rochester, New York, 14610, RE: 2022 financial statements.

FROM: Dennis Powers, President, and Gerry Geist, Executive Director, Association of Towns of the State of New York, 150 State Street, Albany, New York, 12207, RE: 2023 Town of Brighton Membership Certificate.

COMMITTEE REPORTS:
Community Services Committee
Finance and Administrative Services
Public Safety Services
Public Works Services

OLD BUSINESS:
NEW BUSINESS:
MATTER RE:  Reading and approval of claims (Resolution #06-14-23-CLAIMS).

MATTER RE:  Amend the Non-Represented Employee Salary and Wage Schedule and the Authorized Table of Organization in the Facilities Department to reflect the creation of a Maintenance Mechanic II position, abolish the Laborer position, and add one Cleaner position (see Resolution #2 and letter dated June 5, 2023 Gary Donofrio, Facilities Manager).

MATTER RE:  Authorize the Supervisor to enter into an agreement with Public Sector HR Consultants to develop and implement an employee handbook in an amount not to exceed $6,500 and amend the budget by transferring $4,000 from the Undistributed account to the Personnel account to cover a portion of the cost (see Resolution #3 and letter dated June 5, 2023 Tricia Van Putte, Personnel Director).

MATTER RE:  Award a bid contract to CGL Arbor Services for the treatment of emerald ash border in an amount not to exceed $30,010.50 and authorize the Supervisor to execute any necessary change orders (see Resolution #4 and letter dated May 31, 2023 from Chad Roscoe, Junior Engineer).

MATTER RE:  Amend the budget by increasing the revenue and expense in the Highway Department to reflect an unanticipated increase in NYS transportation funding in the amount of $38,669.04 (see Resolution #5 and letter dated May 12, 2023 from Amy Banker, Accountant).

MATTER RE:  Amend the budget by transferring up to $2,500 from the Office of the Town Clerk’s Part Time Wages account to the Office Furniture account for the purchase of two standing desks (see Resolution #6 and letter dated June 2, 2023 from Daniel Aman, Town Clerk & Receiver of Taxes).

MATTER RE:  Amend the budget by appropriating funds to complete the financial dissolution of the West Brighton Fire Protection District and authorize the Finance Department to make the necessary entries for said dissolution (see Resolution #7 and letter dated June 7, 2023 from Earl F. Johnson, Finance Director).

MATTER RE:  Authorize the Supervisor to enter into an agreement with Paula Parker for consulting services (see Resolution #8 and letter dated June 6, 2023 from William W. Moehle, Town Supervisor).

MATTER RE:  Authorize the Supervisor to enter into an intermunicipal agreement with Monroe County for Tyler Technologies, Inc. to install records management software in the Police Department (see Resolution #9 and letter dated June 8, 2023 from David Catholdi, Chief of Police).

MATTER RE:  Approve the Monroe County Hazard Mitigation Plan in accordance with the Federal Disaster Mitigation Act of 2000 (see Resolution #10 and letter dated June 8, 2023 from Evert Garcia, Commissioner of Public Works).
MATTER RE: Set a public hearing for the removal and replacement of a 52" silver maple at 40 Carverdale Drive, 48" silver maple at 78 Torrington Drive, and 44" silver maple at 272 Sylvan Road (see Resolution #11 and letter dated June 8, 2023 from Evert Garcia, Commissioner of Public Works).

MATTERS OF THE SUPERVISOR:
April and May 2023 Expense and Revenue Reports

MATTERS OF THE TOWN ATTORNEY:

MATTERS OF THE TOWN CLERK:

MATTERS OF THE BOARD:

MOTION TO GO INTO EXECUTIVE SESSION:
MATTER RE: Discussion of real estate.

MEETING ADJOURNED:

NEXT TOWN BOARD MEETING:
Thursday, June 29, 2023 at 7 PM
RECOGNITIONS/PRESENTATIONS
OPEN FORUM
PUBLIC HEARINGS
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE, Supervisor
CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

WHEREAS, pursuant to the provisions of the Chapter 175 of the Town Code, the Town Board previously received and filed communication and a report regarding the removal of a town trees at 39 Dale Road (47” Silver Maple), 50 Commonwealth Road (42” Silver Maple and a 40” American Elm), 87 Branford Road (42” Silver Maple), 40 Branford Road (32” Silver Maple) and 58 Sunset Drive (40” Norway Spruce), and

WHEREAS, the Town Board duly scheduled a Public Hearing to be held on the 14th day of June 2023 at 7:00 p.m. to consider the proposed removal of the above referenced trees; and

WHEREAS, pursuant to the provisions of Section 175-8 of the Town Code, notice of such public hearing was sent by first class mail at least 20 days prior to the scheduled hearing addressed to the owners of each of the properties adjoining the above referenced trees and the owners directly across the Town highway from and the properties contiguous to the adjoining properties, and

WHEREAS, such public hearing was duly called and held on June 14, 2023 at 7:00 pm and all persons having an interest in the matter having had an opportunity to be heard;

NOW, THEREFORE, on motion of Councilperson ____________________, seconded by Councilperson ____________________,

BE IT RESOLVED, that all written comments provided to the Town at
or before the Public Hearing held on June 14, 2023 regarding the proposed
tree removals be received and filed as part of the record of the hearing; and
further

**BE IT RESOLVED,** that pursuant to the provisions of Chapter 175 of the
Town Code, and based on the record of the Public Hearing, the Town Board
hereby authorizes the Commissioner of Public Works, and or his designee, to
remove the above referenced trees in accordance with the provisions of
Chapter 175 including but not limited to the arboricultural specifications
and standards of practice in the Town Forestry Plan.

Dated: June 14, 2023

William W. Moehle, Supervisor  Voting  ____
Christopher K. Werner, Councilmember  Voting  ____
Jason S. DiPonzio, Councilmember  Voting  ____
Robin R. Wilt, Councilmember  Voting  ____
Christine E. Corrado, Councilmember  Voting  ____
May 5, 2023

Supervisor William Moehle and the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

Re: Proposed Tree Removals

Dear Supervisor Moehle and Town Council Members:

It is recommended that your Honorable Body receive and file this advisory communication pursuant to Chapter 175 of the Town Code, Trees, Section 8, Removal. The following trees are proposed to be removed in accordance with the provisions of said chapter due to tree health and/or safety reasons:

<table>
<thead>
<tr>
<th>Address</th>
<th>Description</th>
<th>Recommendation</th>
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</thead>
<tbody>
<tr>
<td>39 Dale Road</td>
<td>47” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>166 Thackery Road</td>
<td>30” Sugar Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>50 Commonwealth Road</td>
<td>42” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>50 Commonwealth Road (2)</td>
<td>40” American Elm</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>87 Branford Road</td>
<td>42” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>40 Branford Road</td>
<td>32” Silver Maple</td>
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</tr>
<tr>
<td>58 Sunset Drive</td>
<td>40” Norway Spruce</td>
<td>Remove and Replace</td>
</tr>
</tbody>
</table>

The Public Works Committee and Tree Council have reviewed the report associated with the above location and concur with the proposed action. The above trees are considered significant; therefore, a public hearing will be required. I request that the Town Board receive and file this correspondence and schedule a public hearing to review the above trees at the May 10, 2023 Town Board meeting. The requisite communication to each adjoining owner(s) will be issued prior to the public hearing in accordance with the provisions of the Town Code. This department will coordinate replacement of these trees with the affected property owner.

I have attached a copy of the report for your reference and file. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Evert Garcia

Cc: Steve Zimmer
    Dan Aman
    Ken Gordon
    Kyle Sears
Site/Address: 39 Dale Road

Map/Location: 

Owner: public [ ] private [ ] unknown [ ] other [ ]

Date: 3/6/23 Inspector: Kyle Sears

Date of last inspection: 

HAZARD RATING:

Failure + Size + Target = Hazard Potential Rating

[ ] Immediate action needed
[ ] Needs further inspection
[ ] Dead tree

TREE CHARACTERISTICS

Tree #: 4307 Species: Silver Maple

DBH: 47\" # of trunks: 1 Height: 55\' Spread: 40\' (3 Leads Remaining)

Form: [ ] generally symmetric [ ] minor asymmetry [x] major asymmetry [ ] stump sprout [ ] stag-headed

Crown class: [ ] dominant [ ] co-dominant [x] intermediate [ ] suppressed

Live crown ratio: 75 % Age class: [ ] young [ ] semi-mature [x] mature [x] senescent

Pruning history: [ ] crown cleaned [ ] excessively thinned [ ] topped [ ] crown raised [ ] pollard [ ] crown reduced [ ] flush cuts [ ] cable/braced [ ] none [ ] multiple pruning events Approx. dates:

Special Value: [ ] specimen [ ] heritage/historic [ ] wildlife [ ] unusual [ ] street tree [x] screen [ ] shade [ ] Indigenous [ ] protected by gov agency

TREE HEALTH

Foliation color: [ ] normal [ ] chlorotic [ ] necrotic [ ] Epinephites? [ ] Y [ ] N

Foliation density: [ ] normal [x] sparse Leaf size: [ ] normal [ ] small

Annual shoot growth: [ ] excellent [ ] average [ ] poor Twig Dieback? [ ] Y [ ] N

Wetwood development: [ ] excellent [ ] average [ ] poor [ ] none

Vigor class: [ ] excellent [ ] average [ ] fair [ ] poor

Major pests/diseases:

SITE CONDITIONS

Site Character: [ ] residence [ ] commercial [ ] industrial [ ] park [ ] open space [ ] natural [ ] woodland/forest

Landscape type: [ ] parkway [ ] raised bed [x] container [ ] mound [ ] lawn [ ] shrub border [ ] wind break

Irrigation: [ ] none [ ] inadequate [ ] inadequate [ ] excessive [ ] trunk wetted

Recent site disturbance: [ ] Y [ ] N [ ] construction [ ] soil disturbance [ ] grade change [ ] line clearing [ ] site clearing

% dripline paved: [ ] 0% [ ] 10-25% [ ] 25-50% [ ] 50-75% [ ] 75-100% Percent littered? [ ] Y [ ] N

% dripline w/ fill sail: [ ] 0% [ ] 10-25% [ ] 25-50% [ ] 50-75% [ ] 75-100%

% dripline grade lowered: [ ] 0% [ ] 10-25% [ ] 25-50% [ ] 50-75% [ ] 75-100%

Soil problems: [ ] drainage [ ] shallow [ ] compacted [ ] droughty [ ] saline [ ] alkaline [ ] acidic [ ] small volume [ ] disease center [ ] history of fell [ ] clay [ ] expensive [ ] slope aspect:

Obstructions: [ ] lights [ ] signage [ ] line-of-sight [ ] view [ ] overhead lines [ ] underground utilities [ ] traffic [ ] adjacent veg.

Exposure to wind: [ ] single tree [ ] below canopy [ ] above canopy [ ] recently exposed [ ] windward, canopy edge [ ] area prone to windthrow

Prevailing wind direction: [ ] regularly

TARGET

Use Under Tree: [ ] building [ ] parking [ ] traffic [ ] pedestrian [ ] recreation [ ] landscape [ ] hardscape [ ] small features [ ] utility lines

Can target be moved? [ ] Y [ ] N Can use be restricted? [ ] Y [ ] N

Occupancy: [ ] occasional use [ ] intermittent use [ ] frequent use [ ] constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
# TREE DEFECTS

## ROOT DEFECTS:
- **Suspect root rot:** Y/N
- **Mushroom/conk/bracket present:** Y/N
- **Exposed roots:**
  - ☐ severe
  - ☐ moderate
  - ☐ low
  - ☐ Undetermined
- **Root pruning:**
  - ☐ distance from trunk
  - ☐ %
  - ☐ Buttress wounded
- **Root area affected:**
  - ☐ %
- **Restricted root area:**
  - ☐ severe
  - ☐ moderate
  - ☐ low
- **Potential for root failure:**
  - ☐ severe
  - ☐ moderate
  - ☐ low
- **Lean:**
  - ☐ deg. from vertical
  - ☐ natural
  - ☐ unnatural
  - ☐ self-corrected
  - ☐ self-healing
- **Decay in plane of lean:** Y/N
- **Roots broken:** Y/N
- **Soil cracking:** Y/N
- **Compounding factors:** **Severely Unbalanced, Heavily Lean**
- **Lean severity:** ☐ severe
  - ☐ moderate
  - ☐ low

## CROWN DEFECTS:
- **Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low):**

<table>
<thead>
<tr>
<th>DEFECT</th>
<th>ROOT CROWN</th>
<th>TRUNK</th>
<th>SCAFFOLDS</th>
<th>BRANCHES</th>
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<tbody>
<tr>
<td>Poor taper</td>
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<td>Bow, sweep</td>
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<td>Cracks/splits</td>
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<td>Nesting hole/beehive</td>
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<td>Deadwood/stumps</td>
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<td>Borers/fungi/ants</td>
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<td>Cankers/cracks/burls</td>
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<td>Previous failure</td>
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## HAZARD RATING
- **Tree part most likely to fail:** TRUNK
- **Inspection period:** ☐ annual ☐ biannual ☐ other ☐
- **Failure Potential + Size of Part + Target Rating = Hazard Rating**
  - Failure potential: 1 - low, 2 - medium, 3 - high, 4 - severe
  - Size of part: 1 - <5" (15 cm); 2 - 5-10" (15-45 cm);
  - 3 - 10-15" (45-75 cm); 4 - >15" (75 cm)
  - Target rating: 1 - occasional use; 2 - intermittent use;
    3 - frequent use; 4 - constant use
  - Hazard Rating: 1 + 1 + 4 = 12

## HAZARD ABATEMENT
- **Prune:** ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape
- **Cable/Brace:** ☐ install brakes ☐ laspeaut braking ☐ root crown ☐ decay ☐ aerial ☐ monitor
- **Remove tree:** Y/N ☐ Replace Y/N ☐ Move target: Y/N ☐ Other:
- **Effect on adjacent trees:** ☐ none ☐ evaluate
- **Notification:** ☐ owner ☐ manager ☐ governing agency ☐ Date:

## COMMENTS
- **Severe Heart Rot, Unbalanced Leads, Severe Decay/Cavities throughout tree (nesting holes). Recent Failure 3/23 on main lead. Recommend Immediate Removal of Tree. (High Risk Danger)**
SEVERELY UNBALANCED WITH HEART ROT AND DECAY IN MAIN TRUNK OF TREE
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 166 Thackery Road
Map/Location: 
Owner: public _ private _ unknown _ other _
Date: 3/14/23, Inspector: Kyle Sears
Date of last inspection: 

HAZARD RATING:

Failure + Size + Target = Hazard Rating

X Immediate action needed
____ Needs further Inspection
____ Dead tree

TREES CHARACTERISTICS

Tree #: 513 Species: Sugar Maple

DBH: 30" # of trunks: 1 Height: 50' Spread: 40'
Form: ☐ generally symmetric ☐ minor asymmetry ☑ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☐ co-dominant ☐ intermediate ☐ suppressed
Live crown ratio: 50% Age class: ☐ young ☐ semi-mature ☑ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: 
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☑ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by gov. agency

TREES HEALTH

Foliation color: ☐ normal ☐ chlorotic ☐ necrotic ☐ Epicormics? N/A
Foliation density: ☐ normal ☐ sparse Leaf size: ☐ normal ☐ small
Annual shoot growth: ☐ excellent ☐ average ☐ poor Twig Dieback? N/A
Woundwood development: ☐ excellent ☐ average ☐ poor ☐ none
Vigor class: ☐ excellent ☐ average ☐ fair ☐ poor
Major pests/diseases: Heart Rot Disease, evidence of insects/livre, nesting holes

SITE CONDITIONS

Site Character: ☐ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscaping type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☐ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? N/A ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% driveway paved: ☐ 0% ☐ 10-25% ☐ 25-50% ☐ 50-75% ☐ 75-100% Pavement life? N/A
% driveway w/fill soil: ☐ 0% ☐ 10-25% ☐ 25-50% ☐ 50-75% ☐ 75-100%
% of driveway grade lowered: ☐ 0% ☐ 10-25% ☐ 25-50% ☐ 50-75% ☐ 75-100%
Soil problems: ☐ drainage ☐ shallow ☐ compacted ☐ drougthty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail ☐ clay ☐ expansive ☐ slope aspect:
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐
Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: Westerly Occurrence of snowlaze storms ☐ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☐ building ☐ parking ☐ traffic ☐ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☐ utility lines
Can target be moved? N/A ☐ Can use be restricted? N/A ☐
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☐ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
### TREE DEFECTS

