

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, March 15, 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:

Mike Guyon (Highway/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 March 1, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid for tree maintenance & removal services to Terry Tree Service, LLC per rates as bid (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award a contract and authorize the Supervisor to execute a contract with the lowest responsible bidder, Terry Tree Service, LLC, for tree maintenance and removal services per pricing as bid. Contract will be effective immediately through December 31, 2022, with three additional annual renewal options each at the sole discretion of the Town and running per calendar year (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Approve subscription and issuance of purchase order ShiftDiff, LLC for vacant position posting (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve a subscription to ShiftDiff, LLC for the posting of the Town's vacant positions utilizing ShiftDiff's online search engine. The cost of this service is \$25 per month (\$300 annually). ShiftDiff will retrieve our vacant position postings from our website and post them in the greater Rochester and Finger Lakes areas utilizing their established network (see letter from T. VanPutte).

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

Approve RFP contract with Stantec Consulting Services, Inc. for 12 Corners Traffic Study in an amount not to exceed \$11,100 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to execute a contract with Stantec Consulting Services, Inc. for a feasibility study of adding left turning lanes and/or protected left turn movements on Winton Road at Monroe Avenue. Base amount of the contract is \$8,800 with an additional amount of \$2,300 should street light data be required by the MC DOT for a total contract amount of \$11,100. Contract will be effective upon execution through the competition of the study. Also authorize the Finance Department to make the necessary budget amendments (see letter from M. Guyon).

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:

Amend Table of Organization in the Building and Planning Department (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve a correction/clarification to the amendment in the Building and Planning Department's table of organization. After reviewing the numerous job descriptions and duties of the Part Time Building Inspection, it is more appropriate that this title be Part-Time Assistant Building Inspector. This change will replace the new title and remove the old title. This new title will be placed in Group X of the Part-Time Permanent and Seasonal Employee Wage Schedule (see letter (see letter from M. Guyon).

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

Amend the Sewer Department's table of organization (Highway & Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an amendment to the Highway and Sewer tables of organization as follows: Sewer: make current positon of Clerk II Part Time to Full Time, with the salary being set at Group 3, Step 2 (\$43,898.40 annually - \$24.21/hr) for the Clerk II full time position. The original table presented in the letter dated January 31, 2022 failed to take into account the difference in the hourly rates for the part time and full time position salary schedules. The full time rate (\$24.21) is slightly over 13% hirer at the same step as the part time rate (\$21.30). This change would be effective as of March 14, 2022 (see letter from M. Guyon).

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

Appoint Ellen Padulo to the Full Time position of Clerk II in the Sewer Department effective March 14, 2022 (Sewer Dept.) – The FASC discussed with Mike Guyon his request to move Ellen Padulo from the Sewer Clerk II Part Time to the Sewer Clerk Full Time effective March 14, 2022. Salary will be set at Group 3, Step 2 \$43,898.40 annually for a 35 hour workweek or \$24.21 per hour as per the Non-Represented Full-Time Salary Schedule with all other benefits as per the Town Full-Time Non-Represented policy (see letter from M. Guyon).

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

Executive Session:

There was a motion by Robin Wilt at 4:00 pm to enter an executive session to discuss the employment of particular people. This was seconded by Supervisor Moehle and all voted aye.

At 4:20 pm there was a motion by Robin Wilt to end the executive session and a second by Supervisor Moehle. All voted aye.

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, APRIL 5, 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)****