

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday June 1, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado
Chris Werner

Department Heads/Other attendees:

Lisa Pavlovych (Justice Court)
Tricia VanPutte (Personnel)
Mike Guyon (Public Works/Highway)
David Catholdi (Police Department)
Suzanne Zaso (Finance)
Mike DeBadts (Mengel Metzger Barr)

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 18, 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:

No matters for this meeting.

Budget Amendments and Transfers:

Accept donation and amend Police Department's 2022 budget for \$100 (Police Dept.) – The FASC discussed with Police Chief David his request 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).

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

Approve use of Forfeited funds for a laptop computer purchase along with the budget amendment (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request 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).

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

Personnel Matters:

Approve title changes in the Justice Court and amend organizational and salary schedules to reflect the new titles (Justice Court) – The FASC discussed with Lisa Pavlovych and Tricia VanPutte the request 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 and as outlined in Town Law. 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).

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

Approve the promotion of a Laborer to Skilled Laborer in the Highway Department effective June 13, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request 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).

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

Approve an appointment to the position of Laborer in the Highway Department effective June 27, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request 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 completion of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This positon is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).

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

Approve an appointment to the position of Office Clerk III in the Police Department effective June 13, 2022 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request 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). The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

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. Mike DeBadts from Mengel Metzger Barr & Co presented the 2021 Financial Statements to the FASC and reviewed the executive summary and the letter of communication. The 2021 Financial Statements will be presented at the Town Board meeting to be held on June 8th, 2022. At that time, the Board will officially accept and file these reports.

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

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

**The FASC meeting was adjourned at 9:45 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, June 15, 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)**