

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, April 19, 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:**

Ken Gordon (Town Attorney)  
Mike Guyon (Highway/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 – Receive and file the minutes of the April 5, 2022 meeting.

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

Authorize solicitation of Local Design Engineering Services related to the French Road Bridge over Allen Creek as funding was approved through the Bridge NY Program (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the solicitation of proposals for engineering for a Local Design Service Agreement (LDSA) as related to the French Road Bridge over Allen Creek. Funds have been approved through the Bridge NY Program in the amount of \$757,681 (see letter from M. Guyon).

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:**

No matters for this meeting.

**Budget Amendments and Transfers:**

No matters for this meeting.

### **Other Matters for Action of the Town Board:**

Schedule mandatory referendum for the termination of the LOSAP and other related actions to this termination (WBFPD Fund) – The FASC discussed with Ken Gordon, Town Attorney, his request for Town Board authorization to take the necessary actions to schedule a mandatory referendum to terminate the LOSAP as pursuant to the State Supreme Court Order as filed with Monroe County Clerk's office on December 17, 2020. Mandatory referendum will be scheduled for May 24, 2022 at 7:00 pm at the First Bible Church, 1095 East Henrietta Road. Each vested member of the program will be paid out a proportionate amount as actuarially determined by PenFlex. Also to authorize payment to PenFlex per the Board approved contract (adopted resolution# 03-09-22-7) (see letter from K. Gordon).

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

Set 202-B Public Hearing for Sewer District Improvements/Equipment purchases for May 11, 2022 at 7:00 pm (Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to set a 202-B hearing for the Sewer District's purchase of a small dump truck (\$65,000), and partial funding of an excavator (\$75,000) and the contribution to the purchase and installation of outside lighting at the Operations Center (\$26,720) totaling \$166,720. Budget adjustments were made at the April 13<sup>th</sup> Board meeting to facilitate these purchases and no bonding will be necessary. The Public Hearing will be set for May 11, 2022 at 7:00 pm (see letter from M. Guyon).

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

Adopt Bond Resolution in the amount of \$435,000 for the purchase of two pieces of highway equipment (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to adopt a bond resolution in the amount of \$435,000 to purchase on (1) large heavy duty dump truck with dump box and snow plow equipment (\$280,000) and one excavator (\$155,000) at an estimated cost of \$230,000 with the Sewer Department contributing \$75,000 or one-third (1/3) toward the purchase. This bond will have a repayment period of ten (10) years and is subject to 2/3rds majority vote. The Sewer portion of the excavator purchase is subject to the 202-B Public Hearing process. The bond amount includes the cost of the equipment plus estimated fees relating to the bonding. 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). As a note: The date this resolution is placed on the Town Board meeting agenda may be changed pending the outcome of the 202-B Public Hearing as related to the excavator purchase.

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

**Personnel Matters:**

Approve the probationary appointment of Eric Castle to the position of Part-Time Assistance Building Inspector effective May 16, 2022 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the probationary appointment of Eric Castle to the position of Part-Time Assistant Building Inspector effective May 16, 2022. Salary will be set at Group X, Step 1 of the Part-Time Permanent and Seasonal Employee Wage Schedule \$24.12 per hour for 20 hours per week. This position is competitive and Mr. Castle was hired off of the Monroe County Civil Service list. This appointment is subject to the successful completion of a 52 week probationary period at which time the appointment will become permanent (see letter from M. Guyon).

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

**Executive Session:**

No matters for this meeting.

**Other Matters for Discussion Only:**

Reminder – The summer schedule begins with our next FASC meeting on Wednesday, May 4<sup>th</sup>. Meeting will be on Wednesday mornings at 8:30 pm until our September 6<sup>th</sup> meeting. I have attached a schedule for your reference. The attached schedule does also note some room changes for the May 18<sup>th</sup> and June 1<sup>st</sup> meetings.

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

\*\*The FASC meeting was adjourned at 4:00 pm.

**The next regularly scheduled meeting of the FASC will be held on Wednesday, May 4, 2022 at 8:30 AM 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)\*\***