

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, February 1, 2022 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:**

Mike Guyon (Highway/Public Works)  
Evert Garcia (Public Works)  
Chad Roscoe (Public Works)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:40 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 18, 2022 meeting.

**Town Bid/Proposal Authorizations and Awards:**

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Approve a Program Opportunity Notice (PON) grant application to NYSERDA for possible funding of municipal operation software update (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to approve and authorize the submission of a grant PON to NYSERDA to explore the possibility of obtaining grant funding for the upgrade/replacement of our current operating software, Municipality. Further to authorize the Supervisor to execute all documents related to the funding consideration process with NYSERDA (see letter from E. Garcia). The FASC gave Evert permission to submit the application of interest as soon as possible. The FASC recommends the Town Board take favorable action on this matter.

**Contracts and Contract Change Orders:**

Approve Tree and Maintenance Services renewal contract with Birchcrest Tree and Landscape with no change in rates (Public Works Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to approve the third renewal the current contract with Birchcrest Tree and Landscape for tree maintenance and removal services. This is the last renewal option of the contract and will be at not increase in rates. Further to authorize the Supervisor to execute all documents relating to this renewal (see letter from C. Roscoe) The FASC recommends the Town Board take favorable action on this matter.

**POST MEETING NOTE: This contract will not be renewed by the Town as Birchcrest is now on the Monroe County contract with the same pricing structure.**

Approve contract renewal with Waste Management for the Town's dumpster and recycling programs (first of three renewal options (Public Works Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to approve a renewal contract with Waste Management for the Town's dumpster and recycling services. This is the first of the three one-year renewal options and Waste Management has stated this renewal will remain at the same rates as outlined in the original contract (see letter from C. Roscoe).

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

Approve contract renewal with Caccamise Electric Corporation for the Town's street lighting maintenance program (first of three renewal options (Public Works Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to approve a renewal contract with Caccamise Electric Corporation for the Town's street lighting maintenance services. This is the first of the three one-year renewal options and Caccamise Electric Corporation has stated this renewal will remain at the same rates as outlined in the original contract (see letter from C. Roscoe).

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

Approve contract renewal with Mayer Hardware for the purchase of hardware & miscellaneous supplies (third of four renewal options (Public Works Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to approve a renewal contract with Mayer Hardware, Inc. This is the third renewal of four and the terms and conditions of the contract will remain the same – 15% discount on hardware and supplies purchased by the (see letter from C. Roscoe). The FASC recommends the Town Board take favorable action on this matter.

Approve contract renewal with Plant Concepts, Inc. for the mowing of Town properties as listed in Contract A (final renewal of three renewal options (Public Works Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to approve a renewal contract for mowing services as outlined in Mowing Contract A with Plant Concepts, Inc. This is the third and final renewal option and will be at no annual increase in pricing (see letter from C. Roscoe). The FASC recommends the Town Board take favorable action on this matter.

Approve contract renewal with Greystone Lawn & Landscape for the mowing of Town properties as listed in Contract B & C (final renewal of three renewal options (Public Works Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to approve a renewal contract for mowing services as outlined in Mowing Contract B & C with Greystone Lawn & Landscape. This is the third and final renewal option and will be at no annual increase in pricing (see letter from C. Roscoe).

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

Approve the first contract renewal with Roman Construction Development Corp. for sidewalk repair services (Public Works Dept.) – The FASC discussed with Chad Roscoe his request for Town Board action to approve a renewal contract Roman Construction Development Corp. for the Sidewalk Repair program.

Roman has agreed to keep all previous pricing the same with the exception of the price of concrete which will increase by 5% as allowed by the contract. This is the first of three possible one-year renewals (see letter from C. Roscoe). 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:**

Amend the Highway and Sewer Department's table of organization (Highway & Sewer Dept.) – The FASC discussed with Mike Guyon his request to amend the Highway and Sewer tables of organization as follows:

Highway: Eliminate one position of Senior Dispatcher (FT-CSEA) and add on position of Clerk II Full Time;

Sewer: make current position of Clerk II Part Time to Full Time.

In addition one position of laborer, already approved but not budgeted, will be filled resulting in 1.5 FTE's including salary and fringe benefit costs being added to the appropriate budgets. The overall impact on the departments is approximately \$79,000. Further authorization of fill these positions as soon as possible (see letter from M. Guyon).

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

### **Personnel Matters:**

(see Executive Session below)

### **Executive Session:**

There was a motion by Supervisor Moehle at 4:15 pm to enter an executive session to discuss the employment of a particular person or people. This was seconded by Robin Wilt and all votes aye. The following are items the FASC will be recommending to the Town Board for action:

Approve an appointment to the position of laborer in the Highway Department effective March 7, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of laborer effective March 7, 2022. This salary for this position will be set at \$20.23/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 (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Approve an appointment to the position of laborer in the Highway Department effective February 28, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of laborer effective February 28, 2022. This salary for this position will be set at \$20.23/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 (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Approve an appointment to the position of Planning Technician in the Planning Department effective February 14, 2022 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of Planning Technician effective February 14, 2022. The annual salary for this position will be set at \$56,274.40 (35 hour/week) and is consistent with Group 5 Step 3 of the Full Time Non-Represented Salary schedule. This appointment is subject to the successful competition of a 52 week probationary period which begins upon permanent appointment. (see letter from M. Guyon).

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

There was a motion by Supervisor Moehle at 4:33 pm to end the executive session and return to the regular meeting. This was seconded by Robin Wilt with all voting aye. The regular meeting continued.

#### **Other Matters for Discussion Only:**

Dog boarding services provided to the Town of Brighton by Pittsford Animal Hospital was discussed. Pittsford Animal Hospital will no longer provide dog boarding services to the Town effective March 1, 2022. Supervisor Moehle is exploring several alternatives and will report back when more information is available.

#### **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, FEBRUARY 15, 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)\*\***