

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, October 5, 2021 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado
Chris Werner

Department Heads/Other attendees:

Chief David Catholdi (Police Department)
Mike Guyon (Highway/Public Works)
Ramsey Boehner (Public Works)
Rick Distefano (Public Works)

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 September 14, 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 Stantec contract amendment for U of R Review Traffic Impact Study (Public Works Dept.) – The FASC discuss with Ramsey Boehner his request for Town Board action to authorize an amendment to extend the currently expired contract with Stantec in the remaining balance of \$15,806 for the review of the University of Rochester Traffic Study Impact. Funds have been paid to the Town by the U of R (see letter from R. Boehner).

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

Budget Amendments and Transfers:

Approve budget amendment for tree removals in 2021 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve a budget amendment in the amount of \$25,000 to account A.DPW.8560.4.43 Tree/Landscaping Services from any funds available. This will allow for the removal of 16 trees that have been reviewed and approved. The cost of the emergency removal and trimming of trees was more than expected and leaves this budget short (see letter from M. Guyon).
The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Approve three promotions of Police Officer to Police Sergeant in the Police Department effective October 23, 2021 (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to approve the following three promotions from the title of Police Officer to the title of Police Sergeant effective October 23, 2021 at the listed salary:

Bradley Clouston	\$111,316
Rebecca Halpin	\$111,316
Justin Keller	\$111,316

Each of these employees will serve a minimum probationary period of 26 weeks. All promotions were appointed from the Monroe County Civil Service list of eligible candidates for the rank of Sergeant and per the conditions outlined in the bargaining unit agreement (see letters (3) 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 October 23, 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 October 23, 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.

Other Matters for Action of the Town Board:

No matters for this meeting

Other Matters for Discussion Only:

DISCUSSION ONLY – Dental buy-up offer to non-represented employees (Finance Dept.) – In 2007 The Town Board adopted a resolution (12.27.07.14) outlining the contribution amounts for health and dental insurance by the non-represented and elected employee groups. This resolution also allows for the option of offering to these groups of buying up to the enhanced dental plan option. The cost of this buy-up will be 100% the responsibility of the employee. The reserve for this program, since the Town is self-funded, is well positioned to make this offer with no significant impact (see letter from P. Parker)

The FASC discussed this matter with Paula Parker and concurs and authorizes the offering of this benefit to non-represented employees, with no further Board action per the December 27th, 2007 resolution. In order to offer this buy up option to the Teamsters bargaining unit, there must be an agreement or memorandum of understanding negotiated.

Matters Tabled for Research and/or Discussion:

No matters for this meeting

Executive Session:

At 4:25 pm there was a motion by Supervisor Moehle to enter an executive session to discuss the employment of a particular person. This was seconded by Robin Wilt and all voted aye. Due to the nature of these discussions, notes are not contained herein.

At 4:45 pm there was a motion by Supervisor Moehle to end the executive session and continue the regular meeting. This was seconded by Robin Wilt and all voted aye.

**The FASC meeting was adjourned at 4: 50 pm.

The next regularly scheduled meeting of the FASC will be held on **TUESDAY, OCTOBER 19th, 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****