**ROOT DEFECTS:**

- Suspect root rot: N/A Y/N [Mushroom/comb/bracket present: N/A Y/N]
- Exposed roots: □ severe □ moderate □ low □ undermined: □ severe □ moderate □ low
- Root pruned: _______ distance from trunk □ Root area affected: _______% □ Buttress wounded: N/A □ When: _______
- Restricted root area: □ severe □ moderate □ low □ Potential for root failure: □ severe □ moderate □ low
- **LEAN:** 20° dep. from vertical □ natural □ unnatural □ self-corrected □ Soil heaving: N/A Y/N
- Decay in plane of lean: N/A Y/N □ Roots broken N/A Y/N □ Soil cracking: N/A Y/N
- Compounding factors: Unbalanced tree, Storm damage
- Lean severity: □ severe □ moderate □ low

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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<td>Included bark</td>
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<td>Diseased/stubs</td>
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<td>Borers/termites/ants</td>
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</tr>
</tbody>
</table>

**HAZARD RATING**

- Tree part most likely to fail: **TRUNK (center limb)**
- Inspection period: _______ annual _______ biannual _______ other _______
- Failure Potential + Size of Part + Target Rating = Hazard Rating
  
  \[ 4 + 4 + 4 = 12 \]

**HAZARD ABATEMENT**

- Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape
- Cable/Brace: ________________ □ Inspect further: □ root crown □ decay □ aerial □ monitor
- Remove tree: N/A Y/N Replace? N/A Y/N □ Move target: N/A Y/N □ Other: __________________________
- Effect on adjacent trees: □ home □ evaluate
- Notification: □ owner □ manager □ governing agency □ Data: __________________________

**COMMENTS**

TRUNK (center limb) Y/N Heart Rot Disease, Severe Decay & Rot. Tree has had numerous trimming events and storm damage. Remaining limbs are in severe decline, leaving the tree severely unbalanced. Recommend immediate removal. [High Risk Potential]
HEART ROT DISEASE/DECAY/DEADWOOD IN CENTER LEAD - UNBALANCED TREE
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

**TREE HAZARD EVALUATION FORM** 2nd Edition

---

**Site/Address:** 50 Commonwealth Road

**Map/Location:**

**Owner:** public ✔ private ☐ unknown ☐ other ☐

**Date:** 3/22/23  **Inspector:** Kyle Sears  **Date of last inspection:**

---

### TREE CHARACTERISTICS

**Tree #:** 2336  **Species:** Silver Maple

**DBH:** 4/2"  **# of trunks:** 1  **Height:** 50'  **Spread:** 60'

**Form:** ☐ generally symmetric  ☑ minor asymmetry  ☑ major asymmetry  ☐ stump sprout  ☐ stag-headed

**Crown class:** ☐ dominant  ☑ co-dominant  ☑ intermediate  ☐ suppressed

**Live crown ratio:** 65%  **Age class:**  ☐ young  ☑ semi-mature  ☑ mature  ☑ over-mature/parenchymal

**Pruning history:**  ☐ crown cleaned  ☐ excessively thinned  ☐ topped  ☐ crown raised  ☐ pollarded  ☐ crown reduced  ☐ flush cuts  ☐ cables/braced

**Special Value:**  ☐ specimen  ☐ heritage/historic  ☐ wildlife  ☐ unusual  ☑ street tree  ☐ screen  ☐ shade  ☐ indigenous  ☐ protected by gov. agency

---

### TREE HEALTH

**Foliage color:**  ☐ normal  ☐ chlorotic  ☐ necrotic  ☑ Epicormics? Y N  

**Foliage density:**  ☐ normal  ☐ sparse  **Leaf size:**  ☐ normal  ☑ small

**Annual shoot growth:**  ☐ excellent  ☐ average  ☑ poor  **Twig Dieback?** Y N

**Woundwood development:**  ☐ excellent  ☐ average  ☑ poor  ☐ none

**Vigor class:**  ☑ excellent  ☐ average  ☐ fair  ☐ poor

**Major pests/diseases:** Numerous Nesting Holes, Twisted Damage

---

### SITE CONDITIONS

**Site Character:**  ☑ residence  ☐ commercial  ☐ industrial  ☐ park  ☐ open space  ☐ natural  ☐ woodland/forest

**Landscape type:**  ☐ parkway  ☐ raised bed  ☐ container  ☐ mound  ☑ lawn  ☐ shrub border  ☐ wind break

**Irrigation:**  ☐ none  ☑ adequate  ☐ inadequate  ☐ excessive  ☐ trunk wetted

**Recent site disturbance?** Y N  ☑ construction  ☐ soil disturbance  ☐ grade change  ☐ line clearing  ☐ site clearing

**% dirtline paved:** 0% 10-25% 25-50% 50-75% 75-100%  **Pavement lifted?** Y N

**% dirtline w/fill soil:** 0% 10-25% 25-50% 50-75% 75-100%

**% dirtline grade lowered:** 0% 10-25% 25-50% 50-75% 75-100%

**Soil problems:** ☐ drainage  ☐ shallow  ☐ compacted  ☐ droughty  ☐ saline  ☐ alkaline  ☐ acidic  ☐ small volume  ☐ disease center  ☐ history of fail

**Obstructions:**  ☐ lights  ☐ signage  ☐ line-of-sight  ☐ view  ☐ overhead lines  ☐ underground utilities  ☐ traffic  ☐ adjacent veg.  ☐

**Exposure to wind:** ☑ single tree  ☐ below canopy  ☐ above canopy  ☐ recently exposed  ☐ windward, canopy edge  ☐ area prone to wind throw

**Prevailing wind direction:** Westernly

**Occurrence of snowflake storms:** ☐ never  ☐ seldom  ☑ regularly

---

### TARGET

**Use Under Tree:** ☑ building ☐ parking ☐ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☐ utility lines

**Can target be moved?** Y N  **Can use be restricted?** Y N

**Occupancy:**  ☐ occasional use  ☐ intermittent use  ☐ frequent use  ☑ constant use

---

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
**TREE DEFECTS**

**ROOT DEFECTS:**

Suspect root rot: Y N  Mushroom/conk/bracket present: Y N  ID: 

Exposed roots: □ severe  □ moderate □ low  Undermined: □ severe □ moderate □ low  

Root pruned: distance from trunk  Root area affected: %  Buttress wounded: Y N  When: 

Restricted root area: □ severe □ moderate □ low  Potential for root failure: □ severe □ moderate □ low  

**LEAN:** deg. from vertical  □ natural □ unnatural □ self-corrected  Soil heaving: Y N  

Decay in plane of lean: Y N  Roots broken: Y N  Soil cracking: Y N  

Compounding factors: Nesting hole/bee hive  Unbalanced  Spilt/repair  Crack/rupture  Lean severity: □ severe □ moderate □ low  

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

<table>
<thead>
<tr>
<th>DEFECT</th>
<th>ROOT CROWN</th>
<th>TRUNK</th>
<th>SCAFFOLDS</th>
<th>BRANCHES</th>
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</thead>
<tbody>
<tr>
<td>Poor taper</td>
<td>s</td>
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<td>Bow, sweep</td>
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<td>Codominants/forks</td>
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<td>Multiple attachments</td>
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<td>Included bark</td>
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<td>Excessive end weight</td>
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<td>Cracks/splits</td>
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<td>Hangers</td>
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<td>Girdling</td>
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<td>Previous failure</td>
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**HAZARD RATING**

Tree part most likely to fail: TRUNK  

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe  

Size of part: 1 - <6” (15 cm); 2 - 6-16” (15-45 cm); 3 - 17-30” (45-75 cm); 4 - >30” (75 cm)  

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use  

**HAZARD ABATEMENT**

Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape  

Cable/Brace: Inspect further: □ root crown □ decay □ aerial □ monitor  

Remove tree: Y N  Replace? Y N  Move target: Y N  Other: 

Effect on adjacent trees: □ none □ evaluate  

Notification: Owner manager governing agency Date: 

**COMMENTS**

2023 Storm failure of lead, multiple burrs, multiple nest, root hole, entire tree girdling roots, bleeding/sap flow, severely unbalanced leads, severe included bark, entire tree, deadwood, loose & splitting bark, High potential for failure. Recommend Remove & Replace.
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

**TREE HAZARD EVALUATION FORM**

**2nd Edition**

---

**Site/Address:** 50 Commonwealth Rd

**Map/Location:**

**Owner:** public [✓] private [ ] unknown [ ] other [ ]

**Date:** 3/22/23  Inspector: Kyle Sears

**Date of last inspection:**

---

**TREE CHARACTERISTICS**

**Tree #:**

**Species:** American Elm

**DBH:** 40"  # of trunks: 1  Height: 60'  Spread: 40'

**Form:** [ ] generally symmetric  [✓] minor asymmetry  [ ] major asymmetry  [ ] stump sprout  [ ] stag-headed

**Crown class:** [ ] dominant  [ ] co-dominant  [✓] intermediate  [ ] suppressed

**Live crown ratio:** 60%  **Age class:** [ ] young  [ ] semi-mature [✓] mature  [ ] over-mature/senescent

**Pruning history:** [ ] crown cleaned  [ ] excessively thinned  [ ] topped  [ ] crown raised  [ ] pollarded  [ ] crown reduced  [ ] flush cuts  [ ] cable/braced

[ ] none  [✓] multiple pruning events  Approx. dates:

**Special Value:** [ ] specimen  [ ] heritage/historic  [ ] wildlife  [ ] unusual  [✓] street tree  [ ] screen  [ ] shade  [ ] indigenous  [ ] protected by gov. agency

---

**TREE HEALTH**

**Foliage color:** [ ] normal  [ ] chlorotic  [ ] necrotic  [ ] Epicormics? Y N

**Foliage density:** [ ] normal  [✓] sparse  **Leaf size:** [ ] normal  [ ] small

**Annual shoot growth:** [ ] excellent  [ ] average  [✓] poor  **Twig Dieback?** Y N

**Woundwood development:** [ ] excellent  [ ] average  [✓] poor  [ ] none

**Vigor class:** [ ] excellent  [ ] average  [✓] fair  [ ] poor

**Major pests/diseases:** White Rot  disease  insect  damage

---

**SITE CONDITIONS**

**Site Character:** [✓] residence  [ ] commercial  [ ] industrial  [ ] park  [ ] open space  [ ] natural  [ ] woodland/forest

**Landscape type:** [ ] parkway  [ ] raised bed  [ ] container  [ ] mound  [✓] lawn  [ ] shrub border  [ ] wind break

**Irrigation:** [ ] none  [✓] adequate  [ ] inadequate  [ ] excessive  [ ] trunk wetted

**Recent site disturbance?** Y [✓] No  **Construction:** Y [✓] No  **Soil disturbance:** Y [✓] No  **Grade change:** Y [✓] No  **Line clearing:** Y [✓] No  **Site clearing**

**% driftline paved:** 0%  10-25%  25-50%  50-75%  75-100%  **Pavement lifted?** Y [✓] No

**% driftline w/ fill soil:** 0%  10-25%  25-50%  50-75%  75-100%

**% driftline grade lowered:** 0%  10-25%  25-50%  50-75%  75-100%

**Soil problems:** [ ] drainage  [ ] shallow  [ ] compacted  [ ] droughty  [ ] saline  [ ] alkaline  [ ] acidic  [ ] small volume  [ ] disease center  [ ] history of fail

[ ] clay  [ ] expansive  [ ] slope  aspect:

**Obstructions:** [ ] lights  [ ] signage  [ ] line-of-sight  [ ] view  [ ] overhead lines  [ ] underground utilities  [ ] traffic  [ ] adjacent veg.  [ ]

**Exposure to wind:** [✓] single tree  [ ] below canopy  [ ] above canopy  [ ] recently exposed  [ ] windward, canopy edge  [ ] area prone to windthrow

**Prevailing wind direction:** Westerly  Occurrence of snow/ice storms  [ ] never  [ ] seldom  [ ] regularly

---

**TARGET**

**Use Under Tree:** [ ] building  [ ] parking  [✓] traffic  [ ] pedestrian  [ ] recreation  [✓] landscape  [ ] hardscape  [✓] small features  [ ] utility lines

**Can target be moved?** Y [✓]  **Can use be restricted?** Y [✓]

**Occupancy:** [ ] occasional use  [ ] intermittent use  [ ] frequent use  [✓] constant use

---

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**TREE DEFECTS**

**ROOT DEFECTS:**
- Suspect root rot: Y N
- Mushroom/conk/bracket present: Y N
- ID: ______________________
- Exposed roots: □ severe □ moderate □ low
- Undermined: □ severe □ moderate □ low
- Root pruned: _______ distance from trunk
- Root area affected: _____ %
- Buttress wounded: Y N
- When: ____________________
- Restricted root area: □ severe □ moderate □ low
- Potential for root failure: □ severe □ moderate □ low
- **LEAN:** 15 deg. from vertical
  - □ natural □ unnatural □ self-corrected
  - Soil heaving: Y N
- Decay in plane of lean: Y N
- Roots broken: Y N
- Soil cracking: Y N
- Compounding factors: **Severely Top Heavy, Unbalanced Roots**
- Lean severity: □ severe □ moderate □ low

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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**HAZARD RATING**
- Tree part most likely to fail: TRUNK
- Inspection period: ______ annual ______ biannual ______ other ______
- Failure Potential + Size of Part + Target Rating = Hazard Rating
- \(4 + 5 + \frac{4}{4} = 12\)

**HAZARD ABATEMENT**
- Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape
- Cable/Brace: ______________________
- Remove tree: Y N
- Replace? Y N
- Move target: Y N
- Inspect further: □ root crown □ decay □ aerial □ monitor
- Effect on adjacent trees: □ none □ evaluate
- Notification: □ owner □ manager □ governing agency □ other: ______________________
- Date: ______________________

**COMMENTS**

*High Risk Potential, White rot disease, Decayed & Produced in Trunk of Tree.*

*Poor woodwind development, multiple pruning events, Z leads severely unbalanced and the major portion of the crown is Top Heavy. Recommend a Remove and replace.*
### TREE DEFECTS

**ROOT DEFECTS:**

- Suspect root rot: Y N
- Mushroom/cank/bracket present: Y N
- ID:

- Exposed roots: □ severe □ moderate □ low
- Undermined: □ severe □ moderate □ low

- Root pruned: _______ distance from trunk
- Root area affected: _______%
- Buttress wounded: Y N
- When: ____________

- Restricted root area: □ severe □ moderate □ low
- Potential for root failure: □ severe □ moderate □ low

- LACK: □ 10 deg. from vertical □ natural □ unnatural □ self-corrected
- Soil heaving: Y N

- Decay in plane of lean: Y N
- Roots broken Y N
- Soil cracking: Y N

- Compounding factors: Severe cavity in trunk below load concentration
- Lean severity: □ severe □ moderate □ low

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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**HAZARD RATING**

Tree part most likely to fail: TRUNK

- Inspection period: _______ annual _______ biannual _______ other _______

- Failure Potential + Size of Part + Target Rating = Hazard Rating

  \[
  \text{Hazard Rating} = \frac{1}{4} + \frac{4}{4} + \frac{4}{4} = 12
  \]

**HAZARD ABATEMENT**

- Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape

- Cable/Brace: ____________

- Inspect further: □ root crown □ decay □ aerial □ monitor

- Remove tree: Y N
- Replace?: Y N
- Move target: Y N
- Other: ____________

- Effect on adjacent trees: □ none □ evaluate

- Notification: □ owner □ manager □ governing agency Date: ____________

**COMMENTS**
87 BRANFORD ROAD

Owner: public ☑ private   ☐ unknown   ☐ other

Date: 3/22/23   Inspector: Kyle Sears

HAZARD RATING:
4 + 4 + 4 = 12

Failure: ☑   Size: ☑   Target: ☑
Immediate action needed

Needs further inspection
Dead tree   High Risk

Tree #: 2276   Species: Silver Maple

DBH: 4 1/2"   # of trunks: 1   Height: 60'   Spread: 60'

Form: ☑ generally symmetric   ☐ minor asymmetry   ☐ major asymmetry   ☐ stump sprout   ☐ stag-headed

Crown class: ☐ dominant   ☐ co-dominant   ☑ intermediate   ☐ suppressed

Live crown ratio: 85%   Age class: ☐ young   ☐ semi-mature   ☑ mature   ☐ over-mature/senescent

Pruning history: ☑ crown cleaned   ☐ excessively thinned   ☐ topped   ☐ crown raised   ☐ pollarded   ☐ crown reduced   ☐ flush cuts   ☐ cable/braced

