

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday August 3, 2022 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzo (Chair)
William Moehle
Paula Parker (Staff to the Committee)
Absent: Robin Wilt (Committee Member)

Other Town Councilmembers:

Department Heads/Other attendees:

Mike Guyon (Highway/Public Works)
Evert Garcia (Public Works)
Dan Aman (Town Clerk)

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 July 20, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid for 2022 Elmwood Ave. Sidewalk Improvements to Keeler Construction in an amount not to exceed \$155,800 (Public Works Dept.) - The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the bid for the Elmwood Avenue Sidewalk Improvements to the lowest responsible bidder, Keeler Construction, in an amount not to exceed \$155,800. Further action to authorize the Supervisor to execute an agreement with Keeler Construction for said services. As noted, the CDBG Block grant will only cover \$60,000 of this project. Additional funding by the Town of Brighton will be necessary to complete this project. Therefore, the Finance Department should be authorized to appropriate the necessary funds from unappropriated fund balance (909) to cover the additional cost of this project (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

Authorization to apply for the 2022 Zero Emission Vehicle (ZEV) Infrastructure Grant Program through NYS Office of Climate Change for DC fast charging stations (Public Works Dept.) – The FASC discussed with Mike Guyon and Evert Garcia the request from Brendan Ryan for Town Board approval to grant authorization to apply for the 2022 Zero Emission Vehicle Infrastructure Grant through NYS Office of Climate Change. The program would pay for 80% of the installation of DC fast charging stations in public lots. It is anticipated to apply for the maximum amount of \$500,000 for two or more level 2 or DC fast charging stations installed in public lots. There is a 20% cash match required by the grant to a maximum of \$100,000 for a total maximum project of \$600,000. Further authorize the Town Supervisor and/or his designee to execute any documents related to this grant application. Funding for the cash match will be determined upon the award of the grant (see letter from B. Ryan).

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

Contracts and Contract Change Orders:

Award RFQ contract to Ravi Engineering & Land Surveying, P.C. for services related to the French Road Bridge Improvement Project in an amount not to exceed \$150,000 (Highway Dept.) – Request from Evert Garcia for Town Board action to approve and authorize the Supervisor to execute an agreement with Ravi Engineering & Land Surveying, P.C. for preliminary design, detailed design, construction and construction inspection services for the French Road Bridge Project as outlined in the Request For Qualifications dated 5/2/2022. Funds for these services are provided for in the 2021 NY Bridge program award of \$757,681 which is inclusive of all anticipated design and construction services (see letter from E. Garcia).

It was noted that there is a 5% match on this award. The budget for this project will be set up in the Capital Projects Funds due to the cost of the project. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Authorize salary increases for the Highway Foreman effective with the pay period beginning on August 8, 2022 (pay date of August 26, 2022) (Highway Dept.) – the FASC discussed with Mike Guyon his request for Town Board action to approve a change in the Highway Foreman's salary from 100,398.48 to \$105,418.40 – a 5% increase effective with the pay period beginning August 8, 2022 and a pay date of August 26, 2022. This salary adjustment is being given based on the actual hours worked and the excellent performance of the two highway foreman (M. Hagreen and W. Haefner) (see letter from M. Guyon). The FASC recommends the Town Board take favorable action on this matter.

Authorization & approval of part time Clerk III in the Town Clerk's Office – The FASC discussed with Town Clerk Dan Aman his request for Town Board action to approve the appointment of Jazlynn Gamble to the permanent part time position of Office Clerk III in the Town Clerk's Office. The first date of employment will be no earlier than August 15th pending paperwork and background results. Salary will be set at \$17.86 per hour (Group V Step 1 of the Part-Time and Seasonal Employee Wage Schedule) for 17.5 hours weekly. All other terms and conditions per the Town's employment policies for non-represented part-time and seasonal employees (see letter from D. Aman). 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:

INFORMATIONAL: The 2023 Budget Workshop and budget process schedule was reviewed. It was noted that this schedule may change during the 2023 budget cycle season.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 9:20 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, August 17th, 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****