

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, October 6, 2020 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Mike Guyon (Public Works/Highway)
Chief David Catholdi (Police)

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 September 15, 2020 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Authorize contract renewal No. 1 of 4 with Waste Management for Refuse and Recycling Services to the Town's Refuse Districts for 2021 (Public Works/Refuse Districts) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board authorization to approve the 2021 refuse contract services with Waste Management. The increase in unit price is 1.03% from the 2020 rate of \$250.56 to the 2021 rate of \$253.14 or \$2.58. This is the first of four possible renewals. As a note the Waste Management rate does not include the Town's administrative costs (see letter from C. Roscoe).

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

Budget Amendments and Transfers:

Authorization to purchase new unmarked police vehicle to replace control #103 (see Other Matter for Action of the Board section below) and budget transfer to facilitate purchase (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to authorize the purchase of an unmarked hybrid police vehicle to replace control #103 as indicated below . Further authorize a budget transfer as follows:

FROM: A.POLCE.3120.4.49 Other Contract Services	\$30,000
TO: A.POLCE.3120.2.21 Automobiles	\$30,000

(see letter from D. Catholdi).

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

Authorize appropriation any funds available (Fund Balance) in the Brighton Meadows Drainage District (Public Works/Drainage District) – The FASC discussed with Mike Guyon his request for Town Board action to authorize an appropriation of \$470 from any funds available (Fund Balance account SD.909.8540) to expense account SD.DRAND.8540.4.11. Funds will be utilized to purchase grass carp for the Brighton Meadows Drainage District in an effort to increase the fish population and control the aquatic plant growth (see letter from M. Guyon).

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

Personnel Matters:

Authorize promotion of Nick Valente from laborer to MEO in the Highway Department effective October 19, 2020 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the promotion of Nick Valente from Laborer to Motor Equipment Operator (MEO) effective October 19, 2020. Mr. Valente will serve a 26 week probationary period. All other terms and conditions as in accordance with the CSEA bargaining unit contract (see letter from M. Guyon).

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

Approve Dental 2021 rates and authorize related contracts (Personnel Dept.) – The FASC discussed with Paula Parker the request from Tricia VanPutte for Town Board action to approve the dental insurance for both active employees and retirees as related to dental benefits for 2021. Once again this year our Town rates will remain the same with only a small change in the administrative fee charged by Excellus. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letter from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve MVP and Excellus 2021 rates and authorize related contracts (Personnel Dept.) – The FASC discussed with Paula Parker the request from Tricia VanPutte for Town Board action to approve the health insurance for both active employees and retirees (pre-65 and post-65 plans) as related to MVP and Excellus for 2021. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letters from T. VanPutte).

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

Approve Flexible Spending Administration participant monthly rate – Lifetime Benefit Solutions, Inc. for 2021 and authorize related contracts (Personnel Dept.) – The FASC discussed with Paula Parker the request from Tricia VanPutte for Town Board action to approve the per participant monthly rate of \$3.15 and a compliance service rate remaining at \$275 annually and authorize the Supervisor to execute the contract and any related documents. Both rates remain unchanged from the 2020 rates (see letter from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve EyeMed Vision/Eyewear Benefit for 2021 with no change in premium rate to our employees and authorize contracts (Personnel Dept.) – The FASC discussed with Paula Parker the request from Tricia VanPutte for Town Board action to approve continuation of the EyeMed Benefit to the employees and authorize the Supervisor to execute an contracts or related documents. The rate negotiated is guaranteed through 2022 and is fully paid by the employees electing the benefit (see letter from T. VanPutte).

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

Other Matters for Action of the Town Board:

Declare 2009 Chevrolet Impala as surplus in the Police Department to be sold at the Fall 2020 Roy Tietsworth, Inc. municipal live auction or at their municipal on line auction (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to declare control #103 a 2009 Chevrolet Impala VIN# 2G1WD5EM6B1299985 unmarked police vehicle as surplus to be disposed of at the Fall municipal live auction on October 10, 2020 or the online auction. This vehicle was in an accident and the value of the vehicle does not warrant the repair (see letter from D. Catholdi).

Note: The Chief will explore a number of options for the replacement of this vehicle via State bid (ie. Hybrid, gasoline and type of vehicle) and report back to the FASC regarding his recommendation for a replacement.

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

Accept \$100 donation from Sally Bush and amend the 2020 Police budget (Police Dept.) – The FASC discussed with Police Chief Catholdi his request for Town Board action to accept a \$100 donation from Sally Bush in support of the Brighton Police Department Programs. Further approval to amend the Police budget to allow funds to be expended as follows:

TO Revenue: A.POLCE.3120.2705 Gifts/Donations \$ 100

TO Expense: A.POLCE.3120.4.18 Programs & Supplies \$ 100

(see letter from D. Catholdi).

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:

There was a motion by Supervisor Moehle to enter an executive session at 4:07pm to discuss the employment of particular people. This was seconded by Robin Wilt and all voted aye.

Due to the confidential nature of these discussions, notes are not contained herein.

A motion was made by Robin Wilt to end the executive session at 4:15 p.m. This was seconded by Supervisor Moehle and all voted aye.

**The FASC meeting was adjourned at 4:15 p.m.

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, October 20th, 2020 at 3:30 p.m.** in the Auditorium at the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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