Special Value: ☐ specimen   ☐ heritage/historic   ☐ wildlife   ☐ unusual   ☐ street tree   ☐ screen   ☐ shade   ☐ indigenous   ☐ protected by gov. agency

Foliage color: ☐ normal   ☐ chlorotic   ☐ necrotic   Epicormics? ☐ Y ☑ N

Foliage density: ☐ normal   ☑ sparse   Leaf size: ☐ normal   ☐ small

Annual shoot growth: ☐ excellent   ☐ average   ☑ poor   Twig Dieback? ☐ Y ☑ N

Woundwood development: ☐ excellent   ☐ average   ☑ poor   ☐ none

Vigor class: ☐ excellent   ☐ average   ☑ fair   ☐ poor

Major pests/diseases: Heart Rot Disease (Evident in cavity in trunk of tree)

SITE CONDITIONS

Site Character: ☑ residence   ☐ commercial   ☐ industrial   ☐ park   ☐ open space   ☐ natural   ☐ woodland/forest

Landscape type: ☐ parkway   ☐ raised bed   ☐ container   ☐ mound   ☐ lawn   ☐ shrub border   ☐ wind break

Irrigation: ☐ none   ☑ adequate   ☐ inadequate   ☐ excessive   ☐ trunk wetted

Recent site disturbance? ☐ Y ☑ N   ☐ construction   ☐ soil disturbance   ☐ grade change   ☐ line clearing   ☐ site clearing

% dripline paved: 0%   ☐ 10-25%   ☐ 25-50%   ☐ 50-75%   ☐ 75-100%   Pavement lifted? ☐ Y ☑ N

% dripline w/ fill soil: 0%   ☐ 10-25%   ☐ 25-50%   ☐ 50-75%   ☐ 75-100%

% dripline grade lowered: 0%   ☐ 10-25%   ☐ 25-50%   ☐ 50-75%   ☐ 75-100%

Obstructions: ☐ lights   ☐ signage   ☐ line-of-sight   ☐ view   ☐ overhead lines   ☐ underground utilities   ☐ traffic   ☐ adjacent veg.   ☐

Exposure to wind: ☑ single tree   ☐ below canopy   ☐ above canopy   ☐ recently exposed   ☐ windward, canopy edge   ☐ area prone to windthrow

Prevailing wind direction: Westerly   Occurrence of snow/sice storms: ☐ never   ☐ seldom   ☑ regularly

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
TRUNK CAVITY - HEART ROT DISEASE AND DECAY (DYING/DECLINING TREE)
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 40 Branford Road
Map/Location: 
Owner: public ✓ private ☐ unknown ☐ other ☐
Date: 3/22/23 Inspector: Kyle Sears
Date of last inspection: 

HAZARD RATING:
\[
\frac{4}{\text{Failure}} + \frac{4}{\text{Size}} + \frac{4}{\text{Target}} = 12
\]
Potential Immediate action Rating: Needs further inspection
Hazard Rating: Dead tree 90°

TREE CHARACTERISTICS

Tree #: 2265 Species: Silver Maple
DBH: 32" # of trunks: 1 Height: 40 Spread: 30'
Form: ☐ generally symmetric ☐ minor asymmetry ✓ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☐ co-dominant ☐ intermediate ✓ suppressed
Live crown ratio: 20% Age class: ☐ young ☐ semi-mature ✓ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cable/braced
☐ none ✓ multiple pruning events Approx. dates: 
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ✓ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by govt. agency

TREE HEALTH

Foliation color: ☐ normal ☐ chlorotic ☐ necrotic Epicormics? Y N
Growth obstructions:
Foliation density: ☐ normal ✓ sparse Leaf size: ☐ normal ✓ small
Annual shoot growth: ☐ excellent ☐ average ✓ poor Twig Dieback? Y N
Woundwood development: ☐ excellent ☐ average ☐ poor ✓ none
Vigor class: ☐ excellent ☐ average ☐ fair ✓ poor
Major pests/diseases: Heart Rot disease, Nesting Holes, Tied Stem

SITE CONDITIONS

Site Character: ✓ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☐ none ✓ adequate ☐ inadequate ☐ excessive ☐ trunk watered
Recent site disturbance? Y N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% 10-25% 25-50% 50-75% 75-100%
% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%

Soil problems: ☐ drainage ☐ shallow ☐ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope ☐ aspect: 
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐
Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: Westerly Occurrence of snow/ice storms ☐ never ☐ seldom ☐ regularly

TARGET

Use Under Tree: ☐ building ✓ parking ☐ traffic ✓ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☐ utility lines
Can target be moved? Y N Can use be restricted? Y N

Occupy: ☐ occasional use ☐ intermittent use ☐ frequent use ✓ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: ☑ Y; Mushroom/conk bracket present: Y N ID: __________

Exposed roots: ☑ severe ☑ moderate ☑ low ☑ V unknown ☑ severe ☑ moderate ☑ low

Root pruned: _______ distance from trunk Root area affected: _______ % Buttress wounded: Y N When: __________

Restricted root area: ☑ severe ☑ moderate ☑ low Potential for root failure: ☑ severe ☑ moderate ☑ low

LEAN: _______ deg. from vertical ☑ natural ☑ unnatural ☑ self-corrected Soil heaving: Y N

Decay in plane of lean: ☑ Y N Roots broken ☑ Y ☑ N Soil cracking: ☑ Y ☑ N

Compounding factors: Sever decay/root, heart rot, nesting holes Lean severity: ☑ severe ☑ moderate ☑ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

<table>
<thead>
<tr>
<th>DEFECT</th>
<th>ROOT CROWN</th>
<th>TRUNK</th>
<th>SCAFFOLDS</th>
<th>BRANCHES</th>
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<tbody>
<tr>
<td>Poor taper</td>
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<td>Bow, sweep</td>
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<td>Codominants/forks</td>
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<td>Multiple attachments</td>
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<td>Included bark</td>
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<td>Excessive end weight</td>
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<td>Cracks/splits</td>
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<td>Hangers</td>
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<td>Girdling</td>
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<td>Wounds/seam</td>
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<td>Decay</td>
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<td>Cavity</td>
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<td>Conks/mushrooms/bracket</td>
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<td>Bleeding/sap flow</td>
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<td>Loose/cracked bark</td>
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<td>Nesting hole/bee hive</td>
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<td>Deadwood/stubs</td>
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<td>Borers/termites/ants</td>
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<td>Cankers/galls/burls</td>
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<tr>
<td>Previous failure</td>
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</tbody>
</table>

HAZARD RATING

Tree part most likely to fail: TRUNK

Inspection period: _______ annual _______ biannual _______ other _______ Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Failure Potential + Size of Part + Target Rating = Hazard Rating

4 + 4 + 4 = 12 Failure size: 1 - <6” (15 cm); 2 - 6-18” (15-45 cm); 3 - 18-30” (45-75 cm); 4 - >30” (75 cm)

Target rating: 1 - occasional use; 2 intermittent use; 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☑ remove defective part ☑ reduce end weight ☑ crown clean ☑ thin ☑ raise canopy ☑ crown reduce ☑ restructure ☑ shape

Cable/Brace: __________ Inspect further: ☑ root crown ☑ decay ☑ aerial ☑ monitor

Remove tree: ☑ Y N Replace? ☑ Y ☑ N Move target: Y ☑ N Other: __________

Effect on adjacent trees: ☑ none ☑ evaluate

Notification: ☑ owner ☑ manager ☑ governing agency Date: __________

COMMENTS

Tree is almost completely dead. Heart rot disease, Decay/Root decay is in entire tree. High Risk recommend removal & replace.
Site/Address: 58 Sunset Dr.

Map/Location:

Owner: public  ✔ private  □ unknown  □ other

Date: 2/17/23  Inspector: Kyle SEARS

Date of last inspection:

**TREE CHARACTERISTICS**

Tree #: 3696  Species: Norway Spruce  (High tree risk)

DBH: 40"  # of trunks: 1  Height: 70'  Spread: 30'

Form:  ✔ generally symmetric  □ minor asymmetry  □ major asymmetry  □ stump sprout  □ staghedged

Crown class:  □ dominant  □ co-dominant  □ intermediate  ✔ suppressed

Live crown rating: 90%  Age class:  □ young  □ semi-mature  ✔ mature  □ overmature/senescent

Pruning history:  □ crown cleared  ✔ excessively thinned  □ topped  □ crown raised  □ pollarded  □ crown reduced  □ flush cuts  □ callus/graced  □ none  ✔ multiple pruning events  Approx. dates:

Special Value:  □ specimen  □ heritage/historic  □ wildlife  □ unusual  ✔ street tree  □ touch  □ shade  □ Indigenous  □ protected by gov. agency

**TREE HEALTH**

Foliation color:  □ normal  □ chlorotic  □ necrotic  Epidemics?  ✔  ✔ Growth restrictions:

Foliation density:  □ normal  ✔ sparse  Leaf size:  ✔ normal  □ small  □ small

Annual shoot growth:  □ excellent  ✔ average  □ poor  Twig dieback?  ✔  ✔

Woundwood development:  □ excellent  ✔ average  □ poor  □ none  □ other

Viger class:  □ excellent  ✔ average  □ fair  □ poor

Major pests/diseases:

**SITE CONDITIONS**

Site Character:  ✔ residential  □ commercial  □ industrial  □ park  □ open space  □ natural  □ woodlands/forest

Landspace type:  □ parkway  □ raised bed  □ container  □ mound  □ lawn  □ shrub border  □ wind break

Irrigation:  □ none  □ adequate  □ inadequate  □ excessive  □ trunk wetted

Recent site disturbance?  ✔  ✔  ✔ construction  □ soil disturbance  □ grade change  □ tree clearing  □ site clearing

% dripline paved:  0%  10-25%  25-50%  50-75%  75-100%  Pavement tilted?  ✔  ✔

% dripline w/ filler soil:  0%  10-25%  25-50%  50-75%  75-100%

% dripline grade lowered:  0%  10-25%  25-50%  50-75%  75-100%

Soil problems:  □ drainage  □ shallow  □ compacted  □ droughty  □ saline  □ alkaline  □ acidic  □ small volume  □ disease center  □ history of fall

Obstructions:  □ lights  □ signage  □ line-of-sight  □ view  □ overhead lines  □ underground utilities  □ traffic  □ adjacent veg.

Exposure to wind:  ✔ single tree  □ below canopy  □ above canopy  □ recently exposed  □ windward, canopy edge  □ area prone to windthrow

Prevailing wind direction:  □ west  □ east  □ south  □ north  Occurrence of snow/ice storms:  □ never  ✔ seldom  □ regularly

**TARGET**

Use Under Tree:  ✔ building  ✔ parking  ✔ traffic  ✔ pedestrian  □ recreation  □ landscape  □ hardscape  □ small features  □ utility lines

Can target be moved?  ✔  ✔  ✔ Can use be restricted?  ✔  ✔

Occupancy:  □ occasional use  □ intermittent use  □ frequent use  ✔ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
**TREE DEFECTS**

**ROOT DEFECTS:**
- Suspect root rot: Y □ N □
- Mushroom/EA/bracket present: Y N □
- Exposed roots: □ severe □ moderate □ low Undetermined: □ severe □ moderate □ low
- Root pruned: ______ distance from trunk Root area affected: ______ % Buttress wounded: Y N When: ______
- Restricted root area: □ severe □ moderate □ low Potential for root failure: □ severe □ moderate □ low
- Lean: ______ deg. from vertical □ natural □ unnatural □ self-corrected Soil heaving: Y N
- Decay in plane of lean: Y □ N Roots broken Y □ N Soil cracking: Y □ N
- Compounding factors: ______ Loan severity: □ severe □ moderate □ low

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (S = severe, m = moderate, l = low)

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</table>

**HAZARD RATING**
- Tree part most likely to fail: Trunk
- Failure Potential + Size of Part + Target Rating = Hazard Rating

\[
3 + 4 + 4 = 11
\]

**HAZARD ABATEMENT**
- Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape
- Cable/brass: □ inspect further □ root crown □ decay □ serial □ monitor
- Remove tree: Y □ N Replace? Y □ N Move target: Y □ N Other: ______
- Effect on adjacent trees: □ none □ evaluate
- Notification: □ owner □ manager □ governing agency Date: ______

**COMMENTS**

Tree risk is high due to a sail top. The majority of scaffolds and branches are in top 1/3 of tree, which well exceeds adjacent building roof line, Totally exposed to winds. Recommend removing tree and replacing.
PREVIOUS SCAFFOLD AND BRANCH REMOVAL
TOP PORTION OF TREE (DENSE) TOTALLY EXPOSED TO WINDS
COMMUNICATIONS
May 26, 2023

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

RE: Retirement of Police Officer James Tumbiolo

Dear Board Members:

I received notice from Officer James Tumbiolo that he is retiring from the Brighton Police Department, which will be effective June 30, 2023. He has served with distinction at the Brighton Police Department since May 3, 2003.

During the course of his career, Officer Tumbiolo made significant contributions to the police department and to the community. His law enforcement career began with the Seneca County Sheriff’s Department serving as a police officer from 1998 to 2003 when he joined the Brighton Police Department.

It is with regret that I recommend the acceptance of Officer Tumbiolo’s retirement from the Brighton Police Department, effective June 30, 2023. I know that we all wish Jim and his family success and happiness in his retirement.

Respectfully,

David Catholdi
Chief of Police

CDC:jp

c: Tricia Van Putte, Director of Personnel
   Daniel Aman, Town Clerk
   Paula Parker, Director of Finance
June 2, 2023

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

RE: Retirement of Linda DeJohn

Dear Board Members:

I received notice from Linda DeJohn that she is retiring from the Brighton Police Department, effective June 14, 2023.

Linda has been a Clerk III with the Brighton Police Department since December 12, 2016 and previously worked as a part-time records clerk June 27, 2011 – April 19, 2013.

I know that we all wish Linda success and happiness in her retirement and future endeavors.

Respectfully,

[Signature]

David Catholdi
Chief of Police

Attachment

c: Tricia Van Putte, Director of Personnel
   Daniel Aman, Town Clerk
   Earl Johnson, Director of Finance
May 31, 2023

Supervisor William W. Moehle
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Supervisor Moehle:

Enclosed please find the December 31, 2022 Report of Bonadio & Co, LLP for Brighton Fire District.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Signature]

Ted Aroesty
District Director/Treasurer
Brighton Fire District

TA/mjf
Enclosure

Hand Delivered
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December 31, 2022

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INDEPENDENT AUDITOR’S REPORT

May 19, 2023

To the Board of Fire Commissioners of the
Brighton Fire District:

Report on the Audit of the Financial Statements

Opinions
We have audited the accompanying financial statements of the Brighton Fire District (the District), which comprise the balance sheet - general fund and non-current governmental assets account group as of December 31, 2022, and the related statement of revenues, expenditures and changes in fund balance - general fund, and the related notes to the financial statements.

Unmodified Opinion on Regulatory Basis of Accounting
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the general fund and non-current governmental assets account group of the District as of December 31, 2022, and the respective changes in financial position, for the year then ended in accordance with the financial reporting provisions of the regulatory basis of accounting described in Note 1.

Adverse Opinion on U.S. Generally Accepted Accounting Principles
In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles section of our report, the accompanying financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the general fund and the non-current governmental assets account group of the District as of December 31, 2022, or the changes in net position thereof for the year then ended.

