

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, July 7, 2021 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Emily Kelsey (Recreation Department)  
Chief Catholdi (Police Department)  
Mike Guyon (Public Works/Highway)  
Ken Gordon (Town Attorney)

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 16, 2021 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 agreement with Foodlink, Inc. to continue the Grab & Go weekly meal program for the Brighton Seniors Program (Recreation Dept.) – The FASC discussed with Emily Kelsey the request from Rebecca Cotter for Town Board action to authorize the Supervisor to execute a contract with Foodlink, Inc. to provide weekly meals at the cost of \$2.98/meal to continue the Brighton Senior's Grab & Go Meal Program. The initial arrangement with Foodlink is effective nunc pro tunc July 7, 2021 through September 29, 2021 and can be renewed as needed until such time that our Brighton Seniors can resume the normal meal program (meeting in person) (see letter from. R. Cotter).  
The FASC recommends the Town Board take favorable action on this matter.

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

Approve budget transfer in the Clerk's office to allow for the purchase of a new desk and chair (Town Clerk's Office) – The FASC discussed the request from Dan Aman for Town Board action to approve the following transfer of funds:

To:	A.CLERK.1410.2.12	Office Furniture	\$1,050
From:	A.CLERK.1410.4.49	Other Contract Services	\$ 800
	A.CLERK.1410.4.83	Printing/Copy Charges	\$ 250

This will allow for the purchase of one new desk and desk chair to ensure each employee has their own distinct workspace (see letter from D. Aman).

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

### **Personnel Matters:**

Approve Title changes and Organizational chart amendments in the Highway and Sewer Departments (Highway/Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the following title changes in the Highway and Sewer Departments respectively:

FROM:	TO:
Deputy Highway Superintendent	Deputy Commissioner of Public Works
Sewer Inspector	Sewer Foreman

further authorization to amend the Highway and Sewer organizational charts to reflect the new titles. The new titles better reflect the actual job duties and responsibilities of each position. Monroe County Civil Service has approved these titles and they exist on our current roster. The salary for Sewer Foreman must be adjusted in the Teamsters Bargaining Unit agreement to reflect the current starting salary of \$94,000 and the increase to \$95,800 upon the successful completion of the probationary period by Mr. Tim Jason (see letter from M. Guyon).

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

### **Executive Session:**

There was a motion at 9:05 am by Supervisor Moehle to enter an executive session to discuss the employment of particular people. This was seconded by Robin Wilt and all voted aye.

The following items were discussed, due to the sensitive nature of these discussions notes are not contained herein.

Approve appointment to fill vacant laborer position in the Sewer Department effective July 19, 2021(Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of laborer full-time in the Sewer Department. This appointment will be effective **August 2, 2021** at the starting hourly wage rate of \$19.83 with all other terms and conditions as outlined in the current CSEA collective bargaining agreement. This position is noncompetitive and will be subject to the successful competition of a 52 week probationary period (see letter from M. Guyon).

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

Approve appointment to fill vacant laborer position in the Highway Department effective July 19, 2021(Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of laborer full-time in the Sewer Department. This appointment will be effective **August 2, 2021** at the starting hourly wage rate of \$19.83 with all other terms and conditions as outlined in the current CSEA collective bargaining agreement. This position is noncompetitive and will be subject to the successful competition of a 52 week probationary period (see letter from M. Guyon).  
The FASC recommends the Town Board take favorable action on this matter.

Approve appointment of one Police Officer position in the Police Department effective July 17, 2021 (Police Dept.) – The FASC discussed with Chief Catholdi his request for Town Board action to approve an appointment to the position of Police Officer full-time in the Brighton Police Department. This appointment will be effective July 17, 2021 at the starting hourly wage rate of \$72,115 annually in accordance with Article 8 of the Collective Bargaining agreement with Brighton Police Patrol Association. This appointment is dependent upon successful completion of all testing, evaluations, and approvals as required by the Brighton Town Board and Monroe County Civil Service as well as the successful completion of the 26 week probationary period (see letter from D. Catholdi)  
The FASC recommends the Town Board take favorable action on this matter.

Approve appointment of one Police Officer position in the Police Department effective July 17, 2021 (Police Dept.) – The FASC discussed with Chief Catholdi his request for Town Board action to approve an appointment to the position of Police Officer full-time in the Brighton Police Department. This appointment will be effective July 17, 2021 at the starting hourly wage rate of \$62,712 (for new employee) annually in accordance with Article 8 of the Collective Bargaining agreement with Brighton Police Patrol Association, for new employees. This appointment is dependent upon successful completion of all testing, evaluations, and approvals as required by the Brighton Town Board and Monroe County Civil Service as well as the successful completion of the 52 week probationary period (see letter from D. Catholdi).  
The FASC recommends the Town Board take favorable action on this matter.

There was a motion at 9:30 am by Supervisor Moehle to end the executive session. This was seconded by Robin Wilt and all voted aye. The regular meeting continued.

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

No matters for this meeting.

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

The FASC reviewed the proposals submitted for fire protection services for the West Brighton Fire Protection District. Four submittals were received and ranked as follows: First: Henrietta Fire District; Second: Gates Fire District; Third: City of Rochester Fire Department; and Fourth: Brighton Fire District,. The advantages and disadvantages of the Henrietta and Gates submissions were discussed in detail. The direction provided by the FASC to the Town Attorney was to reach out to the Henrietta Fire District to discuss next steps.

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

No matters for this meeting.

\*\*The FASC meeting was adjourned at 10:45 am.

The **next regularly scheduled meeting of the FASC will be held on WEDNESDAY, July 21<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\*\***