

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday May 4, 2022 Meeting**

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Evert Garcia (Public Works)
Tricia VanPutte (Personnel)

Department Heads/Other attendees:

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 19, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Extend contract with Bero Architecture, PLLC for one additional year per the original RFP award (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Ramsey Boehner for Town Board action to extend the contract with Bero Architecture, PLLC for an additional year as outlined in the 2021 RFP award. The current hourly rate remains unchanged and the total amount charged for a property survey update will not exceed \$600; the total amount for each new property survey will not exceed \$2,200. Funds have been budgeted in A.HIST.7515 Historic Preservation budget (see letter from R. Boehner).

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

Budget Amendments and Transfers:

Amend budget to reflect an increase in NYS various transportation related funding streams for the 2022-2023 State Fiscal Year (Highway Dept.) – The FASC discussed with Evert Garcia the request from Mike Guyon for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	Pave NY	\$23,424.20
	D.HWY.5140.3501	CHIPS	\$60,067.93
	D.HWY.5140.3501	Extreme Winter	\$21,049.40

Expense: D.HWY.5110.4.16 Road Materials \$104,541.53

The additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from M. Guyon).

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

Amend budget to reflect the Pave Our Potholes (POP) a new NYS program for repair of town highways for the 2022-2023 State Fiscal Year (Highway Dept.) – The FASC discussed with Evert Garcia the request from Mike Guyon for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	POP	\$46,879.47
Expense:	D.HWY.5110.4.16	Road Materials	\$46,879.47

New York State has authorized this new program and will fund this annually for the next five years. This additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from M. Guyon).

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

Other Matters for Action of the Town Board:

Declare one (1) 2005 Chevy Silverado Pickup Truck (#45) as surplus to be sold at the May 14, 2022 Municipal Auction (Highway Dept.) – The FASC discussed with Evert Garcia the request from Steve Zimmer for Town Board action to declare the 2005 Chevy Silverado pickup truck (VIN: 1GCHC24U35E3296807) as surplus to be sold at the May 14, 2022 Municipal Auction. This vehicle was replaced in 2019 as has reached its useful life (see letter from S. Zimmer).

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

Personnel Matters:

Approve the probationary promotion of Zack Potter from Laborer to the position of Skilled Laborer effective May 16, 2022 (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Mike Guyon for Town Board action to approve the probationary promotion of Zack Potter from Laborer to Skilled Laborer effective May 16, 2022. This promotion is subject to the successful completion of a 26 week probationary period. Salary and all other terms of this promotion will be set per the CSEA Bargaining Unit agreement. (see letter from M. Guyon).

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

Create position of Employee Benefits Technician, amend table of organization and place position on Salary Schedule (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to create the position of Employee Benefits Technician, amend to organizational table in the Personnel Department to include this new position and add this position title to Group 4 of the Town's Non-represented Employee Salary and Wage Schedule. This title has been approved by the Monroe County Civil Service Commission. (see letter from T. VanPutte).

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

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 9:00 am.

The next regularly scheduled meeting of the FASC will be held on Wednesday, May 18, 2022 at 8:30 AM in the *STAGE CONFERENCE ROOM* at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE (Room Change)****