Basis For Opinions
We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.
Basis For Adverse Opinions on U.S. Generally Accepted Accounting Principles

As described in Note 1 of the financial statements, the financial statements are prepared by the District on the basis of the financial reporting provisions of the New York State Office of the State Comptroller, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the New York State Office of the State Comptroller. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Change in Accounting Principle

As discussed in Note 9 to the financial statements, in 2022 the District adopted new accounting guidance, GASB Statement No. 87, Leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management For the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the New York State Office of the State Comptroller. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibilities For the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:
- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error, and design and perform audit procedures responsible to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions, or events, considered in the aggregate, that raise substantial doubt about the District’s ability to continue as a going concern for a reasonable period of time.
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated May 19, 2023 on our consideration of the District’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District’s internal control over financial reporting and compliance.
## BRIGHTON FIRE DISTRICT

**Balance Sheet - General Fund and Non-Current Governmental Assets Account Group - Regulatory Basis**

**December 31, 2022**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General Fund</th>
<th>Non-Current Governmental Assets</th>
<th>(Memorandum Only) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$127,711</td>
<td>$</td>
<td>$127,711</td>
</tr>
<tr>
<td>Cash, capital reserves</td>
<td>2,126</td>
<td>-</td>
<td>2,126</td>
</tr>
<tr>
<td>Investments</td>
<td>3,355,599</td>
<td>-</td>
<td>3,355,599</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>6,906</td>
<td>-</td>
<td>6,906</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>3,492,342</td>
<td>-</td>
<td>3,492,342</td>
</tr>
<tr>
<td><strong>OTHER ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service award program assets</td>
<td>2,209,462</td>
<td>-</td>
<td>2,209,462</td>
</tr>
<tr>
<td><strong>Total other assets</strong></td>
<td>2,209,462</td>
<td>-</td>
<td>2,209,462</td>
</tr>
<tr>
<td><strong>FIXED ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>13,448,318</td>
<td>13,448,318</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>$5,701,804</td>
<td>$13,448,318</td>
<td>$19,150,122</td>
</tr>
</tbody>
</table>

| LIABILITIES AND FUND BALANCE | | |
| LIABILITIES: | | |
| Accounts payable and accrued liabilities | $33,263 | $ | $33,263 |
| Bunker deposits | 250 | - | 250 |
| Payroll liabilities | 45,229 | - | 45,229 |
| **Total current liabilities** | 78,742 | - | 78,742 |
| **Total liabilities** | 78,742 | - | 78,742 |

**FUND BALANCE / ACCOUNT GROUP:**

| | | |
| Total non-current governmental assets | - | 13,448,318 | 13,448,318 |
| Restricted | 4,629,649 | - | 4,629,649 |
| Assigned | 100,000 | - | 100,000 |
| Unassigned | 893,413 | - | 893,413 |
| **Total fund balance / account group** | 5,623,062 | 13,448,318 | 19,071,380 |

**Total liabilities and fund balance / account group**

| | | |
| $5,701,804 | $13,448,318 | $19,150,122 |

The accompanying notes are an integral part of these statements.
## BRIGHTON FIRE DISTRICT

**Statement of Revenues, Expenditures, and Changes in Fund Balance - General Fund - Regulatory Basis**

**For the Year Ended December 31, 2022**

### REVENUES:
- Real property taxes and tax items  $7,305,922
- Interest and earnings (288,056)
- Other payments in lieu of taxes 3,052
- Sale of property 345,500
- Miscellaneous local sources 143,428
- State aid 2,400

**Total revenues** 7,512,246

### EXPENDITURES:
- Fire, personnel service 3,606,209
- Fire, contractual expenditures 722,048
- Fire, equipment and capital outlay 304,128
- Hospital and medical insurance 873,172
- Police and fire retirement 753,448
- Social security 268,604
- Workers’ compensation and VFBL 144,395
- State retirement system 52,292
- LOSAP contribution 191
- Other employee benefits 20,000
- Life insurance 6,657
- Debt service -
  - Principal 3,589
  - Interest 191

**Total expenditures** 6,905,633

### CHANGE IN FUND BALANCE

606,613

### FUND BALANCE - beginning of year 5,016,449

### FUND BALANCE - end of year $5,623,062

The accompanying notes are an integral part of these statements.
1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Background
The Brighton Fire District (the District) provides fire protection and rescue services for certain portions of the Towns of Brighton and Pittsford, New York. The Towns collect fire tax funds through the assessment of real estate taxes and pass them on to the District. The Board of Fire Commissioners (the Board) governs the District.

Financial Reporting Entity
The District has elected to prepare its financial statements on the regulatory basis of accounting prescribed by the New York State Office of the State Comptroller for annual reports to that office using the Uniform System of Accounts for Fire Districts. This regulatory basis of accounting is another comprehensive basis which varies from accounting principles generally accepted in the United States of America (GAAP) for governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The regulatory basis established by the New York State Office of the State Comptroller uses the modified accrual basis of accounting for governmental funds and fiduciary funds; accrual basis accounting is used for the account groups. This basis differs from GAAP primarily in that the following are not presented:

- Management’s Discussion and Analysis and compliance with the other reporting requirements included in the financial reporting model defined by the Government Accounting Standards Board (“GASB”) Statement No. 34.

- A government-wide presentation prepared on the full accrual basis of accounting including governmental activities.

- Recording of depreciation expense.

- All governmental activities and functions performed for the District are its direct responsibility. No other governmental organizations have been included or excluded from the reporting entity.

The financial reporting entity consists of (1) The primary government which is the District, (2) Organizations for which the primary government is financially accountable, and (3) Other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete. The decision to include a potential component unit in the District’s reporting entity is based on several criteria including legal standing, fiscal dependency, and financial accountability. Based on the application of these criteria, there are no component units within the District.
BRIGHTON FIRE DISTRICT

Notes to Basic Financial Statements
December 31, 2022

Basic Financial Statements
The accounts of the District are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for within a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The various funds are summarized by type in the financial statements.

Governmental Funds are those through which most governmental functions are financed. The acquisition, use and balances of expendable financial resources, and the related liabilities are accounted for through Governmental Funds. The measurement focus of the Governmental Funds is based upon determination of financial position and changes in financial position. The following is the District’s Governmental Fund:

- General Fund - Principal operating fund which includes all operations not required to be recorded in other funds.

Non-Current Governmental Assets Account Group - The Non-Current Governmental Assets Account Group is used to account for capital assets. This fund is custodial in nature and does not involve measurement of results of operation. Accordingly, it is only presented on the statement of assets, liabilities and fund balance - regulatory basis and is omitted from change in fund balance.

Basis of Accounting
Basis of accounting refers to when revenues and expenditures and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus. Measurement focus is the determination of what is measured, i.e. expenditures or expenses.

Financial Statement Presentation
Total columns on the Balance Sheet - General Fund and Non-Current Governmental Asset Account Group - Regulatory Basis are captioned “Memorandum Only” to indicate that they are presented only to facilitate financial analysis. Data in those columns do not represent financial position in conformity with accounting principles generally accepted in the United States of America. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Property Taxes
Real property taxes are levied annually on January 1. Taxes are collected during the period January 1 through March 31. Taxes for the District are levied together with taxes for Town purposes on a single bill. The District received the full amount collected on the combined bills.

Cash
The District’s cash consists of interest and non-interest bearing accounts held by financial institutions.
Fixed Assets
Fixed assets purchased for general governmental purposes are recorded as expenditures in the governmental funds and are capitalized at cost (or estimated historical costs for assets purchased prior to 1980) in the Non-current Governmental Assets Account Group. Contributed fixed assets are recorded at fair market value at the date received. Fixed assets also include lease assets with a term greater than one year.

Fixed asset acquisitions are expended by the District when incurred. No depreciation has been provided on general fixed assets, nor has interest on general fixed assets construction in progress been capitalized.

Fixed assets acquired above $10,000 are capitalized for purposes of an addition to the non-current governmental asset account group.

Equity Classifications
Fund balance is reported in a manner that makes the nature and extent of the constraints placed on a government’s fund balances more transparent. The following classifications describe the relative strength of the spending constraints:

a. Nonspendable Fund Balance
These are amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact. The District does not have nonspendable fund balance at year-end.

b. Restricted Fund Balance
These are amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments. Amounts are restricted for the following purposes:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire house</td>
<td>$477,772</td>
</tr>
<tr>
<td>Fire equipment</td>
<td>1,943,135</td>
</tr>
<tr>
<td>Service Awards Program</td>
<td>2,208,742</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,629,649</strong></td>
</tr>
</tbody>
</table>

c. Committed Fund Balance
These are amounts that can be used only for specific purposes determined by a formal action of the Board prior to year-end. The Board is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through resolutions approved by the Board. The District does not have committed fund balance at year-end.

d. Assigned Fund Balance
These are amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Assignments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board. The District had $100,000 of assigned fund balance at year-end.
e. **Unassigned Fund Balance**

These are all other spendable amounts.

If both restricted and unrestricted fund balance are available for use, it is the District’s policy to spend restricted fund balance first and then unrestricted fund balance. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, amounts are considered spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board has provided otherwise in its commitment or assignment actions.

**Use of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

2. **STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**Budgetary Policies**

The Board is required annually to adopt a Fire District budget setting detailed estimates of the amount of revenues to be received and expenditures to be made during the year for which the budget is proposed (Town Law, 181(1)). Pursuant to Section 176(18) of the Town Law, Fire Districts annually calculate the District’s statutory spending limitation to ensure that the District does not exceed the maximum amount which may be expended by the District without voter approval.

The Board must adopt a proposed budget and, subject to certain public hearing requirements, hold a public hearing on the proposed budget on the third Tuesday in October. The proposed budget must be adopted by resolution of the Board of Fire Commissioners at least five days before the date of the public hearing. In addition, the Board must prepare an estimate and breakdown of the District’s fund balance. The Board should establish a timetable to ensure the timely preparation of these documents. After the public hearing, the Board must file or submit the District’s budget and fund balance statement to the budget officer of each town in which the District is located no later than the third day after adoption of the annual budget.

Neither the Town Budget Officer nor the Town Board may make changes to the District’s budget. The Budget Officer is required to attach it, as is, to the annual town budget. The District’s budget, as attached to the annual town budget, will then be sent to the County.
3. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS

Policies
The District investment policies are governed by State statutes. Monies must be deposited in Federal Deposit Insurance Corporation (FDIC)-insured commercial banks or trust companies located within and authorized to do business in New York State. The Treasurer is authorized to use demand deposits and certificates of deposit. Permissible investments include obligations of the United States or of federal agencies whose principal and interest payments are fully guaranteed by the federal government, or of New York State or in general obligations of the State’s political subdivisions.

Collateral is required for deposits and certificates of deposit not covered by FDIC insurance. Obligations that may be pledged as collateral are those identified in New York State General Municipal Law, Section 10 and outlined in the New York State Comptroller’s Financial Management Guide.

Custodial credit risk is the risk that, in the event of a failure of a depository financial institution, the reporting entity may not recover its deposits. At December 31, 2022, the District was exposed to custodial credit risk since its deposits were not entirely covered by federal depository insurance. The District secured collateral sufficient to cover the amount of deposits in excess of federal depository insurance coverage.

<table>
<thead>
<tr>
<th></th>
<th>Bank Balance</th>
<th>Carrying Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary government</td>
<td>$ 298,984</td>
<td>$ 129,837</td>
</tr>
<tr>
<td>Covered by FDIC insurance</td>
<td>$ 252,305</td>
<td></td>
</tr>
<tr>
<td>Collateralized by bank</td>
<td>$ 47,670</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 299,975</td>
<td></td>
</tr>
<tr>
<td>Restricted cash (governmental)</td>
<td>$ 2,126</td>
<td></td>
</tr>
</tbody>
</table>

The New York MuniTrust is a short-term highly liquid investment pool designed specifically for the public sector. It provides the opportunity to invest funds on a cooperative basis in short-term investments that are carefully selected to seek as high a level of current income as is consistent with the preservation of capital and the maintenance of liquidity.

The District participates in the New York MuniTrust Empire Fund. The fund’s short-term fixed income investments are permissible under the New York State General Municipal Law (GML) and provide the ability to invest operating cash in a diversified portfolio of short duration fixed-income securities.

NY MuniTrust is rated by S&P Global Ratings. The current rating is 'AAAm'. All investments are stated at amortized cost, which in most cases approximates the market value of the securities due to the short-term nature of the investments.
Repurchase Agreements in the NY MuniTrust Empire Fund Portfolio Holdings, as of 12/31/2022, are collateralized at 102% of the market value of the security.

NY MuniTrust - Empire Portfolio Holdings as of December 31, 2022:

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance (As Restated)</th>
<th>Additions</th>
<th>Deletions</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>0.01%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repurchase Agreement</td>
<td>47.28%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Treasury</td>
<td>35.30%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Treasury Bills</td>
<td>17.41%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NY MuniTrust - Empire Investment balance as of December 31, 2022: $26,087,220

District’s Investment balance as of December 31, 2022: $3,355,599

4. NON-CURRENT GOVERNMENTAL ASSET ACCOUNT GROUP

A summary of changes in the non-current governmental asset account group for the year ended December 31, 2022 is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Beginning Balance (As Restated)</th>
<th>Additions</th>
<th>Deletions</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital assets:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>$563,434</td>
<td></td>
<td></td>
<td>$563,434</td>
</tr>
<tr>
<td>Buildings</td>
<td>7,333,553</td>
<td>100,195</td>
<td>20,000</td>
<td>7,413,748</td>
</tr>
<tr>
<td>Machinery &amp; equipment</td>
<td>6,715,175</td>
<td>138,852</td>
<td>1,395,091</td>
<td>5,458,936</td>
</tr>
<tr>
<td>Total capital assets</td>
<td>14,612,162</td>
<td>239,047</td>
<td>1,415,091</td>
<td>13,436,118</td>
</tr>
</tbody>
</table>

| Leased right-to-use assets:|                                 |           |           |                |
| Equipment                  | 12,200                          |           |           | 12,200         |
| Total leased right-to-use assets | 12,200                        |           |           | 12,200         |

Total non-current governmental assets $14,624,362 $239,047 $1,415,091 $13,448,318

5. CONCENTRATIONS

The District has a five-year agreement with its professional firefighters’ union that ends December 31, 2023. The union represents 30.5% of the District’s career workforce.
6. **PENSION PLANS**

**Plan Description**
The District participates in the New York State and Local Employees’ Retirement System (ERS), the New York State and Local Police and Fire Retirement System (PFRS)(collectively, the Systems). These are cost-sharing multiple-employer, public employee retirement systems. The Systems provide retirement benefits as well as death and disability benefits. Obligations of employers and employees to contribute and benefits to employees are governed by the New York State Retirement and Social Security Law (NYSRSSL). As set forth in the NYSRSSL, the Comptroller of the State of New York (Comptroller) serves as sole trustee and administrative head of the Systems. The Comptroller shall adopt and may amend rules and regulations for the administration and transaction of the business of the Systems and for the custody and control of their funds. The Systems issue a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the New York State and Local Retirement Systems, 110 State Street, Albany, NY 12244.

**Funding Policies**
Membership, benefits, and employer and employee obligations to contribute are described in the NYSRSSL using the tier concept. Pension legislation established tier membership by the date a member last joined the Retirement System. They are as follows:

**ERS**
- Tier 1 - Those persons who last became members before July 1, 1973.
- Tier 2 - Those persons who last became members on or after July 1, 1973, but before July 27, 1976.
- Tier 3 - Those persons who last became members on or after July 27, 1976, but before January 1, 2010, and all others who last became members on or after July 27, 1976, but before September 1, 1983.
- Tier 4 - Those persons who last became members on or after September 1, 1983, but before January 1, 2010.
- Tier 5 - Those persons who last became members on or after January 1, 2010, but before April 1, 2012.
- Tier 6 - Those persons who first became members on or after April 1, 2012.

**PFRS**
- Tier 1 - Those persons who last became members before July 31, 1973.
- Tier 2 - Those persons who last became members on or after July 31, 1973, but before July 1, 2009.
- Tier 3 - Those persons who last became members on or after July 1, 2009, but before January 9, 2010.
- Tier 4 - Not Applicable.
- Tier 5 - Those persons who last became members on or after January 9, 2010, but before April 1, 2012, or who were previously PFRS Tier 3 members who elected to become Tier 5.
- Tier 6 - Those persons who first became members on or after April 1, 2012.
Contributions
The System is noncontributory except for employees who joined the New York State and Local Employees’ Retirement System (ERS) after July 27, 1976, who contribute 3 percent of their salary for the first ten years of membership, and employees who joined on or after January 1, 2010 (ERS) or January 9, 2010 (PFRS) for Tier 5 members who generally contribute 3 percent of their salary for their entire length of service. For Tier 6 members, the contribution rate varies from 3 percent to 6 percent depending on salary. Generally, Tier 5 and 6 members are required to contribute for all years of service. Under the authority of the NYSRSSL, the Comptroller annually certifies the actuarially determined rates expressly used in computing the employers’ contributions based on salaries paid during the Systems’ fiscal year ending March 31. Contributions for the current year and two preceding years were equal to 100 percent of the contributions required, and were as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>PFRS</th>
<th>ERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>$753,448</td>
<td>$52,292</td>
</tr>
<tr>
<td>2021</td>
<td>$707,599</td>
<td>$71,252</td>
</tr>
<tr>
<td>2020</td>
<td>$600,379</td>
<td>$66,100</td>
</tr>
</tbody>
</table>

Deferred Compensation Plan
The District offers a Deferred Compensation Plan (The Plan) to all employees of the District. The Plan is a defined contribution plan that allows for voluntary employee contributions into an asset pool that are held in trust by Great-West Trust Company LLC. Contributions to the Plan are limited to regulations set by the Internal Revenue Service and distributions are made when the participant makes a distribution request, withdraws amounts to pay limited premiums for health and/or long-term care insurance, elects for a voluntary withdrawal, or is a result of an unforeseeable emergency or as required when the participant attains the age 70 ½. Empower Retirement serves as the administrator of the Plan and the Deferred Compensation Committee of the District has the authority to approve plan amendments. These assets are not reported on the District’s financial statements.

