

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

Pamela Post (Assessor's Office)
David Catholdi (Police Dept.)
Mike Guyon (Highway/Public Works)
Brendan Ryan (Public Works)
Evert Garcia (Public Works)
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 February 15, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid to M.L. Caccamise Electric Corp. for the 2022 LED Lighting Retrofit Project (Public Works Dept.) – The FASC discussed with Mike Guyon and Evert Garcia the request from Brendan Ryan for Town Board action to award the bid and contract to M.L. Caccamise Electric Corporation, the lowest responsible bidder, for services related to the 2022 LED Lighting Retrofit Project. Said contract will be in an amount not to exceed \$94,242.65 and will remain effective until the project is complete. Funds for this project were obtained through a SAM grant in the maximum amount of \$125,000 and funds are available in the 2022 budget (see letter from B. Ryan).

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

Award RFP to Lu Engineers for design services and construction documents related to the East Avenue Sidewalk project (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to sign a contract with Lu Engineers for the development of design and construction documents for the East Avenue Sidewalk project. Twelve firms received copies of the RFP; however Lu Engineers was the only respondent. The contract with Lu Engineers will be in an amount not to exceed \$139,850 and will remain in effect until the scope of the

project is completed. The Town is finalizing a SAM grant that will be utilized to fund the cost of these services. Further, the Finance Department is authorized to make the necessary 2022 budget amendments to fund the project (see letter from M. Guyon).

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

Grant Authorizations and Acceptances:

Approve NYS DCJS Live Scan Grant through Monroe County (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to approve an agreement and authorize the Supervisor to sign said agreement with Monroe County to participate in the Live Scan Grant through NYS DCJS as administered by Monroe County. The grant program will allow for Monroe County to purchase equipment that will replace the Town of Brighton Police Department's current fingerprint scanner. This will be at no cost to the Town (see letter from D. Catholdi)

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

Contracts and Contract Change Orders:

Approve agreement with Pathway Vet Alliance LLC (dba Veterinary Specialists & Emergency Service) for boarding and veterinary services for the 2022 calendar year (Police Dept.) – The FASC discussed with Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute an agreement with Pathway Vet Alliance LLC (dba Veterinary Specialists & Emergency Service) for boarding and veterinary services for the Town of Brighton Animal Control unit. This contract will be effective January 1, 2022 thru December 31, 2022 at fees as outlined in the schedule of fees section of the agreement. This agreement replaces the agreement with Pittsford Animal Hospital which terminates on March 1, 2022 (see letter from D. Catholdi)

It was noted that this may not be final contract.

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

Amend rate for Davidson Fink for tax assessment matters from \$230 to \$275 per hour effective immediately (Assessor's Dept.) – The FASC discussed with Pam Post her request for Town Board action to approve a rate increase from \$230 to \$275 per hour for legal services provided by Davidson Fink as related to tax assessing matters for the Town of Brighton. This rate per hour increase will become effective upon the adoption of the Town Board resolution with all other terms and conditions of the contract with Davidson Fink, LLC remaining unchanged (see letter from P. Post).

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

Authorize a two-year renewal contract with UR Medicine for Employee Assistance Program (EAP) services effective 1/1/2022 through 12/31/2023 (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve and authorize the Supervisor to execute a renewal contract with the University of Rochester to provide Employee Assistance Program (EAP) services to the Town of Brighton employees. The contract is for a two year period at the annual cost of \$24.50 per employee for 200 employees or \$4,900 per year (\$9,800 over the two year period). This does represent a 6%

cost increase over the last contract, however UR has provided the Town will excellent service and for the dollar effective of this increase it is recommended that the Town continue retaining services from the UR for this program (see letter from T. VanPutte).

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

Approve contract with PenFlex for Length of Service Awards Program annual 2021/2022 and Program Close out Services Fees (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to authorize the Supervisor to execute a contract with PenFlex to provide the LOSAP annual and close out services for the West Brighton Fire Department as outlined in the settlement documents related to the law suit with the West Brighton Fire Department. The annual services fees will be prorated based on the active months for the 11/2021 through 10/2022 year and the close out fees will directly related to those services. Total contract will not exceed \$12,000 (see letter from P. Parker)

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:

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 4:10 pm.

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