

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, November 16, 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:

Dan Aman (Town Clerk)
Tricia VanPutte (Personnel)

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 November 3, 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:

Approve new copier purchase contract with Toshiba (Town Clerk's Office) – The FASC discussed with Daniel Aman, Town Clerk, his request for Town Board action to authorize the Supervisor to execute a lease/purchase contract via the East Suffolk BOCES contract for multiple Toshiba copiers via a 48 month purchasing agreement. The contract includes all maintenance and supplies on each machine with the exception of paper and staples, with all copies (B&W and Color) billed monthly at the agreed upon rates. (See memo from D. Aman). The FASC recommends the Town Board take favorable action on this matter.

Authorize Professional Services Agreement (renewal) for Financial Services (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute a professional services agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services. There is no increase in Serial Bonds or Bond Anticipation Note fees. However the hourly rate for other services did increase from \$130 to \$135 per hour. This contract will have a term not to exceed 5 years and is contingent on the approval of the Town Attorney (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

Authorize Professional Employment Placement Services contract with Robert Half International, Inc. (Finance & Personnel Depts.) – The FASC discussed with Paula Parker and Tricia VanPutte the request for Town Board action to authorize the Supervisor to execute a professional services agreement with Robert Half International, Inc. for employment placement services. The cost for these services will be 25% (twenty-five percent) of the successful candidate's first year annual salary, if selected. If the successful candidate is NOT selected utilizing services provided by Robert Half, no fee will be paid (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter. (Note: This matter was not on the Town Board Agenda for November 23rd)

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve the provisional appointment of Gidget Williams to the position of Senior Payroll Clerk in the Finance Department effective December 13, 2021 (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the provisional appointment of Gidget Williams to the position of Senior Payroll Clerk effective December 13, 2021. This salary for this position will be set at \$54,496 annually as consistent with Group 4 Step 1 of the Non-Represented Employee Salary schedule for 40 hours/week. This appointment is provisional and classified by Civil Service as competitive and requires the applicant to meet minimum qualifications and pass an examination. Upon permanent appointment, the employee must complete a 52 week probationary period. All other terms, benefits and conditions as outlined in the non-represented policies will apply to this position (see letters from P. Parker & T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Declare 2013 Mercedes Sprinter Ambulance as surplus to be sold at auction (Ambulance District) – The FASC discussed with Paula Parker the request from JulieRay Romano Business Manager for the Brighton Volunteer Ambulance to declare the 2013 Mercedes Sprinter Ambulance as surplus to be sold utilizing either the Municipal online auction or the Municipal live auction this coming spring. This ambulance was replaced late in 2021 (see letter from J. Romano & P. Parker).

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

Executive Session: to discuss the employment of particular people.

Although this item was on the agenda, the committee did not go into any executive session this meeting.

Other Matters for Discussion Only:

Review 2022 FASC Meeting Schedule – Review schedule to be adopted at the January 3rd, 2022 organizational meeting. The 2022 schedule was reviewed. Several changes were made. An updated schedule will be presented at the next FASC meeting for consideration.

Matters Tabled for Research and/or Discussion:

No matters for this meeting

****The FASC meeting was adjourned at 4: 30 pm.**

The next regularly scheduled meeting of the FASC will be held on Tuesday, NOVEMBER 30, 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)****