

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

Meeting Date: Wednesday, June 1, 2022 (8:30 a.m.)

Location: *AUDITORIUM*, Brighton Town Hall

1. Approval of Minutes – Receive and file minutes of the May 18th, 2022 meeting.
2. Approve title changes in the Justice Court and amend organizational and salary schedules to reflect the new titles (Justice Court) – Request from Lisa Pavlovych for Town Board action to change position titles in the Justice Court Department; amend the table of organization for the Justice Court; and amend the Non-Represented Salary & Wage schedule to reflect these new titles. All of the new titles are in the exempt classification as per the Monroe County Civil Service Commission. The titles will be amended for each staff person as outlined in the Organization Chart. It is noted that this is a title change only there will be no budget impact (see letter & organizational chart from L. Pavlovych).
3. Approve the promotion of a Laborer to Skilled Laborer in the Highway Department effective June 13, 2022 (Highway Dept.) – Request from Mike Guyon to promote William Farrell from Laborer to Skilled Laborer effective June 13, 2022. Salary for this promotion is in accordance with the CSEA Bargaining agreement. This promotion is subject to the successful completion of a 26 week probationary period and this position is classified as non-competitive by the Monroe County Civil Service Commission (see letter from M. Guyon).
4. Approve an appointment to the position of Laborer in the Highway Department effective June 27, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of Tyler Richeal to the position of Laborer effective June 27, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This position is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).
5. Accept donation and amend Police Department's 2022 budget for \$100 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to accept a donation from Norbert Wrona to be used for Police Department operations. Further to approve an amendment to the Police Department's 2022 budget as follows:
 Increase: A.POLCE.3120.2705 Gifts & Donations \$100
 Increase: A.POLCE.3120.4.18 Program Supplies \$100
(see letter from D. Catholdi).

6. Approve use of Forfeited funds for a laptop computer purchase along with the budget amendment (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to approve the use of “Proceeds of Forfeited Property” funds in the amount of \$1,900 for the purchase of a laptop computer for the Task Force. The US Attorney’s office does concur that this use is appropriate. Further to approve an amendment to the Police Department’s 2022 budget as follows:
Increase: A.POLCE.3125.2.13 Computer Equip. \$1,900
From: A.889.JSTCE Forfeited Property \$1,900
(see letter from D. Catholdi).
7. Approve an appointment to the position of Office Clerk III in the Police Department effective June 13, 2022 (Police Dept.) – Request from Police Chief David Catholdi for Town Board action to approve the appointment of Tricia Sticco to the position of Office Clerk III in the Police Department effective June 13, 2022, pending Civil Service Commission approval. The salary for this position will be set at Group 2 Step 1 \$36,181.60 (\$19.88/hour (35 hours/week) as outlined on the full time Non-Represented Salary & Wage schedule. This appointment is probationary and is subject to the successful competition of a 52 week probationary period (see letter from D. Catholdi).
8. Review with Raymond F. Wager the Executive Summary of the final draft 2021 audited financial statements as prepared by the independent audit and accounting firm of Raymond F. Wager CPA, P.C. A Division of Mengel Metzger Barr & Co., LLP

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, June 15, 2022 at 8:30 a.m. in the
AUDITORIUM** at the Brighton Town Hall.

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

****AS PER THE REGULAR SCHEDULE****

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday May 18, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Mike Guyon (Public Works)
Rebecca Cotter (Recreation)

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 May 4, 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:

Approve amended NYSDOT Snow & Ice Removal Calculation sheets for the 2021/2022 snow season (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to sign three copies of the Adjustment/Calculation Worksheets for the upcoming 2021/2022 snow & ice season. This adjustment will increase the original estimate of \$253,701.49 by \$8,372.15 to a revised estimate of \$262,073.64 for the 2021/2022 snow season. This adjustment to the estimated Town expense is part of our 5-year approved agreement with NYSDOT and is done on an annual basis (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.

Other Matters for Discussion Only:

With the resignation of David Kaltenbach, effective May 4, 2022, we would like to solicit applications to fill the part time position of Assistant Fire Marshal. This position is a permanent part time position and once a candidate is selected, I will bring this information back to the FASC for recommendation to the Board.

Update the Committee regarding the hiring process for the full time Recreation Leader position by R. Cotter. There are two candidates being considered for this position. As soon as references are checked, Becky will forward information to be included on the Town Board agenda for the May 25th, 2022 meeting.

Personnel Matters:

EXECUTIVE SESSION: (employment of a particular person or people)

There was a motion by Robin Wilt to enter into an executive session at 8:47 am to discuss the employment of a particular person or people. This was seconded by Supervisor Moehle and all voted aye.

Approve an appointment to the position of Clerk II in the Highway Department effective June 20, 2022 (Highway Dept.) – The FASC Discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of Clerk II effective June 20, 2022. This salary for this position will be set at Group 3 Step 1 \$41,787.20 (\$22.96/hour (35 hours/week) as outlined on the full time Non-Represented Salary & Wage schedule. This appointment is probationary and is subject to the successful completion of a 52 week probationary period. This candidate was selected from the current Civil Service list for the Clerk II title (see letter from M. Guyon).

