

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, January 18, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Susan Wentworth (Assessor's Office)  
David Caltholdi (Police Department)  
Mike Guyon (Highway/Public Works)  
Tricia VanPutte (Personnel Dept.)  
\*Patrina Freeman (Town of Irondequoit  
Councilmember)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:35 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 January 3, 2022 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 Inter-municipal Agreement with the Town of Pittsford for snow removal on Allens Creek Road (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the renewal of the Inter-municipal Agreement (IMA) with the Town of Pittsford for snow removal services on Allens Creek Road for the 2021/2022 snow season; and authorize the Supervisor to execute the same. The Town of Pittsford will reimburse the Town of Brighton for these services at the same rate as Monroe County for snow removal services. Further approval for a maximum of four (4) future renewal as approved by the Supervisor (see letter from M. Guyon).

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

Authorize agreement with Geese Control of New York April 1 – November 30, 2022 – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve a contract with Geese Control of New York effective April 1, 2022 thru November 30, 2022 and authorize the Town Supervisor to execute the same. The monthly rate is \$650 and is the same as the 2021 rate. Geese Control of NY is the only vendor in the area that provides geese control services (see letter from D. Catholdi).

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

Authorize agreement with Monroe County for Stop DWI Enhanced Enforcement and High Visibility Engagement Campaign (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute agreements with Monroe County for:

Stop DWI Enhanced Enforcement	\$ 6,563.08
Stop DWI High Visibility Engagement Campaign	<u>\$ 4,555.00</u>
Total:	\$11,118.08

These funds will be used to augment the police department Stop DWI enforcement efforts ( see letter from D. Catholdi). It was noted that the contract amount has decreased base on the number of DWI arrests make. The Chief noted that COVID-19 played a significant role since many of the bars were closed much of the time during the ongoing pandemic.

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

Approve renewal contract with Mark Liberatore for post-employment contract for investigative services related to a case going to trial soon (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to renew the post-employment contract with Mark Liberatore for services relating to a case that will soon be going to trial. The contract will be effective from February 1, 2022 thru December 31, 2022 with an hourly rate of \$50.79 and with other terms and conditions of the contract remaining the same (see letter from D. Catholdi).

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:**

Adopt Local Law for allow for a real property tax exemption for volunteer firefighters and ambulance workers (Assessor's Dept.) – The FASC discussed with Susan Wentworth her request for Town Board action at the scheduled public hearing on February 9, 2022 to adopt a local law in support of New York State Real Property Tax Law RP-466-K granting a ten percent (10%) exemption of the assessed value of property owned by volunteer firefighters and ambulance workers. All grantees must apply for this exemption and meet all the additional requirements in order to receive the exemption. It is anticipated that New York State will have the proper forms available by February 9, 2022. At the present time, guidance for this exemption has not been made available (see letter from S. Wentworth).

The FASC recommends the Town Board take favorable action on this matter at the Public Hearing set for February 9, 2022.

**Personnel Matters:**

Authorize utilizing occupational health services through Northern Star Medical and Rochester Regional Occupational effective February 1, 2022 (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board approval to utilize the services of Northern Star Medical and Rochester Regional Occupational for employee related services as outlined on the price lists. The Town will be utilizing services as needed from both agencies. U of R will no longer provide services effective January 31, 2022 (see letter from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve appointment of one Police Officer position in the Police Department effective February 12, 2022 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve the appointment of Aubrey Needham to the position of Police Officer full-time in the Brighton Police Department. This appointment will be effective February 12, 2022 at the starting hourly wage rate of \$73,557 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.

Amend the Police Organizational Chart and approve promotion of Captain DeSain to new position of Deputy Chief of Police (Police Dept.) – The FASC discussed with Police Chief Catholdi his request for the following:

1. Create one position of Deputy Police Chief in the Town of Brighton (as approved by Monroe County Civil Service).
2. Amend the Police Department Organizational Chart by deleting one position of Police Captain and adding one position of Deputy Chief of Police; and add position of Deputy Chief of Police to the Town of Brighton BPPA Represented Employees and Captains and Chief of Police Salary Schedule and setting the annual salary at \$146,703 (this represents a 5% increase above the Captain's salary).
3. Approve the appointment of Michael R. DeSain to the rank of Deputy Chief of Police effective January 29, 2022. The appointment is contingent upon the approval of all conditions from the Monroe County Civil Service Commission
4. Amend the current Captains benefit agreement to add the position of Deputy Chief of Police and outline the benefits that will apply to that position.  
(see letters from D. Catholdi).

**Executive Session:**

No matters for this meeting.

(There was an executive session on the agenda, however it was not needed.)

**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 4:20 pm.

**The next regularly scheduled meeting of the FASC will be held on Tuesday, FEBRUARY 1, 2022 at 3:30 PM** 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)\*\***