

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, November 4, 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)
David Catholdi (Police Department)
Suzanne Zaso (Finance Department)

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 October 20, 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:

Replace original Sirness Vending contract with amended version adding the Recreation location and fee paid to the Town (Public Works – Facilities Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the new agreement with Sirness Vending Service. This agreement adds the recreation location and increases the fee paid to the Town from \$250 to \$500 annually. This contract will replace the previous contract which is null and void (see letter from M. Guyon).

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

Approve an intermunicipal agreement with Monroe County for the distribution of CARES Act funds (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve an intermunicipal agreement with Monroe County and authorize the Supervisor to execute the agreement to facilitate the distribution of CARES Act funding. A detailed claim has been submitted to Monroe County per their instructions and it is unknown at this time what the level of reimbursement to the Town will be or when these funds might be received. However this agreement must be in place to receive funding (see letter from P. Parker).

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

Authorize renewal contract with Penflex, Inc. as TPA for West Brighton Fire Protection District LOSAP – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal contract with Penflex, Inc. for third party administration services are related to the West Brighton Fire Protection District's Length of Service Award Program. The contract is for a one year period 11/1/2020 – 10/31/2021 with a base fee of \$3,900 (\$100 increase from 2019/2020), GASB 73 fee of \$950, and certification and trustee directive letters are \$125 each (no change in this part of the contract pricing from the previous year.) (see letter from S. Zaso).

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

Authorize contract with CIGNA for the Short Term Disability as negotiated in the CSEA bargaining unit contract (Highway/Finance Depts.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to send a letter to Brown & Brown Insurance to approve the CIGNA short term disability rates (see attached) for the CSEA negotiated benefit for their members. This benefit will be effective on January 1, 2021 (see letter from P. Parker and presentation from Brown & Brown)

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

Budget Amendments and Transfers:

Budget Amendment to utilize Forfeited Property funds to complete the community survey (Police Dept.) – Request from Chief David Catholdi for Town Board action to amend the budget as follows:

To account: A.POLCE.3125.4.49 Contracted Services \$5,500

From account: A.889.JSTCE Reserve Fund \$5,500

Funds to be used in accordance with Executive Order #203 New York State Police Reform and Reinvention Collaborative to conduct a community survey to gauge the level of satisfaction the community has with the Brighton Police Department. Roberts Wesleyan College will be conducting the survey (see letter from D. Catholdi).

There was discussion regarding the process and the type of questions that will be contained in the survey. In order to be more informed, Committee member Wilt would like to have a presentation from Roberts Wesleyan about their survey process.

The budget modification was approved.

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

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

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 4:00 pm 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 4:12 pm. This was seconded by Supervisor Moehle and all voted aye.

**The FASC meeting was adjourned at 4:12 pm.

The **next regularly scheduled meeting of the FASC will be held on TUESDAY, NOVEMBER 17TH, 2020 at 3:30 p.m.** in the Auditorium at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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