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

There was a motion by Robin Wilt to end the executive session at 8:54 am. This was seconded by Supervisor Moehle and all voted aye.

Executive Session:

See Personnel section above.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

****The FASC meeting was adjourned at 8:54 am.**

The next regularly scheduled meeting of the FASC will be held on

Wednesday, June 1, 2022 at 8:30 AM

in the *PUBLIC WORKS CONFERENCE ROOM*

at Brighton Town Hall.

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

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

JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

JUSTICES

KAREN MORRIS

JOHN A. FALK

May 26, 2022

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Create two new titles; abolish one title; amend the Non-Represented Employee Salary and Wage Schedule; amend the Authorized Table of Organization in the Court Department

Dear Honorable Members:

I am requesting that your Honorable Body authorize the following actions:

- a. Create the title of Chief Court Clerk and Deputy Court Clerk as approved by Monroe County Civil Service; create an internal title Clerk to Town Justice I and Clerk to Town Justice II
- b. Abolish the title of Deputy Court Administrator (under Group 3);
- c. Amend the table of organization for the Court Department to include these two new titles;
- d. Amend the Town's Non-Represented Employee Salary and Wage Schedule:
 - a. add the new title of Chief Court Clerk under Group 6
 - b. remove the internal title of Clerk to Town Justice (Administrator) under Group 6
 - c. add the new internal title of Clerk to the Town Justice I under Group 4
 - d. remove the internal title of Clerk to the Justice under Group 4
 - e. add the new title of Deputy Court Clerk under Group 3
 - f. add the new internal title Clerk to Town Justice II under Group 3

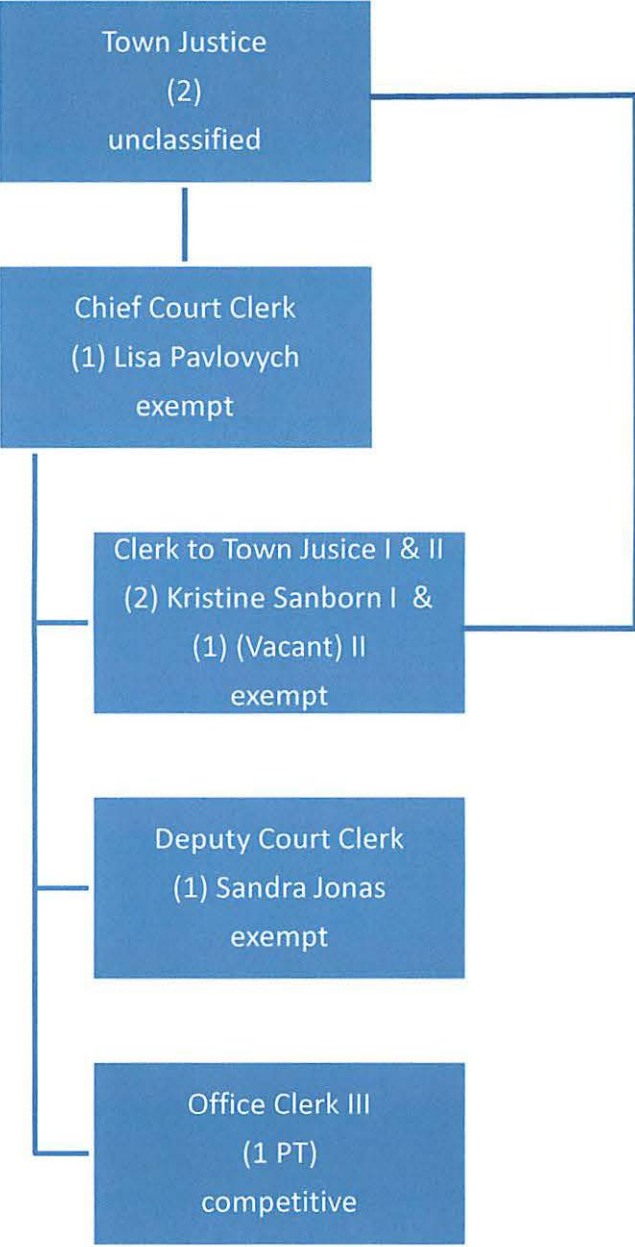
I will be happy to respond to any questions members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa Pavlovych". The signature is fluid and cursive, with the first letter "L" being particularly large and stylized.

Lisa Pavlovych

cc: W. Moehle
K. Gordon
P. Parker
T. VanPutte





Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

May 27, 2022

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

re: Proposed Promotion
Laborer to Skilled Laborer

Dear Chairman DiPonzio and Committee Members:

Tim Springer retired from his position as skilled laborer and his official last day was April 7, 2022. Tim was responsible for road signs throughout the Town of Brighton. In response to Tim's retirement a vacancy for a skilled laborer with expertise in road signs and the MUTCD was posted on April 28, 2022. We received one application from William Farrell for this position. William Farrell has worked closely with Tim Springer in the sign shop for many years and is familiar with Town highway signs and the rules that regulate the installation of these signs. Therefore, I am recommending:

