

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, November 3, 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:

Mike Guyon (Highway/Public Works)
Rebecca Cotter (Recreation)
Ken Gordon (Town Attorney)

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:

Executive Session: Discuss matters related to real estate. There was a motion by Robin Wilt to enter an executive session at 3:35 pm to discuss matters related real estate. This was seconded by Supervisor Moehle and all voted aye. The committee discussed parcels of real estate that the Town has an interest in potentially purchasing or leasing.

At 4:40 pm, a motion was made by Supervisor Moehle to end the executive session and continue the regular meeting. This was seconded by Robin Wilt and all voted aye. The regular meeting continued.

Approval of Minutes: Approval of Minutes – Received and filed the minutes of the October 19, 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 renewal contract with Penflex, Inc. as TPA for West Brighton Fire Protection District LOSAP – The FASC discussed with Paula Parker the request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal contract with Penflex, Inc. for third party administration services are related to the West Brighton Fire Protection District's Length of Service Award Program. The contract is for a one year period 11/1/2021 – 10/31/2022 with a base fee of \$3,900 (no increases from 2020/2021), GASB 73 fee of \$950, and certification and trustee directive letters are \$125 each (no change in this part of the contract pricing from the previous year.) (see letter from S. Zaso).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve the appointment of Jayden Skeen-Foss to the position of laborer in the Highway Department effective November 22, 2021(Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the appointment of Jayden Skeen-Foss to the position of laborer effective November 22, 2021. This salary for this position will be set at \$19.38/hour (40 hours/week) as outlined in the current CSEA collective bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period and is noncompetitive per the Monroe County Civil Service Commission with all other conditions as outlined in the CSEA bargaining unit agreement (see letter from M. Guyon).

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

Approve Memorandum of Agreement with the Teamsters bargaining unit to offer enhanced dental (Smile Saver IV) to the Teamster members (Highway/Sewer/Parks Depts.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the MOA with the Teamsters bargaining unit and authorize the Supervisor to execute the agreement. This agreement will give the members the ability to purchase the enhanced dental plan – Smile Saver IV. Each member who chooses to participate in the enhanced plan will be responsible to pay the entire cost of their selection. This agreement has been reviewed by Bill Lowe, the Town's Labor Relations Attorney (see letter from M. Guyon).

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

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

The next regularly scheduled meeting of the FASC will be held on Tuesday, NOVEMBER 16, 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)****