The District has instituted an IRC 401(a) plan to provide for employer funded deferred compensation to an employee.

Brighton Fire District Length of Service Award Program (LOSAP)
The District’s financial statements are for the year ended December 31, 2022. The information contained in this note is based on information for the plan year ending on December 31, 2022, which is the most recent information available.

The District established a defined benefit Service Award Program (referred to as a “LOSAP” – length of service award program – under Section 457(e)(11) – of the Internal Revenue Code) for the active volunteer firefighters of the Brighton Fire Department. The program took effect January 1, 2005. The program was established pursuant to Article 11-A of the General Municipal Law. The program provides municipally funded pension-like benefits to facilitate the recruitment and retention of active volunteer firefighters. The District is the sponsor of the program.
Notes to Basic Financial Statements
December 31, 2022

Participation, Vesting and Service Credit
Active volunteer firefighters who have reached the age of 18 and who have earned one (1) year of firefighting service are eligible to participate in the program. Participants acquire a nonforfeitable right to a service award after being credited with five (5) years of firefighting service. The program’s entitlement age is age 55. In general, an active volunteer firefighter is credited with a year of firefighting service for each calendar year after the establishment of the program in which he or she accumulates 50 points. Points are granted for the performance of certain activities in accordance with a system established by the Fire District on the basis of a statutory list of activities and point values.

Benefits
A participant’s benefit under the program is a monthly payment for life, guaranteed for 10 years, equal to $20 multiplied by the participant’s number of years of firefighting service. Participants that earn years of firefighting service after the entitlement age have their monthly service award increased effective the January 1 after the year in which the service was earned. The number of years of firefighting service used to compute the benefit cannot exceed 40. Except in the case of disability or death, benefits are payable when a participant reaches entitlement age. The program provides statutorily mandated death and disability benefits.

Investment and Control
A year of firefighting service (or service credit) is determined by the Board of Fire Commissioners, based on information certified to the Board by the Fire Department. The Fire Department must maintain all required records on forms prescribed by the Board.

As of November 1, 2022, the Board of Fire Commissioners has retained and designated Firefly Admin Inc. as third-party administrator to assist the Board to carry out the Board’s duties as administrator of the program. Additionally, Firefly Admin Inc. provides actuarial services for the program, including calculating the annual contributions to the Trust Fund. The specific functions performed by Firefly Admin Inc. are designated in an engagement letter signed between Firefly Admin Inc. and the Board. Firefly Admin Inc. presents invoices for its services to the Board, and the Board approves payment of such invoices from the general fund in the same manner as other vendor invoices. Prior to November 1, 2022, the Board retained Penflex Actuarial Services to serve as third-party administrator and actuary.

When benefits become due, Firefly Admin Inc. determines the amounts payable to the individual(s) and notifies the Board in writing with authorization instructions to initiate payment(s). Disbursements of benefits to participants are processed by Exeter Trust Company.

Program assets are required to be held in trust by the General Municipal Law, for the exclusive purpose of providing benefits to participants and their beneficiaries or for the purpose of defraying the reasonable expenses of the operation and administration of the program. The Board adopted a Trust Document, which names the Commissioners as Trustees and stipulates that all accumulated program assets are assets of the Fire District, reserved for the exclusive purpose of the program and subject to the creditors of the Fire District in case the Fire District was to become insolvent.
Authority to invest program assets is vested in the Trustee (i.e., the Board of Fire Commissioners). Program assets are invested in accordance with a statutory “prudent person” rule and an Investment Policy adopted by the Board. The assets are held by Exeter Trust Company.

The Board is required to retain an actuary to determine the amount of the Fire District’s contributions to the plan. The actuarial firm retained by the sponsor for this purpose is Firefly Admin Inc. Portions of the following information are derived from the January 1, 2023 Annual Report prepared by the actuary.

**Assets and Liabilities**

Actuarial Present Value of Accrued Service Awards as of 1/1/2023 $ 2,688,319

Less: Assets Available for Benefits

Cash and cash equivalents 54,090
Fixed income 1,330,113
Equities 796,281
Alternative investments 28,978
Benefits payable (720)

Total Net Assets Available for Benefits $ 2,208,742

Total Unfunded Benefits $ 479,577

Less: Separately Amortized Unfunded Liability Costs $ 479,577

Unfunded Normal Benefits $ -

**Separately Amortized Unfunded Liability**
The unfunded liability as of January 1, 2023 has been amortized over 20 years at the valuation assumed rate of return of 5.25%.

**Receipts and Disbursements**

Plan Net Assets - Beginning $ 2,606,401

Changes during the year:

Contributions $ 139,972
Gain (loss) in market value (409,339)
Interest and dividends 53,555
Investment expenses (25,835)
Benefits paid (150,900)
Administrative fees (4,632)
Change in benefit adjustment (480)
Net change (397,659)

Plan Net Assets - Ending $ 2,208,742
BRIGHTON FIRE DISTRICT

Notes to Basic Financial Statements
December 31, 2022

Contributions

Amount of sponsor’s contribution recommended by actuary $139,972
Amount of sponsor’s actual contribution $139,972

Administrative Fees

Fees paid to previous third-party administrator $2,829
Fees paid for investment management $25,835
Fees paid for investment admin $1,803

Other investment-related fees - Mutual funds have internal expenses charged for operating the fund. These expenses are paid from the mutual fund and are reflected in the fund earnings. These fees are disclosed in the mutual fund prospectus.

Normal Costs

The actuarial valuation methodology used by the actuary to determine the 2022 recommended contribution was the Attained Age Normal Cost Method.

The assumptions used by the actuary to determine the actuarial present value of benefits as of January 1, 2023 are as follows:

Assumed rate of return on investment 5.25%
Post entitlement age mortality: RP-2014 Healthy Annuitant Male/Female with no projection
Pre entitlement age mortality: None
Pre entitlement age withdrawal: None
Pre entitlement age disability: None

7. POST-EMPLOYMENT BENEFITS

The District provides payment of 100% of the premium for individual medical insurance to both union and non-union non-volunteer retirees. Expenses are paid by the District and included in quarterly health insurance premiums. Expenses paid for post-employment benefits totaled $185,529 for the year ended December 31, 2022.

8. WORKERS’ COMPENSATION AND VFBL

The District insurance for workers’ compensation is the New York State Insurance Fund. The Volunteer Firefighters’ Benefits Law (VFBL) insurance package is with FDM Preferred Insurance Company. Premiums paid for workers comp and VFBL totaled $144,395 for the year ended December 31, 2022.
9. PRIOR PERIOD ADJUSTMENT

Change in Accounting Principle
During the year ended December 31, 2022, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases. GASB Statement No. 87 enhances the relevance and consistency of information of the District’s leasing activities. It establishes requirements for lease accounting based on the principle that leases are financings of the right to use an underlying asset. A lessee is required to recognize a right-to-use lease asset. As a result, the District’s beginning fund balance of the non-current governmental assets account group was restated, as shown below.

<table>
<thead>
<tr>
<th>Non-Current Governmental Assets Account Group</th>
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</thead>
<tbody>
<tr>
<td>Beginning fund balance, as previously reported</td>
</tr>
<tr>
<td>Restatement of beginning balance for -</td>
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<tr>
<td>Change in accounting principle - GASB 87</td>
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<tr>
<td>Beginning fund balance, as restated</td>
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</table>
INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

May 19, 2023

To the Board of Fire Commissioners of the
Brighton Fire District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements - regulatory basis of Brighton Fire District (the District) as of and for the year ended December 31, 2022 and the related notes to the financial statements, which collectively comprise the District’s basic financial statements, and have issued our report thereon dated May 19, 2023. The report on the District’s financial statements – regulatory basis noted that the financial statements – regulatory basis were presented in conformity with the financial reporting provisions of the New York State Office of the State Comptroller, which differs from accounting principles generally accepted in the United States as described in Note 1. We issued an adverse opinion on the financial statements in accordance with generally accepted accounting principles as required by the regulatory basis of accounting. Our opinion on the regulatory basis of accounting was unmodified.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District’s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters
As part of obtaining reasonable assurance about whether the District’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of This Report
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
The Association of Towns of the State of New York

This certifies that the Town of Brighton

is entitled to all rights and privileges as a Member of this Association for the year ending December 31st, 2023.

Dennis Powers
President

Gerry Geist
Executive Director
NEW BUSINESS
CLAIMS FOR APPROVAL AT TOWN BOARD MEETING

June 14, 2023

THAT THE CLAIMS NUMBERED 2363 THROUGH 2643 AS SUMMARIZED BELOW HAVING BEEN APPROVED BY THE RESPECTIVE DEPARTMENT HEADS AND AUDITED BY THE CHAIR OF THE FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE ARE HEREBY APPROVED FOR PAYMENT.

A - GENERAL
262,893.98

CM - COMMUNITY FUND
550.00

D - HIGHWAY
233,174.27

H - CAPITAL
260,121.63

L - LIBRARY
5,411.73

SA - AMBULANCE DIST
85.57

SL - LIGHTING DIST
25,950.98

SR-REFUSE DISTRICT
103,204.40

SS - SEWER DISTRICT
33,739.92

TOTAL:
$925,132.48

UPON ROLL CALL MOTION CARRIED

APPROVED BY:

SUPERVISOR
William W. Moehle

COUNCIL MEMBER
Jason DiPonzio

COUNCIL MEMBER
Christopher Werner

COUNCIL MEMBER
Robin Wilt

COUNCIL MEMBER
Christine Corrado

TO THE SUPERVISOR:

I CERTIFY THAT THE VOUCHERS LISTED ABOVE WERE AUDITED BY THE CHAIR OF THE FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE AND APPROVED BY THE TOWN BOARD ON THE ABOVE DATE AND ALLOWED IN THE AMOUNTS SHOWN. YOU ARE HEREBY AUTHORIZED AND DIRECTED TO PAY TO EACH OF THE CLAIMANTS THE AMOUNT OPPOSITE HIS NAME.

June 14, 2023 DATE

TOWN CLERK
Daniel Aman
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<tr>
<th>CLAIM #</th>
<th>VENDOR NUMBER</th>
<th>VENDOR NAME</th>
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<td>1296</td>
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<td>1976</td>
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**Total**:

ADVANCED PROPERTY CONTRACTORS, LLC Total $17,365.00

ALLIED SPRING & SUSPENSION Total $4,588.29

AMAZON.COM, INC. Total $1,040.61

ARC OF MONROE COUNTY, THE Total $139.60

ATLANTIC TESTING LABORATORIES, LIMITED Total $4,359.50

BENTLEY BROS., INC. Total $50,086.20

BOB JOHNSON CHEVROLET WEST Total $85.13

BOLAÑOS LOWE, PLLC Total $1,080.00

BRAMAN AMERICAN LEGION POST #1229 Total $150.00

BRIDGE TOWER OPCO, LLC Total $44.06

BRISTOL'S GARDEN CENTER Total $585.00

BUILDING INNOVATION GROUP, INC Total $194,153.40

C.P. WARD, INC. Total $11,598.85

CASCO SECURITY SYSTEMS, INC Total $299.40

CASTLE HI-TECH CHEMICAL Total $1,335.95
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## TOWN OF BRIGHTON CLAIMS ABSTRACT FOR 6/14/2023

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At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLIE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated June 5, 2023 from Facilities Manager Gary Donofrio regarding a request to amend the Non-Represented Employee Salary and Wage Schedule and the Authorized Table of Organization in the Facilities Department to reflect the creation of a Maintenance Mechanic II position, abolish the Laborer position, and add one Cleaner position, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the amendment of the Non-Represented Employee Salary and Wage Schedule and the Authorized Table of Organization in the Facilities Department to reflect the creation of a Maintenance Mechanic II position, abolish the Laborer position, and add one Cleaner position.

Dated: June 14, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
June 5, 2022

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

Re: Create one new title; abolish one title; amend the Non-Represented Employee Salary and Wage Schedule; amend the Authorized Table of Organization in the Facilities Department

Dear Honorable Members:

I am requesting that your Honorable Body authorize the following actions:

a. Please amend the Town Organization Chart to add interim basis position of Maintenance Mechanic II (MMII) until Monroe County Civil Service approves title.
b. Abolish the title of Laborer for the Facilities Dept
c. Amend the table of organization for the Facilities Department to include the new title of MM II and the title of Cleaner
d. Amend the Town’s Non-Represented Employee Salary and Wage Schedule:
   a. add the new title of MMII under Group 3
   b. remove the title of Laborer under Group 1
   c. add the title of Cleaner under Group 1

I will be happy to respond to any questions members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Gary Donofrio

(Revised)

6/9/2023
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated June 5, 2023 from Director of Personnel Tricia VanPutte regarding a request to authorize the Supervisor to execute an agreement with Public Sector HR Consultants, LLC to develop and implement an employee handbook for a fee in an amount not to exceed $6,500.00 and to amend the budget by transferring $4,000.00 from the Undistributed Contingency Account (A.UNDST.1990.4.90) to the Personnel Supplies and Contracts Account (A.PRSNL.1430.4.74) to cover a portion of the cost, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute an agreement with Public Sector HR Consultants, LLC to develop and implement an employee handbook for a fee in an amount not to exceed $6,500.00 subject to review and approval of the form of the contract by the Town Attorney, and further amends the 2023 budget by transferring $4,000.00 from the Undistributed Contingency Account (A.UNDST.1990.4.90) to the Personnel Supplies and Contracts Account (A.PRSNL.1430.4.74) to cover a portion of the cost.

Dated: June 14, 2023

William W. Moehle, Supervisor Voting ____

Christopher K. Werner, Councilmember Voting ____

Jason S. DiPonzio, Councilmember Voting ____

Robin R. Wilt, Councilmember Voting ____
Christine E. Corrado, Councilmember  Voting  ____
Tricia Van Putte  
Director of Personnel

June 5, 2023

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

Re: Employee Handbook service agreement

Dear Honorable Members:

I am requesting that the Town Board authorize the Supervisor to execute an agreement with Public Sector HR Consultants LLC to develop and implement an Employee Handbook for the Town. Public Sector HR Consultants came highly recommended by the Town of Penfield and the Town of Webster. Their client list for HR consulting services includes hundreds of municipalities, Towns, Cities, Villages and Counties within New York State. Other responses to the RFP declined to bid or else did not have municipal experience and lacked other elements deemed to be critical.

Public Sector HR Consultant scope of professional services will include:

1. Review current employee benefits, personnel policies, procedures, practices, and collective bargaining agreement(s).
2. Attend one meeting on-site at Town Hall to interview designated Town personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures, and practices.
3. Produce an executive draft of the Employee Handbook for review by appropriate Town representatives. This draft will include content as represented above, customized to the Town’s specific circumstances.
4. Produce one master copy of the finalized Employee Handbook. Bulk printing of the Employee Handbook is not included in this proposal.
5. Provide unlimited telephone and e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.
6. Provide updates when requested by the Town or when a compliance change occurs, at no additional cost, for a period of one year from the signing of the Employee Handbook Agreement.

The fee for the development and implementation of an Employee Handbook for the Town of Brighton will be $6,500. Additionally, the Town of Brighton will be responsible for reimbursing PSHRC for travel expenses (limited to mileage and tolls) directly related to providing services detailed in this proposal. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel. I estimate the travel expense will be approximately $350.00.
I currently have $3,000 in the Personnel Department’s 2023 budget 4.74 “membership & training” designated for “handbook and policy manual”. As this will not cover all of the related costs, I am also requesting the Finance Director make the necessary budget amendments to provide the additional funding. That proposed budget amendment would be:

From: Expense Acct A.UNDST.1990.4.90 Contigency $4,000.00
To: Expense Acct A.PRSNL.1430.4.74 Supplies & Cont $4,000.00

I will be happy to respond to any questions members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

Tricia VanPutte
Director of Personnel

Cc: Earl Johnson, Director of Finance
2300 Elmwood Avenue Rochester, New York 14618 www.townofbrighton.org
Tricia.VanPutte@townofbrighton.org 585-784-5203
PARTIES TO AGREEMENT

This Professional Services Agreement is made by and between the Town of Brighton, herein referred to as the “Client”, and Public Sector HR Consultants LLC (PSHRC), with principal offices located at 14 Knollwood Drive, Glenville, NY, 12302.

