

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, October 19, 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:

Tricia VanPutte (Personnel)
Mike Guyon (Highway/Public Works)
Ramsey Boehner (Public Works)
Evert Garcia (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 October 5, 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:

Award contract for the Climate Action Plan consulting services to Barton & Loguidice in an amount not to exceed \$78,504 and approve budget amendment from Sustainability account (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to award the request for proposals to Barton & Loguidice in an amount not to exceed \$78,504 for consulting services relating to the Climate Action Plan. Further to authorize the Supervisor to execute any related documents. Also approval is requested to utilize \$18,504 in sustainability funds and authorize a transfer from CM.93.CCA to A.DPW.1490.4.49 Other Contracted Services with the offsetting revenue account of A.DPW.1490.2705 also being increased by the \$18,504 (see letter from E. Garcia).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve Dental 2022 rates and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the dental insurance rates for both active employees and retirees as related to dental benefits for 2022. For 2022 our Town rates will increase slightly by 2.6% (Single options increasing by \$1 monthly and Family options increasing by \$2 monthly) and an increase of \$.09 in the administrative fee (\$4.49 from \$4.40) charged by Excellus. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letter from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve MVP and Excellus 2022 rates and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the health insurance for both active employees and retirees (pre-65 and post-65 plans) as related to MVP and Excellus for 2022. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letters from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve Flexible Spending Administration participant monthly rate – Lifetime Benefit Solutions, Inc. for 2022 and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the per participant monthly rate of \$3.15 (no change from 2021 rate of \$3.15) and a compliance service rate increasing to \$325 annually up from the 2021 annual rate of \$275 annually and authorize the Supervisor to execute the contract and any related documents (see letter from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve EyeMed Vision/Eyewear Benefit for 2022 through 2025 with a 8.9% increase for 2022 and then no change in premium rate to our employees for the remainder of the contract (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the four year renewal of the EyeMed Benefit to the employees and authorize the Supervisor to execute any contracts or related documents. The rate negotiated represents a 8.9% increase for 2022 but is guaranteed through 2025 and is fully paid by the employees electing the benefit (see letter from T. VanPutte). FASC recommends the Town Board take favorable action on this matter.

Approve two promotions from Laborer to Motor Equipment Operator (MEO) in the Highway Department effective November 1, 2021 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the following two promotions from the title of Laborer to the title of Motor Equipment Operator (MEO) in the Highway Department effective November 1, 2021:

David Cagle (starting rate \$29.01/hour)

Derek Grillone (starting rate \$29.01/hour)

These two employees will serve a probationary period of 26 weeks; and will receive an increase in their hourly rates after 6 months as per Appendix A of the CSEA Bargaining Unit agreement. All other terms and condition shall also be in accordance with the CSEA Bargaining Unit agreement (see letters (2) from M. Guyon).

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

Approve the provisional appointment of Brendan Ryan to the position of Assistant Engineer in the Public Works Department effective November 15, 2021 (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to approve the provisional appointment of Brendan Ryan to the position of Assistant Engineer effective November 15, 2021. This salary for this position will be set at \$56,929.60 (Step 1, Group 7 (35 hours per week) of the non-represented salary schedule. This appointment is provisional will be become permanent upon the successful competition of the appropriate Monroe County Civil Service examination. Upon permanent appointment, the employee will be required to serve a 52 week probationary period (see letter from E. Garcia).

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

Amend Table of Organization in the Building and Planning Department (Public Works Dept.) – The FASC discussed with Mike Guyon and Ramsey Boehner the request for Town Board action to approve an amendment in the Building and Planning Department's table of organization. The change will eliminate the positions of Associate Planner (upon retirement of Ramsey Boehner) and Seasonal Building Department Aid; and add the positions of a Senior Planner, a second Planning Technician and a part time Building Inspector. The total cost for salary/wages only is estimated at an additional \$30,000 (see letter from M. Guyon). It was noted that these position titles doe currently exist on the Town of Brighton's position roster.

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:

No matters for this meeting

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 4: 10 pm.**

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, NOVEMBER 3, 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 (Room Change)****