

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, February 4, 2020 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Lisa Pavlovych (Justice Court)  
Jeremy Lutz (IT Dept.)  
Bridget Monroe (Supervisor's Office)  
Mike Guyon (Public Works/Highway)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

**Approval of Minutes:** Approval of Minutes – Received and filed the minutes of the January 14<sup>th</sup>, 2020 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Award bid for Bucket Truck rental with Operator to Davey Tree Expert (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the bid for Bucket Truck rental with Operator to the lowest responsible bidder, Davey Tree Service for the base hourly rate of \$216. The contract calls for a maximum of 200 hours (\$43,200) which is available in the 2020 budget. Bids were advertised with two respondents (see letter from C. Roscoe).

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

Award RFP for arborist services to Arborview (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the RFP for arborist services for 2020 to Arborview for the proposed \$135/hour as outlined in the payment section of the agreement. Further to authorize the Supervisor to administratively renew this contract for up to an additional three years with increases outline in the payment section of the contract (see letter from C. Roscoe).

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

## **Grant Authorizations and Acceptances:**

Accept Justice Court Administration Program (JCAP) Award in the amount of \$8,100 and amend 2020 budget (Justice Court Dept.) – The FASC discussed with Lisa Pavlovych her request for Town Board action to accept the JCAP grant in the amount of \$8,100. Funds will be used to refurbish/refresh Judge Falk's courtroom walls. Further authorization to amend the 2020 budget as follows:

Increase Revenue: A.JSTCE.1110.3390 NYS Aid     \$8,100

Increase Expense: A.JSTCE.1110 2.60 Facility Improvemt  
\$8,100            (see letter from L. Pavlovych).

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

Accept 2019 CDBG Grant award for French Road Sidewalk Installation (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to accept the Monroe County Community Development Block Grant award of \$65,000 for the sidewalk improvements on the south side of French Road. Further for the Supervisor to be authorized to execute the contract and any related documents; and for the Finance Department to make the necessary adjustments to the 2020 budget A.DPW.5410 (see letter from C. Roscoe).

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

Accept SAM grant for \$125,000 for lighting improvements are various locations throughout the Town of Brighton (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to accept the SAM Grant in the amount of \$125,000 for lighting improvements are various locations throughout the Town of Brighton. Further to authorize the Supervisor to execute contracts and other related documents. Finally authorize any amendments to the appropriate Capital Projects budget to facilitate the receipt of revenue and the expense as for this ongoing project. Most likely this project will not be completed in one fiscal year and will be tracked in the Capital Projects Fund (see letter from M. Guyon).

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

Authorize/Approve CDBG Grant Application with Monroe County for sidewalk improvements along Elmwood Avenue (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board approval to prepare and submit a CDBG grant application to Monroe County for \$80,373 for the installation of concrete ADA compliant sidewalks along the north side of Elmwood Avenue from Faith Temple to the 7-Eleven and to authorize the Supervisor to execute any application related documents. This project, if awarded, will be done in the 2021 year (see letter from C. Rosco).

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

### **Contracts and Contract Change Orders:**

Authorize a three year contract with Spectrum for PRI based phone service and increased bandwidth for Internet access (Information Technology Dept.) – The FASC discussed with Jeremy Lutz his request for Town Board action to authorize a three-year contract with Spectrum (NYS OGS contract) for telephone and increased bandwidth services. This will yield a savings of \$45 per month. Some copper lines will remain with Frontier. Also approval for the Finance Department to make the necessary budget transfers to facilitate this change (see letter from J. Lutz).

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

Approve contract with Teamsters for their member's health insurance per the new bargaining agreement (Finance Dept.) – The FASC discussed with Mike Guyon and Paula Parker her request for Town Board action to authorize the Supervisor to execute and agreement with the NYS Teamster's Council Health & Hospital Fund effective 1/1/2020 through 12/31/2024. The bargaining unit agreement has been approved and this will establish rates as related to the cost of the health Insurance for the Teamster members. The contract is subject to the approval of the Attorney to the Town (see letter from P. Parker).

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

### **Budget Amendments and Transfers:**

Authorize appropriations and transfers for the 2019 budget year end processing (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2019 amended budget. This list is a draft and will be updated as needed for any 2019 claims that will be posted to that fiscal year. The updated list will be on the Board Agenda for the February 12<sup>th</sup> meeting (see letter from P. Parker).

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

### **Personnel Matters:**

Promotion from Senior MEO to Construction Equipment Operator (CEO) effective February 17, 2020 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Mr. Joseph Wesley from Senior MEO to Construction Equipment Operator effective 2/17/2020.

There will be a probationary period of 26 weeks, with all other terms as outlined in the CSEA bargaining unit agreement (see letter from M. Guyon).

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

Authorize amendments to the Highway (Sub-Department Road Repair) Organizational chart (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the changes to the Highway (Road Repair) Department's Table of Organization. The new table will reflect the current job titles being utilized by the Department. It was noted that two of the Laborer Positions will remain vacant and thus were not funded in the 2020 budget, however for all other positions, funds were anticipated in the 2020 budget (see letter from M. Guyon).

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

**Other Matters for Action of the Town Board:**

Declare 2011 Chevrolet Express E4500 Ambulance as surplus to be sold at auction (Ambulance District) – The FASC discussed with Paula Parke and Mike Guyon the request from Code Dean, Chief of the Brighton Volunteer Ambulance to declare the 2011 Chevy E4500 Ambulance as surplus to be sold utilizing either the Municipal online auction or the Municipal live auction this coming spring. This ambulance was replaced late in 2019 (see letter from C. Dean). The FASC recommends the Town Board take favorable action on this matter.

Set 202b Public Hearing for purchase of one pickup truck in the Consolidated Sewer District (Sewer/Finance Depts.) – The FASC discussed with Paula Parker her request for Town Board action to set a 202b Public Hearing on March 11, 2020 to purchase one pickup truck as per the 2020-2022 adopted CIP for the consolidated sewer district. This will replace pickup truck #96 and is fully budgeted in the 2020 budget. Debt will not be issued for this purchase, however the public hearing is required for this purchase for the Sewer District (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

**Other Matters for Discussion Only:**

No matters for this meeting.

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**\*\*The FASC meeting was adjourned at 4:10 p.m.**

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The next regularly scheduled meeting of the FASC will be held on **THURSDAY, FEBRUARY 20, 2020 at 8:30 a.m.** in the Stage Conference meeting room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings. (Note different day and time)

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