PSHRC provides a comprehensive human resource management consulting service. PSHRC does not represent that it is in the practice of law, but provides administrative and consulting services to effectively manage the Client’s human resource management needs. In the event the Client requests that its legal counsel participates in any aspect of PSHRC’s human resource management, PSHRC will consult with the Client’s legal counsel as directed. The Client understands and agrees that PSHRC’s role is limited to an advisory capacity only and that the application and implementation of the information and services provided by PSHRC, and any employment actions pursued as a result of advice furnished by PSHRC, are solely the responsibility of the Client. Furthermore, Client understands that neither PSHRC nor any other party can determine with certainty how an appropriate government agency or other trier of fact may apply the law with regard to a specific factual situation. As a result of such, Client acknowledges that PSHRC shall not be responsible to Client as a result of a determination made by a government agency and/or other trier of fact absent negligence or willful misconduct of PSHRC.

SCOPE OF SERVICES

EMPLOYEE HANDBOOK

PSHRC will develop and implement an Employee Handbook for the Town of Brighton. The specific professional services to be provided by PSHRC will include:

1. Review current employee benefits, personnel policies, procedures, practices and collective bargaining agreement(s).

2. Attend one meeting on-site at the Client’s location to interview designated Town personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures and practices.

3. Produce an executive draft of Employee Handbook for review by appropriate Town representatives. This draft will include content as represented above, customized to the Town’s specific circumstances.

4. Produce one master copy of the finalized Employee Handbook. Bulk printing of the Employee Handbook is not included in this proposal.
5. Provide unlimited telephone / e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.

6. Provide updates when requested by the Town or when a compliance change occurs, at no additional cost, for a period of one year from the signing of the Employee Handbook Agreement.

**FEE FOR SERVICES**

Employee Handbook Development and Implementation - The fee for the services described above will be **$6,500**.

Additionally, the Town of Brighton will be responsible for reimbursing PSHRC for travel expenses (mileage/tolls) directly related to providing services detailed in this agreement. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel.

**TERMS OF PAYMENT**

Forty percent (40%) ($2,600) billable upon execution of this agreement; forty percent (40%) ($2,600) billable upon delivery of the initial draft of the Employee Handbook; twenty percent (20%) ($1,300) billable thirty days following delivery of the initial draft of the Employee Handbook. Travel expenses will be billed as they occur. Invoices will be due upon receipt.

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

---

**Town of Brighton**

**Signature:**

**Print Name:**

**Title:**

**Date:**

---

**Public Sector HR Consultants LLC**

**Signature:**

**Print Name:** Ronni M. Travers

**Title:** President

**Date:**
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIAPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated May 31, 2023 from Junior Engineer Chad Roscoe regarding a request to authorize the Supervisor to execute an agreement with CGL Arbor Services for the treatment of emerald ash borer in an amount not to exceed $30,010.50 and to authorize the Supervisor to execute any necessary change orders that do not collectively exceed 10% of the awarded contract price, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute an agreement with CGL Arbor Services for the treatment of emerald ash borer in an amount not to exceed $30,010.50 subject to review and approval as to form of the contract by the Town Attorney, and further authorizes the Supervisor to execute any necessary change orders that do not collectively exceed 10% of the awarded contract price.

Dated: June 14, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
5/31/2023

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

Re: Contractor Recommendation for
2023 Emerald Ash Borer Treatment

Dear Councilperson DiPonzio and Committee Members:

The Department of Public Works sent out a RFP for the treatment of the Emerald Ash Borer within the Town of Brighton. The above RFP was sent to multiple contractors regarding this project and was due on May 11, 2023. Below is Table-1 which lists the bids that were received from contractors.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact</th>
<th>$/in</th>
<th>DBH</th>
<th>Total</th>
<th># trees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The Tree Doctor</td>
<td>Jeffery Wiater</td>
<td>5.89</td>
<td>6432</td>
<td>$ 37,884.48</td>
<td>257</td>
</tr>
<tr>
<td>2 CGL Arbor Services</td>
<td>Angelo Schembari</td>
<td>4.86</td>
<td>6175</td>
<td>$ 30,010.50</td>
<td>257</td>
</tr>
<tr>
<td>3 Bartlett Tree Experts</td>
<td>Trevor Bliss</td>
<td>6.98</td>
<td>6175</td>
<td>$ 43,101.50</td>
<td>257</td>
</tr>
</tbody>
</table>

I have reviewed the bids for completeness and accuracy and concluded that the lowest price quote provided by CGL Arbor Services, is representative of the costs necessary to complete the project and the contractor is qualified to perform the proposed work. Therefore, I am requesting that FASC recommend that the Town Board award the project to the low, responsible and responsive contractor, CGL Arbor Services, for a lump sum price not to exceeded $30,010.50. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed 10% of the awarded contract price. Budgeted funds for the Emerald Ash Borer Treatment can be found in A.DPW 8560.4.43 account and amounts to $51,000.00.

As always, thank you for your consideration. In the event that you have any questions regarding this matter please contact me.

Respectfully,

Chad Roscoe
Junior Engineer
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,

Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated May 12, 2023 from Highway Department Accountant Amy Banker regarding a request to amend the 2023 Town budget by increasing the revenues in Account D.HWY.5140.3501 and the expenses in Account D.HWY.5110 4.16 in the Highway Department to reflect an unanticipated increase in NYS transportation funding in the amount of $38,669.04, be received and filed; and it is further

RESOLVED, that the Town Board hereby amends the 2023 Town budget by increasing the revenues in Account D.HWY.5140.3501 and the expenses in Account D.HWY.5110 4.16 in the Highway Department to reflect an unanticipated increase in NYS transportation funding in the amount of $38,669.04.

Dated: June 14, 2023

William W. Moehle, Supervisor

Christopher K. Werner, Councilmember

Jason S. DiPonzio, Councilmember

Robin R. Wilt, Councilmember

Christine E. Corrado, Councilmember

Voting ___

Voting ___

Voting ___

Voting ___
May 12, 2023

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

Re: 2023/24 CHIPS, Extreme Winter Recovery (EWR), PAVE NY and POP Funding
    NYS Adopted Budget

Dear Committee Members:

New York State recently adopted its 2023/2024 Budget. The CHIPS, Extreme Winter Recovery, PAVE
NY and POP budget adopted by New York State exceeds the funding allocated in the Town of Brighton
2023 Budget. A copy of the revised CHIPS, EWR, PAVE-NY and POP funding for the Town of
Brighton is attached.

Due to the increased funding for the Town of Brighton in the NYS Budget we are requesting that we
amend the Town’s 2023 Budget by increasing the revenues in account D.HWY.5140.3501 as shown
below.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Account</th>
<th>NYS Budget</th>
<th>2023 Town Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIPS</td>
<td>D.HWY.5140.3501</td>
<td>$301,428.87</td>
<td>$260,000.00</td>
</tr>
<tr>
<td>PAVE NY</td>
<td>D.HWY.5140.3501</td>
<td>$70,259.86</td>
<td>$70,000.00</td>
</tr>
<tr>
<td>EWR</td>
<td>D.HWY.5140.3501</td>
<td>$60,140.40</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>POP</td>
<td>D.HWY.5140.3501</td>
<td>$46,839.91</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

    $478,669.04  $440,000.00

I am also requesting to amend the 2023 highway budget by increasing the expenses in account
D.HWY.5110 4.16 by $38,669.04. Thank you for your consideration.

Respectfully,

Amy Banker

Cc: Steve Zimmer
    Paula Parker
    Earl Johnson
May 02, 2023

MICHAEL GUYON
HIGHWAY SUPERINTENDENT
TOWN OF BRIGHTON
2300 ELMWOOD AVE
ROCHESTER NY 14618

Dear Mr. Guyon:

The 2023-24 State Budget provides funding to support the repair, rehabilitation, and modernization of local roads and bridges. The Budget includes $598.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding, $150 million in PAVE-NY funding, $100 million in Extreme Winter Recovery (EWR) funding and $100 million in Pave Our Potholes (POP). Also included are reappropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE-NY, EWR and POP appropriations. Please provide a copy of this letter to the chief financial officer for your municipality.

The next quarterly SFY 2023-24 CHIPS, PAVE-NY, EWR and POP reimbursements are scheduled to be made on June 29, 2023. Requests for the June payments must be for expenditures made on or after December 30, 2021 (April 1, 2022 for POP) through May 26, 2023. Refer to the Program Guidelines on the CHIPS website (www.dot.ny.gov/programs/chips) regarding eligible project activities and program requirements. The Town of Brighton has the following funding amounts available for the June payments.

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Balance</th>
<th>23-24 Apportionment Balance</th>
<th>Cumulative Rollover Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIPS</td>
<td>$301,428.87</td>
<td>$301,428.87</td>
<td>$0.00</td>
</tr>
<tr>
<td>PAVE NY</td>
<td>$70,259.86</td>
<td>$70,259.86</td>
<td>$0.00</td>
</tr>
<tr>
<td>EWR</td>
<td>$60,140.40</td>
<td>$50,140.40</td>
<td>$0.00</td>
</tr>
<tr>
<td>POP</td>
<td>$46,839.91</td>
<td>$46,839.91</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

The instructions for applying for reimbursement June 29, 2023 are included on the back of this letter and on the CHIPS website. The New York State Department of Transportation (NYSDOT) Regional Office must receive all program payment submission items no later than June 02, 2023. Please sign the certification on each page of the reimbursement request forms and keep a copy of the completed forms for your files. Your NYSDOT municipal code for entry on the forms is 430092.

Municipalities may mail or e-mail their Documentation Checklists, reimbursement request forms, and supporting documentation to their NYSDOT Region. Guidance for e-mail submissions may be obtained on the CHIPS website. Contact information:

Lisa Coombs
NYSDOT Regional CHIPS Representative
New York State Department of Transportation
1530 Jefferson Road
Rochester, NY 14623
dot.sm.r04.CHIPS@dot.ny.gov

If you have any questions, please contact Lisa Coombs at 585-272-4808.

Respectfully yours,

Dawn Arnold
Acting Director, Local Programs Bureau

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1 As of January 1, 2023, microsurfacing; paver placed surface treatment; single course surface treatment involving chip seals or oil and stone; or double course surface treatment involving chip seals or oil and stone are not eligible project activities for the Pave Our Potholes program.
INSTRUCTIONS FOR APPLYING FOR REIMBURSEMENT

Each program payment submission should include a Documentation Checklist (found on the CHIPS website, under Forms and Instructions), summary reports of Checklist information, ADA compliant curb ramp photos (if applicable), and proof of payment. Failure to submit the required supporting documentation for each program payment submission may delay the processing of your reimbursement requests.

APPLYING FOR CHIPS/PAVE-NY/EWR/POP CAPITAL PAYMENT FUNDS
REMAINING FROM PREVIOUS STATE FISCAL YEARS (ROLLOVER FUNDS)
AND/OR CURRENT STATE FISCAL YEAR CAPITAL FUNDS

WHAT ARE ROLLOVER FUNDS? “Rollover” funds are a municipality’s unreimbursed CHIPS/PAVE-NY/EWR/POP Capital funds from one or more previous State Fiscal Year (SFY) apportionments.

HOW DO YOU KNOW IF YOU HAVE ROLLOVER FUNDS AVAILABLE? For municipalities with rollover funds remaining, the total cumulative rollover amount available is stated in the letter on the reverse of these instructions.

RULES FOR REIMBURSEMENT OF ROLLOVER FUNDS:

A. There is an 18-month look back cut-off date for this payment. This means that expenditures incurred prior to the date indicated in the letter would not be eligible for reimbursement, even if a municipality has rollover balances from an earlier CHIPS/PAVE-NY/EWR apportionment.

B. Eligible expenditures made for CHIPS/PAVE-NY/EWR Capital projects between the dates noted in the letter will be eligible for reimbursement from the CHIPS/PAVE-NY/EWR Capital rollover fund balances before any payment can be made from the current CHIPS/PAVE-NY/EWR Capital apportionment.

SHOWING THE USE OF ROLLOVER FUNDS AND CURRENT STATE FISCAL YEAR FUNDS ON THE REIMBURSEMENT REQUEST FORMS (CP73/CP74/CP75s) FOR THE CURRENT CHIPS/PAVE-NY/EWR/POP CAPITAL PAYMENT

Requestors can enter expenditure dates that cross state fiscal years on the CHIPS/PAVE-NY/EWR/POP form(s).

1. The beginning expenditure date entered for this payment should be the 18-month look back cut-off date referenced in the letter; expenditures incurred prior to this date would not be eligible for reimbursement.

2. The ending expenditure date entered for this payment should be the ending expenditure date referenced in the letter.

NOTE: THE CERTIFICATION SIGNATURE DATE ENTERED ON THE CP73/CP74/CP75(s) MUST FALL WITHIN OR AFTER THE EXPENDITURE DATES WHICH WERE ENTERED ON SUCH FORMS BUT SHOULD NOT OCCUR AFTER THE SCHEDULED PAYMENT DATE FOR THIS PAYMENT CYCLE.
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated June 2, 2023 from Town Clerk Daniel Aman regarding a request to amend the 2023 Town budget by transferring up to $2,500.00 from the Office of the Town Clerk’s Part Time Wages account (A.CLERK.1410 1.20) to the Office Furniture account (A.CLERK.1410 2.12) for the purchase of two standing desks, be received and filed; and it is further

RESOLVED, that the Town Board hereby amends the 2023 Town budget by transferring up to $2,500.00 from the Office of the Town Clerk’s Part Time Wages account (A.CLERK.1410 1.20) to the Office Furniture account (A.CLERK.1410 2.12) for the purchase of two standing desks.

Dated: June 14, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
June 02, 2023

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

Dear Board Members:

I am requesting Town Board authorization to transfer an amount up to $2500 from A.CLERK.1410 1.20 to A.CLERK.1410 2.12. This transfer will allow for the purchase of two standing desks for the office. I started out having staff use desktop converter units to make sure that they liked them and the units were very well received and utilized.

Respectfully,

Daniel Aman
Brighton Town Clerk

Cc: Earl Johnson
<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric Standing Desk 72…</td>
<td>-1</td>
<td>$807.50</td>
</tr>
<tr>
<td>Electric Standing Desk 72…</td>
<td>-1</td>
<td>$807.50</td>
</tr>
<tr>
<td>Acrylic Modesty Panel 72</td>
<td>-2</td>
<td>$390.00</td>
</tr>
</tbody>
</table>
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated June 7, 2023 from Finance Director Earl F. Johnson regarding a request to amend the 2023 Town budget by appropriating funds as set forth in said correspondence to complete the financial dissolution of the West Brighton Fire Protection District and to authorize the Finance Department to make the necessary entries for said dissolution, be received and filed; and it is further

RESOLVED, that the Town Board hereby amends the 2023 Town budget by appropriating funds as set forth in the above referenced correspondence to complete the financial dissolution of the West Brighton Fire Protection District and hereby further authorizes the Finance Department to make the necessary entries for said dissolution.

Dated: June 14, 2023

William W. Moehle, Supervisor  Voting  ___
Christopher K. Werner, Councilmember  Voting  ___
Jason S. DiPonzio, Councilmember  Voting  ___
Robin R. Wilt, Councilmember  Voting  ___
Christine E. Corrado, Councilmember  Voting  ___
June 07, 2023

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

RE: 2023 Budget Amendment for final dissolution of West Brighton Fire Protection District

Dear Board Members:

I am requesting Town Board authorization to amend the 2023 budget as follows:

1. To Revenue Account: SF.FIRED.3415.2701 Misc Revenue $1,295.00
2. To Expense Account: SF.FIRED.3415.456 Acctg & Fiscal Fees $700.00
3. To Expense Account: SF.FIRED.3415.458 Admin Fees $1,095.00

The funds need to be appropriated for final financial dissolution of the West Brighton Fire Protection District upon final BAN payment as per the adopted dissolution plan.

I am also requesting Town Board authorization for the finance Department to make the appropriate entries to dissolve the West Brighton Fire Protection District Fund.

I would 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 F Johnson
Director of Finance
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated June 6, 2023 from Town Supervisor William W. Moehle regarding a request to authorize the Supervisor to execute an agreement with Paula Parker for consulting services relating to Town Finance Department matters at an hourly rate of $72.00, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute an agreement with Paula Parker for consulting services relating to Town Finance Department matters at an hourly rate of $72.00 subject to review and approval of the form of the agreement by the Town Attorney.

