

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday June 15, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:

Lisa Pavlovych (Justice Court)
Ken Gordon (Town Attorney)
David Catholdi (Police Department)
Mike Guyon (Public Works/Highway)
Evert Garcia (Public Works)
Steve Zimmer (Highway/Sewer)
Mike DeSain (Police Department)
Connor Kimball (Enterprise Fleet Consultant)

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 June 1, 2022 meeting.

There was a motion by Robin Wilt at 8:42 am to enter an executive session to discuss the employment of a particular person. This was seconded by Supervisor Moehle and all voted aye.

Personnel Matters (Executive Session):

Approve a probationary appointment to the position of Clerk to Town Justice II in the Justice Court effective July 18, 2022 (Justice Court Dept.) – The FASC discussed with Lisa Pavlovych her request for Town Board action to approve a probationary appointment to the position of Clerk to the Town Justice II effective July 18, 2022. The starting annual salary for this position is \$43,898.40 – Group 3 Step 2 of the 2022 Non-Represented Employee Salary Schedule (35 hour work week). This position is exempt; however the permanent appointment is contingent upon the successful completion of a 52 week probationary period, with all other terms and conditions as outlined in the Town's policies for the Non-Represented employees (see letter from L. Pavlovych).
The FASC recommends the Town Board take favorable action on this matter.

There was a motion by Supervisor Moehle at 8:45 am to end the executive session and continue with the regular meeting. This was seconded by Robin Wilt and all votes aye.

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 NYS DOT Use and Occupancy Permit #40987 review of terms and acknowledgement for Brighton Town Park (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to approve and authorize the Supervisor to sign the review acknowledgement of the terms and conditions of the current NYS DOT Use and Occupancy permit #40987 for Brighton Town Park at 777 Westfall Road. This agreement is a temporary license for the Town to use the State's property in accordance with the conditions and regulations outlined in the agreement. This is a review and acknowledgment of those terms and not a renewal. The renewal of this agreement is scheduled for 2028 (see letter from E. Garcia).

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

*Note: Ken Gordon will confirm if this an action item for the Town Board

Budget Amendments and Transfers:

Approve use of Forfeited funds for the purchase of the Pivotal Trainer Rotating Firearm System 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 \$2,500 for the purchase of the Pivotal Trainer Rotating Fire Arm System from Triumph Systems, Inc. This system is highly versatile and would greatly enhance the firearms training by providing multiple and more realistic shooting scenarios. The US Attorney's Office has been consulted and they concur with this use of seized forfeiture asset funds. Further to approve an amendment to the Police Department's 2022 budget as follows:

Increase:	A.POLCE.3125.2.17	Law Enforcement Equip.	\$2,500
From:	A.889.JSTCE	Forfeited Property	\$2,500

(see letter from D. Catholdi).

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

Personnel Matters:

Approve an appointment to the position of Laborer in the Highway Department effective July 11, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the appointment of Camryn Hamel to the position of Laborer effective July 11, 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).

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

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

Connor Kimball of Enterprise Fleet Management presented information regarding a leasing program for the Town. The Town would lease passenger type and small dump truck type vehicles for the Highway and Sewer Departments. Connor reviewed the general program and the financial review. Deputy Police Chief Mike DeSain also join the discussion. Ken Gordon asked several questions regarding the program. Connor will provide additional documentation as requested. This item will remain on the agenda for further discussion.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

At 9:56 am, there was a motion by Supervisor Moehle to enter into an executive session to discuss litigation. This was seconded by Robin Wilt and all voted aye. At 10:20 am there was a motion to end the executive session by Supervisor Moehle. This was seconded by Robin Wilt and all voted aye.

Upon returning to regular session, the meeting was adjourned at 10:21 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, July 6, 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)******