

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, June 16, 2021 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Mike Guyon (Public Works/Highway)

**Department Heads/Other attendees:**

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

**Approval of Minutes:** Approval of Minutes – Received and filed the minutes of the June 2, 2021 meeting.

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

Award RFP to Emergency Enclosures, Inc. to provide services related to securing a building in an emergency situation (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to award the request for proposals for Emergency Call Out Services (to secure buildings in an emergency situation) to Emergency Enclosures, Inc., the lowest responsible bidder. This contract will become effective upon the date of the execution of said document for a one year period. There will be three additional one year optional renewal terms that may be exercised by the Supervisor for a possible total of four years. These services would secure a property in an emergency situation and charges/fees for service would be submitted to the property owner's insurance company with the Town being the payer of last resort (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

**Grant Authorizations and Acceptances:**

Authorized the Supervisor to digitally sign an agreement for the Rochester-Monroe County Youth Bureau for the 2020 program funding (Recreation Dept.). – The FASC discussed with Paula Parker the request from Rebecca Cotter for Town Board action to authorize the Supervisor to digitally sign the Rochester-Monroe County Youth Bureau funding contract for \$7,085 for the 2020 Positive Youth Development/Community Services Initiative program. Further authorization to allow the Supervisor digitally sign all future contracts, based on the Recreation Director's recommendation and the review/approval of the Town Attorney (see letter from R. Cotter)

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

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

Approve the relocation of three (3) cobra street light poles on Elwood Ave as part of 1925 South Clinton Ave. Incentive Zoning (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the relocation of three (3) street cobra lights along Elmwood Avenue as part of the sidewalk construction incentive zoning package related to 1925 South Clinton Avenue amenity agreement. The cost of relocating these streetlights is estimated at \$12,000 and would be completed by M. L. Caccamise Electric Corp. via the Town's currently Board approved contract. The cost of the relocation of the streetlights is not part of the amenity agreement and is not included in the current 2021 budget; therefore an authorization to appropriation the necessary funding, from any funds available, to complete this project will be necessary (see letter from M. Guyon).

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

Authorize a one year contract extension with Skanex Pipe Services, Inc. at the current 2018 (no increase for 2019 or 2020) base bid schedule (Sewer Dept.) - The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to approve a contract extension with Skanex Pipe Services, Inc. This is the third renewal of a possible total of four with no change in pricing. The contract, effective 7/26/2021 through 7/26/2022, will provide for services related to the annual Cured In Place Pipe (CIPP) Lining program related to the sanitary sewers and is limited to the annual funds as budgeted (see letter from C. Roscoe).

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

## **Budget Amendments and Transfers:**

No matters for this meeting.

## **Personnel Matters:**

Approve appointment of Laura Pogal to fill part-time office clerk IV (reception desk) effective on or about June 28, 2021 (Town Clerk's Office) – The FASC discussed with Dan Aman his request for Town Board action to approve the appointment of Laura Pogal to the permanent part-time positon of office clerk IV (reception desk) at 17.5 hours per week. This appointment will be effective on or about June 28, 2021 at an hourly rate of 15.28 – Group III, Step 1 on the Part-Time Permanent Wage Schedule. This appointment is subject to the successful completion of a background check and will be subject to a 52 week probationary period (see letter from D. Aman).

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

Approve appointment of John Muir to fill part-time office clerk IV (Town Clerk's Office) effective on or about June 28, 2021 (Town Clerk's Office) – The FASC discussed with Dan Aman his request for Town Board action to approve the appointment of John Muir to the permanent part-time positon of office clerk III (Town Clerk's Office) at 17.5 hours per week. This appointment will be effective on or about June 28, 2021 at an hourly rate of 17.51 – Group V, Step 1 on the Part-Time Permanent Wage Schedule. This appointment is subject to the

successful completion of a background check and will be subject to a 52 week probationary period (see letter from D. Aman).

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

Authorize an increase in weekly hours for the part-time permanent Clerk II in the Sewer Department (Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an increase in weekly hours from 20 to 25 for the part-time positon of Clerk II in the Sewer Department. This will increase the biweekly salary by just over \$200 (\$100 per week or 5 hours x \$20.09 per hour), resulting in annual increase of \$5,612 but \$2,818 for the remainder of 2021. This cost would be covered by reducing the number of seasonal laborers that will be utilized in 2021 (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:**

No matters for this meeting.

### **Other Matters for Discussion Only:**

Authorize the search for an Assistant Engineer in lieu of a Geographic Information System Analyst (Public Works Dept.) – The FASC discussed with Mike Guyon his request for authorization to move forward with the search and ultimate filling of the vacancy of the Assistance Engineer positon. After the resignation of Brett Carlock as the GIS Analyst, the position was reviewed and it does not provide the support needed to efficiently complete engineering related tasks, including support for the Town Engineering position. There is an approximate \$12,000 gap between the GIS Analyst (Group 4) and the Assistant Engineer (Group 7) which has not been budgeted (see letter from M. Guyon). The FASC committee authorized the search for a Assistant Engineer. Once a viable candidate is found, Mike will return to the committee, and ultimately the Town Board, for authorization to appoint/hire the selected candidate.

### **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 9:07 am.

**The next regularly scheduled meeting of the FASC will be held on  
WEDNESDAY, July 7<sup>th</sup>, 2021 at 8:30 a.m.** in the Auditorium at Brighton Town Hall. All members of the public are invited to attend FASC meetings.

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