

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday July 6, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Evert Garcia (Public Works)
Steve Zimmer (Highway/Sewer)
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 June 15, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award Landfill Yard Waste Processing & Disposal Services for 2022 (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Chad Roscoe for Town Board action to award the bid for Landfill Yard Waste Processing & Disposal Services for 2022 to the lowest responsible bidder, Green Renewables, Inc. Green Renewables, Inc. will provide the services as outlined in the bid at no cost to the Town and will make an annual payment to the Town of \$10,125. Further, authorize the Supervisor to execute two one-year renewal options (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

Accept SAM Grant in the amount of \$750,000 for the East Avenue Sidewalk Extension project (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to accept a SAM (State and Municipal Facilities Program) Grant in the amount of \$750,000 for the East Avenue Sidewalk Extension Project. Further authorize the Supervisor, Town Attorney, and/or his designee to execute any and all documents related to the grant. Further, authorize the Finance Department to make the necessary budget modifications to accommodate the grant and the costs related to the project (see letter from E. Garcia). *It was noted that this project is included in the 2023-2025 CIP requests.

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

Contracts and Contract Change Orders:

No matters for this meeting.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve an appointment to the position of Laborer in the Sewer Department effective July 25, 2022 (Sewer Dept.) – The FASC discussed with Steve Zimmer the request from Mike Guyon for Town Board action to approve the appointment of Nicholas Crandall to the position of Laborer, in the Sewer department, effective July 25, 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.

Approve an appointment to the position of Laborer in the Sewer Department effective August 1, 2022 (Sewer Dept.) – The FASC discussed with Steve Zimmer, the request from Mike Guyon for Town Board action to approve the appointment of Anthony Rogers to the position of Laborer, in the Sewer department, effective August 1, 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.

Approve an appointment to the position of Laborer in the Highway Department effective July 25, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of Timmie Kenyon, Jr. to the position of Laborer, in the Highway department, effective July 25, 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.

Approve a probationary appointment to the position of Assistant Fire Marshal, part-time in the Public Works Department effective July 18, 2022 (Public Works Dept.) – The FASC discussed with Steve Zimmer the request from Mike Guyon for Town Board action to approve the probationary appointment of Edward Gerger to the position of Assistant Fire Marshal part-time effective July 18, 2022. The hourly salary for this position is \$21.51 as outlined on the Town of Brighton's Flat Salaried / Wage Positions Schedule for a 20 hour work week. Mr. Gerger must also successfully complete a 52 week probationary period. Funds are available in the A.DPW.3410 budget to accommodate this appointment (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:

Amend Part Time & Seasonal Employee Wage Schedule to change Group X of this schedule (Finance & Recreation Depts.) – The FASC discussed with Paula Parker and Rebecca Cotter their request for Town Board action to amend the Part Time & Seasonal Employee Wage Schedule. We will be removing the titles of Micro Computer Support Technician and Senior Payroll Clerk from Group X and adding the Lifeguard positions as follows:

<u>Group X: (Lifeguards)</u>	<u>Step A</u>	<u>Step B</u>
1 Lifeguard II	\$18.00	\$18.40
2 Supervising Lifeguard	\$19.00	\$19.40
3 Supervising Lifeguard I	\$19.50	\$19.90

These titles will also be removed from Groups VI, VII and IX respectively. In addition the title of Lifeguard Instructor will be removed from the schedule as it is no longer used. The rates for these positions will be effective Nunc Pro Tunc, June 23, 2022. These rate increases are essential to be competitive with other organizations and to recruit and retain qualified staff for our summer season (see letter from P. Parker & R. Cotter).

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

Other Matters for Discussion Only:

Correction Note: Effective June 6th the new full time Recreation Leader, Colin Dawley was hired. There was a typo in the communication submitted for the salary schedule which reflected Group 1 and not Group 2. After consulting Town Attorney, Ken Gordon, it was determined that no further action is needed.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

At 9:00 am, there was a motion by Robin Wilt to enter into an executive session to discuss the employment of a particular person/people. This was seconded by Supervisor Moehle and all voted aye.

At 9:15 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 9:15 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, July 20, 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****