Dated: June 14, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
June 6, 2023

Honorable Finance and Administrative Services Committee
2300 Elmwood Ave.
Rochester, NY 14618

Re: Paula Parker Consulting Services Agreement

Dear Chairperson DiPonzio and Committee Members:

As you know, Paula Parker has retired from the position of Finance Director and Earl Johnson has taken her place. Although they had an effective transition and training period, we want to be prepared in the event Earl and the Department will require additional consulting services from Paula.

Paula is willing to provide such services on a contractual basis, at an hourly rate of $72 per hour. Prior to her retirement, Paula’s salary was $121,659.40, which would roughly work out to $58.50 per hour. Of course, she received significant benefits as an employee, which she will not receive under this contract, nor will she charge the Town for mileage.

The services will be provided on an as needed basis, based on specific needs as determined by the Director of Finance. Unless extended, the term of the contract would run through December 31, 2023. The contract will be in form prepared by the Town Attorney. I request that the Finance and Administrative Services Committee recommend approval of such a contract.

Sincerely,

[Signature]

William W. Moehle
Town Supervisor
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DI PONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated June 8, 2023 from Police Chief David Catholdi regarding a request to authorize the Supervisor to execute an intermunicipal agreement with Monroe County for Tyler Technologies, Inc. to upgrade certain capabilities of the installed records management software in the Police Department, be received and filed; and it is further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute an intermunicipal agreement with Monroe County for Tyler Technologies, Inc. to upgrade records management software in the Police Department, in the form attached hereto.

Dated: June 14, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
June 8, 2023

Honorable Town Board
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Tyler Technologies, Inc, Software Contract

Dear Board Members:

I am writing to request that you authorize the Town Supervisor to execute the contract with Tyler Technologies, Inc. which will authorize the County and Tyler to install Records Management Software “RMS” on our desktop applications and MDTs.

Please feel free to let me know if you have any questions.

Respectfully,

[Signature]

David Catholdi
Chief of Police
INTERMUNICIPAL AGREEMENT

This Agreement is made pursuant to General Municipal Law Section 119-o, as of the date last executed below, by and between the Town of Brighton, a municipal corporation having offices at 2300 Elmwood Avenue, Rochester, New York 14618 ("Town"), and the County of Monroe, a municipal corporation having offices at 39 West Main Street, Rochester, New York 14614 ("County").

WHEREAS, the County previously entered into a contract with Tyler Technologies, Inc., a Delaware corporation with offices at 840 West Long Lake Road, Troy, Michigan 48098 ("Tyler"), to install a new law enforcement records management and automated field reporting software system for the benefit of the County Sheriff’s Office and local police agencies throughout Monroe County ("RMS");

WHEREAS, the RMS integrates and provides for the sharing of information between the various law enforcement agencies such as incident reports, arrests, citations, warrants, case management, and field contact information in a unified database ("RMS Data");

WHEREAS, the RMS was installed at the County and the Town in 2021 and the parties desire to expand the services available under the RMS to permit the use of a reporting dashboard to enhance situational awareness and operational decision-making when responding to public safety concerns; and

WHEREAS, the Town duly authorized this Agreement pursuant to a resolution adopted Town Board, and the Monroe County Legislature authorized this Agreement pursuant to Resolution 106 of 2023.

NOW THEREFORE, in consideration of the terms and conditions herein, it is hereby agreed by and between the parties as follows:

Section 1. Acknowledgements and Responsibilities of the Parties

A. County

i. Through its contract with Tyler the County has provided RMS software for the Town’s desktop applications and its mobile data terminals ("MDTs") at the County’s expense.

ii. Except in the event of misuse, during the term of this Agreement, through its contract with Tyler, the County shall provide and bear the cost of upgrades and maintenance to the RMS software installed on the Town’s desktop applications and MDTs purchased by the County.

iii. The County shall not be responsible for the ongoing maintenance, repair, and replacement of the Town’s computer hardware and desktops, and any MDTs not purchased by the County.
B. Town

i. During the term of this Agreement, through the County’s contract with Tyler, the Town authorizes Tyler’s installation of RMS software and future upgrades to such software on the Town’s desktop applications, and MDTs purchased by the County.

ii. During the term of this Agreement the Town authorizes the County and Tyler to install software on its desktop applications and MDTs to permit the use of the Tyler Dashboard, a web-based application that is intended to allow for the sharing of information, viewing critical processing information, and accessing daily work from a single launching point.

iii. The Town acknowledges that the Tyler software installed on its desktop applications and MDTs is made available for its use pursuant to a license issued by Tyler to the County and confers to the Town no right of ownership to such software. The Town shall not alter or modify the software or permit anyone else to do so except as expressly authorized in writing by Tyler and the County.

iv. In order to facilitate the use of the Tyler Dashboard, the Town authorizes the RMS Data to be stored at data centers selected by Tyler pursuant to the terms of its third party service agreements.

v. At all times during the term of this Agreement the Town shall provide secure connections for operation of the RMS.

vi. The County is providing the software “as-is” and disclaims all warranties of any kind, whether express or implied, including, without limitation, any warranties of merchantability, fitness for a particular purpose, accuracy, quality, reliability, and non-infringement of intellectual property or other violation of rights.

vii. The Town shall be responsible for the on-going maintenance, repair and replacement of its computer hardware and any MDTs not purchased by the County.

viii. In the event that the Town desires to acquire products and services intended to interface with the RMS, such products and services shall be purchased at the Town’s expense and shall require the County’s written consent prior to installation.

Section 2. Term

This Agreement shall commence as of the date of its execution by the parties hereto and expire exactly ten years thereafter, and may be renewed in writing by the parties for two additional five year terms.

Section 3. Termination

This Agreement may be terminated by either party upon 120 days’ prior written notice sent by U.S. Mail to the other party at the address set forth in this Agreement. In the event that the County’s agreement with Tyler is terminated, the County may also terminate this Agreement upon 30 days’ prior written notice to the Town.
Section 4. Liability and Indemnification

The Town hereby covenants and agrees to indemnify, defend and hold harmless the County and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, whether contingent or otherwise, including reasonable attorney's fees and costs of defense, incurred by the County as a result of the negligence, omission, breach, fault, or intentional misconduct of the Town under this Agreement.

The County hereby covenants and agrees to indemnify, defend and hold harmless the Town and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, whether contingent or otherwise, including reasonable attorneys' fees and costs of defense, incurred by the Town as a result of the negligence, omission, breach, fault, or intentional misconduct of the County under this Agreement.

Section 5. Notices

Any notice or demand by the Town to County shall be deemed to be duly given if sent by regular U.S. Mail, addressed to:

County Executive, County of Monroe
County Office Building
39 West Main Street
Rochester, New York 14614

With a copy to:

Director, Monroe County Public Safety
City Place Building
50 West Main Street, 4th Floor
Rochester, New York 14614

Any notice or demand by the County to the Town shall be deemed to be duly given if sent by regular U.S. Mail, addressed to:

Brighton Town Supervisor
2300 Elmwood Avenue
Rochester, New York 14618

Such addresses may be changed from time to time by either party serving notice as provided above.

Section 6. Relationship of Parties

Nothing contained in this Agreement shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties.
Section 7. Prohibition Against Assignment

The parties are prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or any of its contents, or of any right, title or interest therein, or of the power to execute this Agreement, to any other person or corporation without the previous consent, in writing, of the other party.

Section 8. Extent of Agreement

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral.

Section 9. Law

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

Section 10. No Waiver

In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent either party from enforcing each and every term of this Agreement thereafter.

Section 11. Severability

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the date first written above.

TOWN OF BRIGHTON

By: ________________________________
    William W. Moehle
    Town Supervisor

COUNTY OF MONROE

By: ________________________________
    Adam J. Bello
    Monroe County Executive
STATE OF NEW YORK )
COUNTY OF MONROE ) SS:

On this _____ day of __________, 2023, before me the subscriber, personally came William W. Moehle, to me known, who being by me duly sworn, did depose and say that he resides in the County of Monroe; that he is the Town Supervisor for the Town described in and which executed the above instrument; and that he signed his name to the foregoing instrument by virtue of the authority vested in him by the laws of the State of New York.

__________________________
Notary Public

STATE OF NEW YORK )
COUNTY OF MONROE ) SS:

On this _____ day of __________, 2023, before me the subscriber, personally came Adam Bello, to me known, who being by me duly sworn, did depose and say that he is the Executive of the County of Monroe, the municipal corporation described in and which executed the above agreement; that he signed his name to the foregoing instrument by virtue of the authority vested in him by the laws of the State of New York and the local laws and ordinances of the County of Monroe.

__________________________
Notary Public
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

WHEREAS the Town Board of the Town of Brighton recognizes the threat that natural hazards pose to people and property within the Town and County; and

WHEREAS the Town of Brighton together with the County of Monroe and other surrounding political subdivisions has prepared a multi-hazard mitigation plan, hereby known as the Monroe County Hazard Mitigation Plan 2023 Update in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the Monroe County Hazard Mitigation Plan 2023 Update identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Town and County from the impacts of future hazards and disasters; and

WHEREAS adoption by the Brighton Town Board demonstrates their commitment to hazard mitigation and achieving the goals outlined in the Monroe County Hazard Mitigation Plan 2023 Update, now

BE IT RESOLVED, that correspondence dated June 8, 2023 from Commissioner of Public Works Evert Garcia, P.E. regarding a request to the Town Board to approve the Monroe County Hazard Mitigation Plan 2023 Update, be received and filed; and

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE TOWN BOARD OF THE TOWN OF BRIGHTON, NEW YORK, THAT:

The Town Board hereby adopts the Monroe County Hazard Mitigation Plan
2023 Update. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years, and be it further

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute any and all documents necessary to effectuate the Town’s adoption of the Monroe County Hazard Mitigation Plan.

Dated: June 14, 2023

William W. Moehle, Supervisor Voting ___
Christopher K. Werner, Councilmember Voting ___
Jason S. DiPonzio, Councilmember Voting ___
Robin R. Wilt, Councilmember Voting ___
Christine E. Corrado, Councilmember Voting ___
June 8, 2023

The Honorable Town of Brighton Town Board
Town of Brighton
2300 Elmwood Ave.
Rochester, New York 14618

Re: Monroe County Hazard Mitigation Plan Update

Dear Supervisor Moehle and Town Board Members:

The Federal Disaster Mitigation Act of 2000 requires that all local governments have an approved disaster mitigation plan in place that is updated on a 5-year basis to be eligible for federal Hazard Mitigation Grant Program (HMGP) funding. Monroe County and all political subdivisions within the County opted to author a multi-jurisdiction plan and have actively participated in the design and writing of the Plan. The County Office of Emergency Management received notification from the NYS Office of Emergency Management on 3/23/23 that the updated Monroe County Hazard Mitigation Plan (HMP) has been approved by FEMA pending local legislative adoption.

Federal regulations require that the updated Plan be formally adopted by each jurisdiction. Therefore, I am requesting that the Town Board consider a resolution adopting the Monroe County Hazard Mitigation Plan. I have attached a copy of a sample resolution for consideration in developing the Town’s resolution.

As always, your consideration of matters such as this is greatly appreciated. I will be in attendance at your June 14, 2023, meeting to respond to any questions.

Respectfully,

Evert Garcia, PE
Department of Public Works

Cc: Ken Gordon, Esq.
    Chad Roscoe
RESOLUTION NO. __________

A RESOLUTION OF THE (LOCAL GOVERNMENT) ADOPTING THE MONROE COUNTY HAZARD MITIGATION PLAN 2023 UPDATE.

WHEREAS the (local governing body) recognizes the threat that natural hazards pose to people and property within (local government); and

WHEREAS the (local government) has prepared a multi-hazard mitigation plan, hereby known as the Monroe County Hazard Mitigation Plan 2023 Update in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the Monroe County Hazard Mitigation Plan 2023 Update identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in (local community) from the impacts of future hazards and disasters; and

WHEREAS adoption by the (local governing body) demonstrates their commitment to hazard mitigation and achieving the goals outlined in the Monroe County Hazard Mitigation Plan 2023 Update.

NOW THEREFORE, BE IT RESOLVED BY THE (LOCAL COMMUNITY), NEW YORK, THAT:

Section 1. In accordance with (local rule for adopting resolutions), the (local governing body) adopts the Monroe County Hazard Mitigation Plan 2023 Update. This plan, approved by the community, may be edited or amended after submission for review, but will not require the community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

ADOPTED by a vote of ____ in favor and ____ against, and ____ abstaining, this _____ day of __________, ______.

By: _________________________________
(print name)

ATTEST: By: _________________________________
(print name)

APPROVED AS TO FORM: By: _________________________________
(print name)
At a Town Board Meeting of the Town of Brighton, Monroe County, New York, held on the 14th day of June, 2023 at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton, Monroe County, New York.

PRESENT:

WILLIAM W. MOEHLE,
Supervisor

CHRISTOPHER K. WERNER
JASON S. DIPONZIO
ROBIN R. WILT
CHRISTINE E. CORRADO,

Councilmembers

BE IT RESOLVED, that correspondence dated June 8, 2023 from Commissioner of Public Works Evert Garcia, P.E. and corresponding tree reports regarding a request to set a public hearing for proposed tree removals of a 52” silver maple at 40 Carverdale Drive, 48” silver maple at 78 Torrington Drive, and 44” silver maple at 272 Sylvan Road, be received and filed; and it is further

RESOLVED, that the Town Board hereby sets a public hearing for July 12, 2023 at 7:00 p.m. or as soon thereafter as the matter may be heard at Brighton Town Hall, 2300 Elmwood Avenue in the Town of Brighton and said hearing shall be conducted pursuant to Chapter 175 of the Town Code for the proposed tree removals set forth above; and

BE IT FURTHER RESOLVED that the Town Clerk in concert with the Commissioner of Public Works or his designee post and publish notice of the public hearing as required and further provide notice of such public hearing by first class mail at least 20 days prior to the scheduled hearing addressed to the owners of each of the properties adjoining the above referenced trees and the owners directly across the Town highway from said trees and the properties contiguous to the properties adjoining the above referenced trees that front on the same Town highway.

Dated: June 14, 2023
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Voting</th>
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<tbody>
<tr>
<td>William W. Moehle, Supervisor</td>
<td>Voting</td>
<td>_____</td>
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<tr>
<td>Christopher K. Werner, Councilmember</td>
<td>Voting</td>
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<td>Jason S. DiPonzio, Councilmember</td>
<td>Voting</td>
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<td>Robin R. Wilt, Councilmember</td>
<td>Voting</td>
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<tr>
<td>Christine E. Corrado, Councilmember</td>
<td>Voting</td>
<td>_____</td>
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</tbody>
</table>
June 8, 2023

Supervisor William Moehle and the Honorable Town Board
Brighton Town Hall
2300 Elmwood Avenue
Rochester, New York 14618

Re: Proposed Tree Removals

Dear Supervisor Moehle and Town Council Members:

It is recommended that your Honorable Body receive and file this advisory communication pursuant to Chapter 175 of the Town Code, Trees, Section 8, Removal. The following trees are proposed to be removed in accordance with the provisions of said chapter due to tree health and/or safety reasons:

<table>
<thead>
<tr>
<th>Address</th>
<th>Description</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 Carverdale Drive</td>
<td>52” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>78 Torrington Drive</td>
<td>48” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
<tr>
<td>272 Sylvan Road</td>
<td>44” Silver Maple</td>
<td>Remove and Replace</td>
</tr>
</tbody>
</table>

The Public Works Committee and Tree Council have reviewed the report associated with the above location and concur with the proposed action. The above trees are considered significant; therefore, a public hearing will be required. I request that the Town Board receive and file this correspondence and schedule a public hearing to review the above trees at the June 14, 2023 Town Board meeting. The requisite communication to each adjoining owner(s) will be issued prior to the public hearing in accordance with the provisions of the Town Code. This department will coordinate replacement of these trees with the affected property owner.

I have attached a copy of the report for your reference and file. As always, your consideration of matters such as this is greatly appreciated.

