

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, November 30, 2021 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

David Catholdi (Police Chief)
Mike Guyon (Highway/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 November 16, 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 contract with Bruckner, Tillett, Rossi, Cahill & Associates for legal services related to certiorari cases (Assessor's Office) – The FASC discussed with Susan Wentworth her request for town board action to authorize the Supervisor to execute a contract with Bruckner, Tillett, Rossi, Cahill & Associates for preliminary appraisals and court ready appraisals for certiorari cases as identified. Total cost of the contract will not exceed \$16,000. Funds have been budgeted in the 2022 budget for these services (See letter from S. Wentworth). The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare items as surplus in the Police Department to be sold at the online or upcoming municipal auction in the spring of 2022 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to declare the following items in the Police Department as surplus:

2008 Chevy Impala Police Car (#91) VIN: 2G1WS583281334619

2001 Smart Unit Speed Sign Serial #:1K9BL1015K118069

to be sold at either the municipal online auction or the Spring 2022 live Municipal auction. Both items are in need of replacement (see letter from D. Catholdi). FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

EXECUTIVE SESSION ITEMS (Employment of a particular persons)

Discuss matters related to the employment of particular people. There was a motion by Supervisor Moehle to enter an executive session at 3:40 pm to discuss matters related to the employment of particular people. This was seconded by Jason Diponzio and all voted aye.

The committee discussed the matters a listed below, relating to the employment of particular people.

At 3:57 pm, a motion was made by Supervisor Moehle to end the executive session and continue the regular meeting. This was seconded by Jason DiPonzio and all voted aye. The regular meeting continued.

*Advance salary of an employee in the Police Department to Step 2 (\$38,074.40 annually) effective January 1, 2022 with all other future increases to occur on the original anniversary date of August 16 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to advance an employee's salary in Group 2 from Step 1 to Step 2 (\$38,074.40) effective January 1, 2022. All further step increases will be given on the employee's anniversary date of August 16th beginning on August 16, 2022. This employee's performance has been exemplary (see letter from D. Catholdi)

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

*Approve appointment to fill vacant laborer position in the Highway Department effective January 3, 2022(Highway Dept.) – Request from Mike Guyon for Town Board action to approve an appointment to the position of laborer full-time in the Highway Department. This appointment will be effective January 3, 2022 at the starting hourly wage rate of \$20.23 with all other terms and conditions as outlined in the current CSEA collective bargaining agreement. This positon is noncompetitive and will be subject to the successful competition of a 52 week probationary period (see letter from M. Guyon).

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

Executive Session:

(see items under Personnel Section above)

Other Matters for Discussion Only:

Review 2022 FASC Meeting Schedule – Reviewed the updated FASC meeting schedule to be adopted at the January 3rd, 2022 organizational meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting

**The FASC meeting was adjourned at 4: 20 pm.

The next regularly scheduled meeting of the FASC will be held on Tuesday, DECEMBER14, 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)****