- 1) William Farrell be promoted from laborer to Skilled Laborer, effective June 13, 2022 subject to Town Board action;
- 2) The promotion is subject to a 26-week probationary period effective as of June 13, 2022;
- 3) The other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2022 budget. William Farrell is a well-qualified candidate as demonstrated by his experience.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 1, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
P. Parker
B. Monroe
T. Van Putte
K. Gordon
W. Farrell



Public Works Department

Mike Guyon, P.E.
Commissioner of Public
Works

May 20, 2022

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Proposed Permanent Hiring
Laborer Position (Highway Department)

Dear Chairperson DiPonzio and Committee Members:

The Highway Department has been seeking to fill two vacant laborer positions. We continue to look for qualified candidates and we feel that Tyler Richeal has the necessary experience and construction background to immediately assist our crews with their daily workload. Therefore, I am recommending:

- 1) Tyler Richeal, 1181 Farnsworth Road S., Rochester, NY 14623 be appointed to the position of laborer subject to Town Board action;
- 2) the effective date of hire will be Monday June 27, 2022 with the starting wage to be \$20.23/hour (40 hours/week) in accordance with the current collective bargaining agreement with the Brighton CSEA unit;
- 3) the appointment is subject to a 52-week probationary period effective as of the date of hire;
- 4) the other terms of hiring and employment shall also be in accordance with the current CSEA contract as well as other necessary documentation that shall be provided to our Human Resources Department.

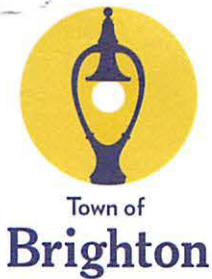
This appointment and position is classified as "noncompetitive" by the Monroe County Civil Service Commission. This position and salary has been accounted for in the 2022 budget.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled June 1, 2022 meeting in the event that you have any questions regarding this matter.

Sincerely,

Michael E. Guyon
Commissioner of Public Works

cc: S. Zimmer
P. Parker
B. Monroe
T. Van Putte
K. Gordon



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

June 1, 2022

Honorable Town Board
Finance & Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Board Members:

Recently, the Police Department received a donation of \$100.00 from Norbert Wrona of Brighton.

I request that the Town Board authorize the acceptance of this gift, and that the donation be recorded as revenue to the 2022 Police Department Operating Budget. I further request that the 2022 Police Department Operating Budget be amended to increase line **A.POLCE. 3120.4.18 Program Supplies by \$100.00, to be fully supported by an increase in A.POLCE.3120.2705 Gifts and Donations.**

Sincerely,

David Catholdi
Chief of Police

CDC:ksk
attachment

FMTC, IRA CUSTODIAN
NORBERT F WRONA
203 DANBURY CIR N
ROCHESTER, NY 14618

1038
80-568/1012

4/23/22 Date

Pay to the order of Brighton Police Department \$ 100⁰⁰/100
One hundred & no/100 Dollars



Fidelity
INVESTMENTS

UMB Bank, N.A.
Kansas City, MO

For

Norbert J. Wrona NP

~~1038 1038 1038 1038 1038 1038 1038 1038 1038 1038~~

Hartford Clarke



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

June 1, 2022

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

RE: Use of Forfeited Funds for a Computer for a Task Force Officer

Dear Board Members:

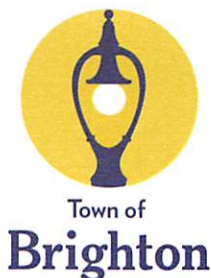
The police department is in need of a laptop for our Task Force Officer. A laptop will enable him/her to work more efficiently and effectively, both in the field and at the office.

I propose that the "Proceeds of Forfeited Property" be used to fund this request. I have consulted with the United States Attorney's Office, and they concur that the use of seized forfeiture asset funds for this purpose is an appropriate use. I request that appropriations in account **A.POLCE.3125 2.13** Computer Equipment be increased by \$1,900.00. The total expenditure of \$1,900.00 will be fully supported with the use of Forfeited Property account **A.889.JSTCE**.

Respectfully,

David Catholdi
Chief of Police

CDC:jpo



Brighton Police Department

2300 Elmwood Avenue
Rochester, New York 14618
(585) 784-5150



David Catholdi
Chief of Police

June 1, 2022

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Dear Board Members:

As a result of recent retirements, there currently exists a full-time clerical vacancy in the Police Department. After an extensive search for qualified candidates, Ms. Tricia Sticco has been selected to fill the position pending approval by the Monroe County Civil Service Commission.

Ms. Sticco has been employed by the Town of Greece since August 2019 as an administrative clerk and phone operator. She has a Bachelor of Arts in Sociology from St. John Fisher College.

On May 5, 2022, a Conditional Offer of Employment was extended to Tricia Sticco, as an Office Clerk III with a starting salary of \$36,101.60 in accordance with the Town of Brighton's 2022 Salary/Wage Schedule. This appointment, pending Civil Service approval, will be effective on June 13, 2022, for a probationary period of fifty-two (52) weeks.

Sincerely,

David Catholdi
Chief of Police

xc: Paula Parker, Director of Finance
Tricia Van Putte, Director of Personnel
Dan Aman, Town Clerk