

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, February 15, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Lisa Pavlovych (Justice Court)
David Catholdi (Police Dept.)
Mike Guyon (Highway/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 February 1, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Accept Grant Award for 2022 from Justice Court Assistance Program (JCAP) in the amount of \$11,210.98 (Justice Court) – The FASC discussed with Lisa Pavlovych her request for Town Board action to accept the grant award from JCAP in the amount of \$11,210.98 to refurbish Judge Morris' courtroom walls and purchase a secured cell phone and key locker. Further approval to amend the 2022 budget as follows:

Increase revenue account: A.JSTCE.1110.3390 (NYS Aid)

Increase expense account: A.JSTCE.1110.2.60 (Facility Improvements) by the grant aware amount of \$11,210.98 (see letter from L. Pavlovych). The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Approve agreement with Austin Spencer Collision for vehicle repair services for 2022 with three-year renewal option (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to award a contract to Austin Spencer Collision for vehicle repairs to for the Town of Brighton. This contract will be effective January 1, 2022 thru December 31, 2022 at an hourly rate of \$48 for vehicle repairs (plus parts). Austin Spencer did submit the lowest hourly rate along with Hawk Frame & Axle, Inc. However, the award not only based on rate, but also location, and past performance all of which have been

satisfactory and the department does wish to continue its relationship with Austin Spencer (see letter from D. Catholdi)

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

Approve Use of Forfeited Funds for purchase of GPS Fleet Management Program via Verizon Connect for a period of three years (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to approve a contract with Verizon Connect for fleet management services. The monthly fee will be \$18.95 per vehicle (\$17.45 monthly service fee plus \$1.50 per month per unit for the installation fee) and will be funded for a three year period by Forfeited Funds. Also requested is Board action to authorize the amendment of the 2022, 2023 and 2024 budgets by increasing expense account A.POLCE.3125.4.49 contracted services by \$3,500 from Forfeited Property account S.889.JSTCE (see letter from D. Catholdi).

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

Approve service contract with Verizon Connect for GPS Fleet Management Program (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve a contract with Verizon Connect for fleet management services. The monthly fee will be \$18.95 per vehicle (\$17.45 monthly service fee plus \$1.50 per unit for the roadside assistance option). Twenty-three highway vehicles will have the roadside assistance option and 10 of the vehicles will not. The annual cost for this service will be approximately \$6,640 and Verizon Connect is on the Sourcewell contract. Funds are available in A.DPW.1490.2.13 in the amount of \$7,500 however the Finance Department should be authorized to amend this accordingly as this is a monthly service (see letter from M. Guyon).

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

Award bid to Birchcrest Tree & Landscape for bucket truck rental (including an operator) for an hourly rate of \$240 (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the bid for bucket truck rental services (including an operator) to Birchcrest Tree & Landscape for an hourly amount of \$240.00 with the total contract not to exceed \$56,160. This contract will be effective immediately thru December 31, 2022 and funding is available in A.DPW.8560.4.43 (see letter from C. Roscoe). The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Authorize re-appropriation of funds in the amount of \$11,200 in the Neighborhood Improvement District for restoration work to be done in the entrance piers (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to re-appropriated funds in the amount of \$11,200 to the 2022 Neighborhood Improvement District SN.NID.NIDHA.4.41 Maintenance/Repair Services. A contract with Armstrong Fabricators was approved by the Board on July 28, 2021, but due to unforeseen circumstances, the work was not started. Funds will be appropriated from Fund Balance (see letter from C. Roscoe).

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

Authorize appropriations and transfers for the 2021 budget year end processing and 2022 re-appropriations for grant projects (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2021 amended budget. This list is a draft and may need to be updated prior to the February 23rd Board Meeting for any 2021 claims that will be posted to that fiscal year (see letter from P. Parker).
The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Executive Session:

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 4:05 pm.

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