

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday August 17, 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:

Mike Guyon (Highway/Public Works)
Lisa Pavlovych (Justice Court)
Pam Post (Assessor)

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 August 3, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

Accept the Bridge NY Funding award in the amount of \$757,681 for the French Road Bridge maintenance project and authorize the Finance Department to make the necessary budget amendments (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to accept the Bridge NY funding in the amount of \$757,681 and authorize the Supervisor to execute any contracts and related documents to this award. This award represents 2021 NY Bridge program application amount for \$757,681 which is inclusive of all anticipated design and construction services for the French Road Bridge maintenance project. The Town will have to provide a 5% cash match of \$37,885 (see letter from M. Guyon).

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 appointment of Bertha Frias to the Deputy Court Clerk Full Time position effective August 29, 2022 (Justice Court) - The FASC discussed with Lisa Pavlovych her request for Town Board action to approve the appointment of Bertha Frias to the position of Deputy Court Clerk full-time effective August 29th, 2022. Salary shall be set at Group 3 Step 1 \$41,787.20 (35 hours per week) of the Non Represented Employee Salary & Wage Schedule. This is a permanent appointment and will be subject to the successful completion of a 52-week probationary period with all other benefits as outlined in the Town of Brighton's policies. This is the replacement for Sandie Jonas who is retiring on September 9th, 2022 (see letter from L. Pavlovych).

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

Authorize the promotion of Nikolas Walker from Laborer to Motor Equipment Operator (MEO) effective on August 29th, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Nikolas Walker from a Laborer to a Motor Equipment Operator (MEO) in the Highway Department. The promotion will be effective August 29th, 2022, will serve a 26 week probationary period and is in accordance with the CSEA contract (see letter from M. Guyon).

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

Authorize the promotion of Carson LaDelfa from Laborer to Motor Equipment Operator (MEO) effective on August 29th, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Carson LaDelfa from a Laborer to a Motor Equipment Operator (MEO) in the Highway Department. The promotion will be effective August 29th, 2022, will serve a 26 week probationary period and is in accordance with the CSEA contract (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:

Declare one 2012 white Chevy Impala sedan as surplus to be sold at either live or online auction (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to declare one 2012 white Chevy Impala sedan ID# 6G1MK5U22CL661919 as surplus to be sold at either the live or online municipal auction. This vehicle is currently being used by the Fire Marshal's department and the cost of repairs will exceed the value of the vehicle. The Fire Marshal will be replacing this vehicle with a Ford Explorer from the Brighton Police Department (see letter from M. Guyon).

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

Other Matters for Discussion Only:

Review request to complete a Town-wide re-evaluation of property values for the Town of Brighton (Assessor's Dept.) – Request from Pam Post for committee review of the option to conduct a Town-wide re-evaluation of the property values for the Town of Brighton. The last re-valuation was completed in 2018 and since that time our equalization rate has dropped from 100% to 89% for the 2023 budget year. Pam will discuss her proposal and the estimates for the costs. Pending guidance from the committee, changes will be made to the 2023 budget request for the Assessor's department (see letter and documents from P. Post). No recommendation was made at this time. More discussion is needed.

Review new increase in Income Limit for Senior Citizens and people with disabilities (Assessor's Dept.) – Request from Pam Post for committee review of the several options that exist to increase the current income base rate to \$50,000 for the 50% assessment reduction. Governor Hochul has recently signed legislation to give Towns, Counties and Schools the option to increase the current income levels. (see letter and documents from P. Post). With the current time constraints, Pam does not recommend putting any changes into place for the current year. She will attend the Assessors' meeting in September and gather more information from other the other towns at that time. No recommendation was made at this time. More discussion is needed.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 9:35 am.

**The next regularly scheduled meeting of the FASC will be held on
Tuesday, September 7th, 2022 at 3:30 PM
in the **AUDITORIUM**** at Brighton Town Hall.
All members of the public are invited to attend FASC meetings.
****AS PER THE REGULAR SCHEDULE******