

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, September 1, 2021 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

Chief David Catholdi (Police Department)  
Lisa Pavlovych (Justice Courts)  
Tricia VanPutte (Personnel)  
Mike Guyon (Highway/Public Works)  
Evert Garcia (Public Works)

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 August 18, 2021 meeting.

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

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Authorization to apply for the Justice Court Assistance Program Grant (2021-2022) (Justice Court Dept.) – The FASC discussed with Lisa Pavlovych her request for Town Board approval to apply for the JCAP grant in the amount of \$11,300. Funds will be used for courtroom improvements and the purchase of a cell phone locker. Further authorization for the Supervisor to execute all related application documents (see letter from L. Pavlovych).

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

Accept SAM Grant in the amount of \$500,000 and authorize the Supervisor to execute all related documents (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to accept a State And Municipal (SAM) Grant in the amount of \$500,000 for the Winter Farmer's Market building renovation project. Further approval to authorize the Supervisor and the Town Attorney to execute all documents related to the SAM Grant process (see letter from M. Guyon).

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

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

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).

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

Approve Inter-municipal Agreements for PILOT payments between the Town and Henrietta Fire District effective January 1, 2022 (WBFPD/Attorney Dept.) – The FASC discussed with Ken Gordon his request for Town Board action to approve the PILOT Inter-municipal agreements with Henrietta Fire District. These agreements are a necessary part of the planned dissolution of the West Brighton Fire Protection District and will be effective January 1, 2022 (see letter & agreements from K. Gordon).

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

### **Executive Session:**

At 9:15 am there was a motion by Robin Wilt to enter an executive session to discuss matters of litigation. This was seconded by Supervisor Moehle and all voted aye. Due to the sensitive nature of this discussion, notes are not contained herein.

At 9:25 am there was a motion to end the executive session by Supervisor Moehle. This was seconded by Robin Wilt and all voted aye. The regular FASC meeting continued.

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

No matters for this meeting.

### **Personnel Matters:**

Approve appointment of one Police Officer position in the Police Department effective September 11, 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 September 11, 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 Shana Hagins to Office Clerk IV Part Time effective September 5, 2021 (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the appointment of Shana Hagins to Office Clerk IV part time in the Personnel Office. The salary will be set at Group III, Step 3, \$16.39 per hour, as reflected on the Part Time Permanent Wage Schedule. Further approval needed to amend the organizational charge for the Personnel Department to add this position. The hours for this position have been budgeted at 3 hours weekly and is in the 2021 budget (see letter from T. VanPutte).

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

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

Recommend adoption of the 2022 – 2024 Capital Improvement Plan. The FASC committee reviewed the 2022 – 2024 CIP with Paula Parker. The plan will be reviewed by the Sustainability Committee at their next scheduled meeting. The Budget Review Task Forces has reviewed the plan and made recommendations as well. This plan will serve as a financial planning tool for our 2022 budget preparation, and therefore is subject to change (see letter from P. Parker).

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

Set Public Hearings to consider the 2022 Special Districts Budgets, to review the Assessment Rolls for Special District charges and improvements and for Sewer Rents and to consider the 2022 Preliminary Town Operating and Capital Budgets. Hearings to be set on October 13th and October 27th, 2021 (see letter from P. Parker).

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

The FASC reviewed and discussed ideas for the use of the CCA program Community Solar opt in program. Source Energy has provided the Town with funds from this program. The Sustainability Oversight Committee has made a list of recommendations for use of these funds. Mike Guyon and/or Evert Garcia will come back to the FASC committee with more details with detail financing in order to make any necessary budget amendments.

### **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 TUESDAY, SEPTEMBER 14<sup>th</sup>, 2021 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\*\***