Sincerely,

Evert Garcia

Cc: Steve Zimmer
    Dan Aman
    Ken Gordon
    Kyle Sears
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 40 Carverdale Drive

Map/Location: ____________________________

Owner: public    private    unknown    other   

Date: 3/11/23   Inspector: Kyle Seacrest

Date of last inspection: ____________________________

HAZARD RATING:

Failure + Size + Target = Hazard Rating

Immediate action needed   Needs further inspection   Dead tree

TREE CHARACTERISTICS

Tree #: 2063   Species: Silver Maple (2023 storm damage to tree)

DBH: 52"    # of trunks: 1    Height: 60'    Spread: 60'

Form: □ generally symmetric    □ minor asymmetry    □ major asymmetry    □ stump sprout    □ stag-headed

Crown class: □ dominant    □ co-dominant    □ intermediate    □ suppressed

Live crown ratio: 90%    Age class: □ young    □ semi-mature    □ mature    □ over-mature/abnormal

Pruning history: □ crown cleaned    □ excessively thinned    □ topped    □ crown raised    □ pollarded    □ crown reduced    □ flush cuts    □ cabled/braced

□ none    □ multiple pruning events    Approx. dates: ____________________________

Special Value: □ specimen    □ heritage/historic    □ wildlife    □ unusual    □ street tree    □ screen    □ shade    □ indigenous    □ protected by gov. agency

TREE HEALTH

Foliage color: □ normal    □ chlorotic    □ necrotic    □ Epicormics? Y N

Foliage density: □ normal    □ sparse    □ Leaf size: □ normal    □ small

Annual shoot growth: □ excellent    □ average    □ poor    □ Twig Dieback? Y N

Woundwood development: □ excellent    □ average    □ poor    □ none

Vigor class: □ excellent    □ average    □ fair    □ poor

Major pests/diseases: ____________________________

SITE CONDITIONS

Site Character: □ residence    □ commercial    □ industrial    □ park    □ open space    □ natural    □ woodland/forested

Landscape type: □ parkway    □ raised bed    □ container    □ mound    □ lawn    □ shrub border    □ wind break

Irrigation: □ none    □ inadequate    □ adequate    □ excessive    □ trunk wetted

Recent site disturbance? Y N    □ construction    □ soil disturbance    □ grade change    □ line clearing    □ site clearing

% dripline paved: 0%    10-25%    25-50%    50-75%    75-100%    Pavement lifted? Y N

% dripline w/ fill soil: 0%    10-25%    25-50%    50-75%    75-100%

% dripline grade lowered: 0%    10-25%    25-50%    50-75%    75-100%

Soil problems: □ drainage    □ shallow    □ compacted    □ droughty    □ saline    □ alkaline    □ acidic    □ small volume    □ disease center    □ history of fail

□ clay    □ expansive    □ slope ___%    aspect: ____________________________

Obstructions: □ lights    □ signage    □ line-of-sight    □ view    □ overhead lines    □ underground utilities    □ traffic    □ adjacent veg.    □

Exposure to wind: □ single tree    □ below canopy    □ above canopy    □ recently exposed    □ windward, canopy edge    □ area prone to windthrow

Prevailing wind direction: Westerly

TARGET

High Risk - Top Heavy (Aged Height of Tree)

Use Under Tree: □ building    □ parking    □ traffic    □ pedestrian    □ recreation    □ landscape    □ hardscape    □ small features    □ utility lines

Can target be moved? Y N   Can use be restricted? Y N

Occupancy: □ occasional use    □ intermittent use    □ frequent use    □ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.
TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y N Mushroom/conk bracket present: Y N ID: ____________________________

Exposed roots: □ severe □ moderate □ low Undermined: □ severe □ moderate □ low

Root pruned: _______ distance from trunk Root area affected: _______ % Buttress wounded: Y N When: ______________

Restricted root area: □ severe □ moderate □ low Potential for root failure: □ severe □ moderate □ low

LEAN: __________ deg. from vertical □ natural □ unnatural □ self-corrected Soil heaving: Y N

Decay in plane of lean: Y N Roots broken Y N Soil cracking: Y N

Compounding factors: Excessive End Weight, Horizontal Cracks, Failure, LEAN severity: □ severe □ moderate □ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

<table>
<thead>
<tr>
<th>DEFECT</th>
<th>ROOT CROWN</th>
<th>TRUNK</th>
<th>SCAFFOLDS</th>
<th>BRANCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor taper</td>
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<tr>
<td>Bow sweep</td>
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<tr>
<td>Codominants/forks</td>
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<tr>
<td>Multiple attachments</td>
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<tr>
<td>Included bark</td>
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<tr>
<td>Excessive end weight</td>
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<tr>
<td>Cracks/splits</td>
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<td>Hangers</td>
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<tr>
<td>Girdling</td>
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<tr>
<td>Wounds/seam</td>
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<td>Decay</td>
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<tr>
<td>Cavity</td>
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<tr>
<td>Conks/mushrooms/bracket</td>
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<tr>
<td>Bleeding/sap flow</td>
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<tr>
<td>Loose/cracked bark</td>
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<tr>
<td>Nesting hole/beehive</td>
<td></td>
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<tr>
<td>Deadwood/stubs</td>
<td></td>
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<tr>
<td>Borers/termites/ants</td>
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<tr>
<td>Cankers/galls/burls</td>
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<tr>
<td>Previous failure</td>
<td></td>
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</tbody>
</table>

HAZARD RATING:

Tree part most likely to fail: TRUNK

Inspection period: ______ annual ______ biannual ______ other ______

Failure Potential + Size of Part + Target Rating = Hazard Rating

3 + 3 + 4 = 10

HAZARD ABATEMENT:

Prune: □ remove defective part □ reduce end weight □ crown clean □ thin □ raise canopy □ crown reduce □ restructure □ shape

Cable/Brace: __________________________________________ Inspect further: □ root crown □ decay □ aerial □ monitor

Remove tree: Y N Replace? Y N Move target: Y N Other: ____________________________

Effect on adjacent trees: □ none □ evaluate

Notification: □ owner □ manager □ governing agency Date: ____________________________

COMMENTS:

High risk tree = (over mature, horizontal cracks in main leads, excessive loose/cracked bark, top heavy, unbalanced). Significant targets and recent storm damage to major limbs 2023 (has had previous storm damage). Recommend Remove & Replace.
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

**TREE HAZARD EVALUATION FORM** 2nd Edition

**Site/Address:** 78 Torrington Drive

**Map/Location:**

**Owner:** public □ private □ unknown □ other □

**Date:** 3/14/23  Inspector: Kyle Sears

**Date of last inspection:**

**HAZARD RATING:**

\[
3 + 3 + 4 = 10
\]

Failure Potential of part

Target Rating = Hazard Rating

☑ Immediate action needed

☑ Needs further inspection

☐ Dead tree

**TREE CHARACTERISTICS**

**Tree #:** 35/6  **Species:** Silver Maple  *(High Risk Potential of Reoccurring Failures in Main Branches)*

**DBH:** 48”  # of trunks: 1  **Height:** 55’  **Spread:** 40’

**Form:** ☑ generally symmetric  □ minor asymmetry  □ major asymmetry  □ stump sprout  □ stag-headed

**Crown class:** ☑ dominant  □ co-dominant  □ intermediate  □ suppressed

**Live crown ratio:** 80%  **Age class:** ☑ young  □ semi-mature  □ mature  ☑ over-mature/serenescen

**Pruning history:** ☑ crown cleaned  □ excessively thinned  □ topped  □ crown raised  □ pollarded  □ crown reduced  ☑ flush cuts  □ cable/braced  □ none  ☑ multiple pruning events  Approx. dates: ________________

**Special Value:** ☑ specimen  □ heritage/historic  □ wildlife  □ unusual  ☑ street tree  □ screen  □ shade  □ indigenous  □ protected by gov. agency

**TREE HEALTH**

**Foliage color:** ☑ normal  □ chlorotic  □ necrotic  ☑ Epicormics?  N  Y  Growth obstructions:

**Foliage density:** ☑ normal  □ sparse  **Leaf size:** ☑ normal  □ small  □

**Annual shoot growth:** ☑ excellent  □ average  □ poor  **Twig Dieback?**  N  Y

**Woundwood development:** ☑ excellent  □ average  □ poor  □ none  ☑ other STORMWALK DRIVEWAY

**Vigor class:** ☑ excellent  □ average  □ fair  □ poor  □

**Major pests/diseases:**

**SITE CONDITIONS**

**Site Character:** ☑ residence  □ commercial  □ industrial  □ park  □ open space  □ natural  □ woodland/forest

**Landscape type:** ☑ parkway  □ raised bed  □ container  □ mound  ☑ lawn  □ shrub border  □ wind break

**Irrigation:** □ none  □ adequate  ☑ inadequate  □ excessive  □ trunk wetted

**Recent site disturbance?** ☑ construction  □ soil disturbance  □ grade change  □ line clearing  □ site clearing

**% dripline paved?** 0%  □ 10-25%  25-50%  □ 50-75%  75-100%  □ Pavement lifted?  Y  N

**% dripline w/ fill soil?** 0%  □ 10-25%  25-50%  □ 50-75%  75-100%

**% dripline grade lowered?** 0%  □ 10-25%  25-50%  □ 50-75%  75-100%

**Soil problems:** □ drainage  □ shallow  □ compacted  □ droughty  □ saline  □ alkaline  □ acidic  □ small volume  □ disease center  □ history of fail

**Obstructions:** □ lights  □ signage  □ line-of-sight  □ view  □ overhead lines  □ underground utilities  □ traffic  □ adjacent veg.  □

**Exposure to wind:** ☑ single tree  □ below canopy  □ above canopy  □ recently exposed  □ windward, canopy edge  □ area prone to windthrow

**Prevailing wind direction:** W/SE  Occurrence of snow/ice storms  □ never  □ seldom  ☑ regularly

**TARGET**

**Use Under Tree:** ☑ building  ☑ parking  ☑ traffic  □ pedestrian  □ recreation  □ landscape  □ hardscape  □ small features  □ utility lines

**Can target be moved?**  Y  N  Can use be restricted?  Y  N

**Occupancy:** □ occasional use  □ intermittent use  □ frequent use  ☑ constant use

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### TREE DEFECTS

**ROOT DEFECTS:**

- Suspect root rot: Y [ ] Mushroom/conk/bracket present: Y [ ]
- Exposed roots: ☐ severe ☑ moderate ☐ low
- Undermined: ☐ severe ☑ moderate ☐ low
- Root pruned: _______ distance from trunk
- Root area affected: _______%
- Buttress wounded: Y ☑ N
- When: _______
- Restricted root area: ☐ severe ☑ moderate ☐ low
- Potential for root failure: ☐ severe ☑ moderate ☐ low
- LEAN: 10 deg. from vertical [ ] natural ☑ unnatural ☐ self-corrected
- Soil heaving: Y ☑ N
- Decay in plane of lean: Y [ ] Roots broken Y [ ] N [ ]
- Soil cracking: Y [ ] N [ ]
- Compounding factors: Restricted Area, Poor Maturity, Tree
- Lean severity: ☐ severe ☑ moderate ☐ low

### CROWN DEFECTS:

Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

<table>
<thead>
<tr>
<th>DEFECT</th>
<th>ROOT CROWN</th>
<th>TRUNK</th>
<th>SCAFFOLDS</th>
<th>BRANCHES</th>
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<tbody>
<tr>
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</table>

### HAZARD RATING

- Tree part most likely to fail: Trunk [ ] Lead Connect [ ]
- Inspection period: _______ annual _______ biannual _______ other _______
- Failure Potential + Size of Part + Target Rating = Hazard Rating

\[
3 + 3 + 4 = 10
\]

### HAZARD ABATEMENT

- Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape
- Cable/Brace: ________________
- Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

- Remove tree: Y ☑ N Replace? Y ☑ N Move target: Y ☑ N Other: ________________
- Effect on adjacent trees: ☐ none ☐ evaluate

- Notification: ☑ owner ☐ manager ☐ governing agency Date: ________________

### COMMENTS

Over Mature Tree for Street Lawns Area

High Risk Potential: Storm failures occurring on significant branches. Excessive splitting/cracking/trend on trunk. Leads are unbalanced & top heavy. Existing capacity has been met (Restrictions with Read, Sidewalk & Driveway along with UC utilities. Recommend Remove & Replace.}
SEVERE SPLITTING/CRACKING & LOOSE BARK (W'LY SIDE)
A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 272 Sylvaen Rd.
Map/Location: Tree is along semi-circle way
Owner: public ✔ private unknown other
Date: 4/5/23 Inspector: Kyrie Sears
Date of last inspection: 

HAZARD RATING:
4 + 4 + 4 = 12
Failure Size Target = Hazard Rating
Potential of part Immediate action needed
rating

TREE CHARACTERISTICS

Tree #: 1224 Species: Silver Maple
DBH: 44" # of trunks: 1 Height: 55' Spread: 46' (3 leads)
Form: ☑ generally symmetric ☐ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☑ co-dominant ☐ intermediate ☐ suppressed
Live crown ratio: 85 % Age class: ☑ young ☐ semi-mature ☐ mature ☑ over-mature/ senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☑ multiple pruning events Approx. dates: 
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☑ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by gov. agency

TREE HEALTH

Foliation color: ☑ normal ☐ chlorotic ☐ necrotic Epicormics? Y N
Foliation density: ☐ normal ☐ sparse Leaf size: ☐ normal ☐ small
Annual shoot growth: ☑ excellent ☐ average ☑ poor Twig Dieback? Y N
Woundwood development: ☐ excellent ☐ average ☑ poor ☐ none
Vigor class: ☑ excellent ☐ average ☐ fair ☑ poor
Major pests/diseases: Heart Rot Disease, Nesting holes, Evidence of Ticks, Cankers & Decay

SITE CONDITIONS

Site Character: ☑ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ roadway ☐ raised bed ☐ container ☐ mound ☑ lawn ☐ shrub border ☐ wind break
Irrigation: ☐ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? Y ☑ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y N
% dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☑ shallow ☑ compacted ☐ droughty ☐ saline ☑ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☑ clay ☐ expansive ☐ slope ___° aspect: 
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☑ underground utilities ☐ traffic ☐ adjacent veg.
Exposure to wind: ☑ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☑ windward, canopy edge ☐ area prone to windthrow
Prevailing wind direction: W ESTERLY Occurrence of snow/ice storms ☐ never ☐ seldom ☑ regularly

TARGET

Use Under Tree: ☑ building ☑ parking ☑ traffic ☑ pedestrian ☐ recreation ☐ landscape ☐ hardscape ☐ small features ☐ utility lines
Can target be moved? Y ☑ Can use be restricted? Y ☑
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☑ constant use

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**TREE DEFECTS**

**ROOT DEFECTS:**
- Suspect root rot: \(\checkmark\) N
- Mushroom/cond/bracket present: \(\checkmark\) N
- Exposed roots: \(\checkmark\) severe \(\square\) moderate \(\square\) low
- Undetermined: \(\square\) severe \(\checkmark\) moderate \(\square\) low
- Root pruned: _______ distance from trunk
- Root area affected: _______%
- Buttress wounded: \(\checkmark\) N
- When: _______

- Restricted root area: \(\checkmark\) severe \(\square\) moderate \(\square\) low
- Potential for root failure: \(\checkmark\) severe \(\square\) moderate \(\square\) low
- 
- **LEAN:** 20 deg. from vertical \(\checkmark\) natural \(\square\) unnatural \(\square\) self-corrected
- Soil heaving: \(\checkmark\) N
- Decay in plane of lean: \(\checkmark\) N
- Roots broken \(\checkmark\) N
- Soil cracking: \(\checkmark\) N
- Compounding factors: 

**CROWN DEFECTS:** Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

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**HAZARD RATING**
- Tree part most likely to fail: TRUNK
- Inspection period: ______ annual ______ biannual ______ other ______
- Failure Potential + Size of Part + Target Rating = Hazard Rating
\[4 + 4 = 12\]

**HAZARD ABATEMENT**
- Prune: \(\square\) remove defective part \(\square\) reduce end weight \(\square\) crown clean \(\square\) thin \(\square\) raise canopy \(\square\) crown reduce \(\square\) restructure \(\square\) shape
- Cable/Brace: \(\square\) ________
- Inspect further: \(\square\) root crown \(\square\) decay \(\square\) aerial \(\square\) monitor
- Remove tree: \(\checkmark\) N \(\square\) Replace? \(\checkmark\) N \(\square\) Move target: \(\checkmark\) N \(\square\) Other: ________
- Effect on adjacent trees: \(\checkmark\) none \(\square\) evaluate
- Notification: \(\square\) owner \(\square\) manager \(\checkmark\) governing agency
- Date:  

**COMMENTS**
- **Recommend:** Immediate Removal & Replace, Over-mature tree in restricted growth area, Heart Rot Disease, multiple nesting holes, Horizontal Stress cracks
- Bleeding/Sap Flow, Root Plugging, exposed roots and included bark. Tree has had multiple

*Note: Additional comments or observations can be added here.*
MATTERS OF THE SUPERVISOR