

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, July 21, 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:

Lisa Pavlovych (Justice Court)
Dennis Mietz (Brighton Volunteer Ambulance)
JulieRay Romano (Brighton Volunteer Ambulance)
Chief Catholdi (Police Department)
Mike Guyon (Public Works/Highway)

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 July 7, 2021 meeting.

Town Bid/Proposal Authorizations and Awards:

Bids for Replacement Ambulance (Finance Dept.) – The FASC discussed with Dennis Meitz (BVA), JulieRay Romano (BVA) and Paula Parker their request for Town Board authorization to seek bids for one replacement ambulance for the Ambulance Services Special District. The advertising will be done following official Board approval with the bid opening for the new ambulance set on August 27th, 2021. The design differences between the Ford and the Sprinter were also discussed and the preference for the Sprinter over the Ford model (see letter from P. Parker and memo from D. Mietz (BVA)).

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

Award Bid for the Brighton Memorial Library Roof Rehabilitation/Replacement to Spring Sheet Metal & Roofing, LLC for \$657,600 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to award the bid for the Library Roof Replacement Project – Bid with Alternate – to Spring Sheet Metal & Roofing, LLC, the lowest responsible bidder in the amount of \$657,600. In addition, the Supervisor should be authorized to approve any change orders not exceeding the 10% contingency amount of \$65,760 for a total not to exceed \$723,360. The alternate bid represents a better roofing material and longer warranty period (25 years versus 20 years) (see letter from M. Guyon).

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

Approve Homeacres Entrance Piers repair quote and amend budget (Public Works/Homeacres) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board approval to repair the Homeacres Entrance Piers for the quoted price of \$11,200 from Armstrong Fabricators, plus a 10% contingency amount of \$1,120 for a total amount not to exceed \$12,320. Further approval for the Finance Department to appropriate the necessary funds in the amount of \$9,300 from the Fund Balance account (SN.909 to the Maintenance Repair account SN.NID.NIDHA.4.41. This project has been planned and funds have been placed into the Fund Balance account until the project could be done (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

Accept Governor's Traffic Safety Grants in the total amount of \$10,800 for 2022 Police Budget (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to accept the Seat Belt Mobilization Enforcement Grant (\$2,400) and the Regular PTS Enforcement Grant (\$8,400) for a total of \$10,800. These grants will be in the Police Department's 2022 budget request (see letter from. D. Catholdi).

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

Accept 2021/2022 Pedestrian Bicycle Safety Enforcement and Education Grant (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to accept the 2021/2022 Pedestrian Bicycle Safety Enforcement and Educational grant in the amount of \$5,250. The funds related to this grant will be in the Police Department's 2022 budget request (see letter from. D. Catholdi).

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

Contracts and Contract Change Orders:

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

Budget Amendments and Transfers:

Approve Budget Amendment for Justice Court in the amount of \$1,700 for sound and recording equipment (Justice Dept.) – The FASC discussed with Lisa Pavlovych her request for Town Board Action to approve a budget amendment as follows:

To: A.JSTCE.1110.2.14 Audio/Visual Equipment \$1,700

From: A.JSTCE.1110.4.74 Membership/Training \$1,700

Funds will be used to purchase aging sound and recording equipment which is performing poorly (see letter from L. Pavlovych).

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

Personnel Matters:

Extend hours up to 40 for JP O'Brien in the Police Department until the Clerk's position can be filled (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve five additional hours per week for JP O'Brien beginning on August 2, 2021. The salary will be adjusted accordingly, including the hours for any paid holidays during this period, however since this is a temporary situation, accruals will not be affected. These additional hours will be effective until the Clerk position is filled (see letter from D. Catholdi).

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

Executive Session:

There was a motion at 8:55 am by Robin Wilt to enter an executive session to discuss the employment of particular people. This was seconded by Supervisor Moehle and all voted aye.

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

Approve appointment of one Police Officer position in the Police Department effective August 28, 2021 (Police Dept.) – The FASC discussed with Chief David 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 August 28, 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.

There was a motion at 9:00 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:

Adopt Bond Resolution in the amount of \$735,000 for the replacement / rehabilitation of the Brighton Memorial Library Roof in the 2021 Fiscal year (DPW/Finance Depts.) – The FASC discussed with Paula Parker her request for Town Board action to adopt a bond resolution in the amount of \$735,000 for the replacement of the Brighton Memorial Library's roof. This replacement was planned in the 2021-2023 CIP and bonding was anticipated. The repayment period for this bond will be for a maximum of 20 years and is subject to a 2/3rds majority vote by the Town Board. The Bond Resolution is being prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (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:

Approve optional renewal of contract for refuse collection for Waste Management (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to approve the optional renewal contract for Waste Management of New York LLC for the 2022 calendar year. The effective date of the contract is January 1 2022 through December 31, 2022 with two of the original four additional renewal options remaining. The annual pricing will increase from the 2021 rate of \$253.14/unit to \$263.11/unit \$9.97 or a 3.94% increase (does not include Town Administration fees) (see letter from C. Roscoe).

This item was tabled pending discussions with Waste Management regarding sustainability and possible alternative refuse collection models – including organics as an example.

**The FASC meeting was adjourned at 9:40 am.

The next regularly scheduled meeting of the FASC will be held on **WEDNESDAY, August 4th, 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****