

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, April 5, 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:

David Catholdi (Police Chief)
Matt Beeman (Parks)
Mike Guyon (Highway/Public Works)
Evert Garcia (Public Works)

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 15, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid and authorize the Supervisor to execute a contract with Plant Concepts, Inc. for the GIGP Monroe Avenue maintenance (Public works Dept.) – The FASC discussed with Evert Garcia the request from Chad Roscoe for Town Board action to award the bid for the Monroe Avenue GIGP green infrastructure maintenance to Plant Concepts, Inc. in an amount not to exceed \$42,350. This contract will be effective immediately through March 31, 2023. There is also the option to renew this contract for two additional periods at the sole discretion of the Town (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

Accept SAM Grant award of \$350,000 for the Library roof and authorize the Supervisor to execute all related documents (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to accept a SAM Grant in the amount of \$350,000 to partially fund the replacement of the Library roof. Further authorize the Supervisor and his designee to execute all related documents as necessary for the acceptance and administration of this grant (see letter from M. Guyon).

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

Contracts and Contract Change Orders:

Authorize the participation in the NYS Homeland Security Local Exercise Grant activities (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to authorize the Supervisor to sign the necessary agreements to participate in the New York State Homeland Security Local Exercise Reimbursement Grant. The Town Police Department has participated in the activities in the past. The grant will allow for the recoupment of personnel costs to participate in these exercises (see letter from D. Catholdi). The FASC recommends the Town Board take favorable action on this matter.

Authorize the Supervisor to execute a contract with the Skycoasters for the 4th of July 2022 celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute a contract with the Skycoasters to provide music at the 2022 4th of July celebration. The cost of this contract will not exceed \$3,800 and funding is available in the celebrations budget (see letter from M. Beeman).

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

Authorize the Supervisor to execute a contract with Young Explosives for the 4th of July 2022 celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute a contract with Young Explosives to provide the 2022 4th of July fireworks display. The cost of this contract will not exceed \$11,400 and Young Explosives will provide all the necessary insurance information naming the Town of Brighton as additionally insured. Funds are available in the 2022 celebrations budget (see letter from M. Beeman).

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

Approve contract with CIH Services for air quality monitoring as related to the Library Roof Replacement Project (Public Works/Facilities Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to approve a contract with CIH (Certified Industrial Hygienist) to provide air quality monitoring services for several days during the installation of the membrane roof system. The Library has requested these services due to the odors of the compounds used in the membrane placement and sealing. The daily cost of these services will be \$1,440 plus an additional \$500 for each “badge” sample if warranted. An estimated five days at a minimum will be needed (see letter from E. Garcia). The FASC recommends the Town Board take favorable action on this matter.

Award RFP and authorize the Supervisor to execute a contract with Lu Engineers for Phase I Environmental Site Assessment services (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to authorize the Supervisor to execute a contract with Lu Engineers for Phase I Environmental Site Assessment Services. These services will be utilized in conjunction with the proposed purchase of the 44.3 acres of land on S. Winton Road. The contract amount will not exceed \$1,600 (see letter from E. Garcia). The FASC recommends the Town Board take favorable action on this matter.

Authorize an amendment to the current contract with Gwen, Inc. to increase the not to exceed amount by \$5,016 (Supervisor's Office) – The FASC discussed with Supervisor Moehle his request for Town Board action to amend the current contract with Gwen, Inc. to increase the original agreement by \$5,016 from \$47,500 to an amount not to exceed \$52,516. The work of the IDEA Board took longer than expected due to the COVID-19 Pandemic and as a result more of the consultant's time being utilized to keep the project on course (see letter from B. Moehle).

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

Approve annual subscriptions with ClearGov for Digital Budget Book and Capital Budgeting (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve annual subscriptions with ClearGov for Digital Budget Book and Capital Budgeting & Planning software. This online software will streamline and enhance these processes. The cost for 2022 (for the 2023 budget year) is \$10,773.33 and the cost of the software for all additional years through 2027 will be \$11,840. This contract can be cancelled with at least 60 days' notice prior to the end of the fiscal year (see letter from P. Parker).

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

Budget Amendments and Transfers:

Authorize appropriations 2022 budget and 2022 re-appropriations for Capital Projects in process (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve the list of appropriations necessary to allow for some small equipment purchases, fees related to the administrative and LOSAP dissolution fees for the WBFPD, the re-appropriation of the current Capital Projects and entries to close finished Capital Projects. A fully detailed list is attached (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:

Declare two police vehicles as surplus to be sold at the spring 2022 Annual Municipal Auction (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to declare two Police vehicles #112 and #119, a 2015 and a 2017 Ford Explorers respectively. These vehicles will be sold at the annual Municipal Auction in May of 2022. It was noted the each of these vehicles have over 100,000 miles on them (see letter from D. Catholdi).

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

Adopt a Type I SEQR negative declaration as related to the purchase of the 44.3 acres of land on S. Winton Road (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Ramsey Boehner for Town Board action to approve and adopt the Type I negative declaration as related to the purchase of the 44.32 acres of land on S. Winton Road (see letter from R. Boehner). It was noted that some of the references contained in the negative declaration may have to be amended.

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

Adopt Bond Resolution in the amount of \$1,895,000 for the purchase of 44.32 acres of land located at S. Winton Road and adjacent to the current Buckland Park (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to adopt a bond resolution in the amount of \$1,895,000 to purchase 44.32 acres of land (parcel #150.05-1-1.22) located on S. Winton Road. The bond amount includes \$1,845,000 for the land and an additional \$50,000 for all bond related expenses such as closing costs, legal and municipal advisory fees, advertising and other miscellaneous fees. The Bond Resolution is being prepared by the Town's Bond Council and will be subject to both permissive referendum and estoppel periods (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Approve Non-Represented Salary Schedule amendment (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to add the position of Senior Planner to Group 10 of the Non-Represented Salary Schedule. Further the position of Planning Associate will be deleted following the official retirement of Ramsey Boehner (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Approve the promotional appointment of Rick DiStefano to Senior Planner effective May 2, 2022 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotional appointment of Rick DiStefano from Planner to Senior Planner effective May 2, 2022. Further Mr. DiStefano's salary will be placed in Group 10, Step 2 at \$84,338.80 annually for a 35 hour work week. This promotion is subject to a 26 week probationary period (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Approve the promotional appointment of Jeff Frisch Planner effective May 2, 2022 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotional appointment of Jeff Frisch from Planning Technician to Planner effective May 2, 2022. Further Mr. Frisch's salary will be placed in Group 7, Step 3 at \$63,991.20 annually for a 35 hour work week. This promotion is subject to a 26 week probationary period (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Approve Finance Department Organizational Chart amendment and Non-Represented Salary Schedule Amendment (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to add the position of Senior Office Account Clerk to the Finance Department's organizational chart effective immediately. Also place this title on Group 4 of the Non-Represented Salary Schedule. With the retirement of the Assistance Director of Finance, these changes are necessary for the continued operation of the Finance Department (see letter from P. Parker). The FASC recommends the Town Board take favorable action on this matter.

Executive Session:

There was a motion by Supervisor Moehle at 4:40 pm to enter an executive session to discuss the employment of particular people. This was seconded by Robin Wilt and all voted aye.

At 5:00 pm there was a motion by Supervisor Moehle to end the executive session and a second by Robin Wilt. 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 5:00 pm.

The next regularly scheduled meeting of the FASC will be held on Tuesday, APRIL 19, 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)****