

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, October 4, 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)
David Catholdi (Police Department)
Lisa Pavlovych (Justice Court)
Gary Donofrio (Facilities)
Ken Gordon (Town Attorney)
Dan Aman (Town Clerk)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 1:00 p.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 September 20, 2022 meeting.

Town Bid/Proposal Authorizations and Awards:

Award Bid for the purchase of one 2022 Ford Explorer for the Police Department (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to award the bid for one (1) 2022 Ford Explorer to EH Automotive #5 LLC – DBA Tradition Ford. The vehicle meets all the bid specifications with a cost not to exceed \$44,465. A sealed bid process was done due to the lack of replies from the New York State Vehicle Marketplace (see letter from D. Catholdi).

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

Grant Authorizations and Acceptances:

Authorize JCAP Grant for Justice Court for the 2022-2023 program period (Justice Court Dept.) – The FASC discussed with Lisa Pavlovych her request for Town Board authorization to submit a grant application in the amount of \$8,200 to the Justice Court Assistance Program (JCAP). The grant funds will cover the woodwork refinishing of the clerk's bench areas, jury box, witness stand, room dividers and interior doors. Quotes were solicited with on Seamless Construction responding (see letter from L. Pavlovych).

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

Contracts and Contract Change Orders:

Approve a professional services contract in the amount of \$3,000 with the Cohen Law Group (Public Works Dept.) – the FASC discussed with Mike Guyon his request for Town Board action to approve a professional services contract with the Cohen Law Group in the amount of \$3,000. The services will be to review the contract Verizon Wireless provided to the Town for the Right of Way Licensing agreement as related to Town Poles in the County and State Right of Ways. The revisions by Verizon are substantial and necessitate a detailed and thorough review. It was also noted that Verizon has agreed to reimburse the Town for the services provided by the Cohen Law Group (see letter from M. Guyon).

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

Approve a professional services contract with Municipal Solutions, Inc. for financial and disclosure filings with EMMA with fees set forth in the contract (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve a professional services contract with Municipal Solutions, Inc. for services related to the filing of the financial statements/budgets (\$200 per filing) and any material event filings (\$230 per filing). The contract will be effective for a five year term beginning on October 2, 2022 through October 1, 2027. This agreement can be cancelled at any time by either party (see letter from P. Parker).

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

Budget Amendments and Transfers:

Authorize amendment to the 2022 budget for the utilization of ARPA funds for the HVAC/Town Hall review project (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to amend the 2022 budget as follows:

To: A.UNDST.4289	Other Federal Aid	\$116,660
To: A.UNDST.9.10	Trans. To Capital Projects	\$116,660

Funds will be appropriated from the ARPA funds previously received (see letter from P. Parker).

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

Authorize amendment to the 2022 budget for the purchase of vehicles as outlined in the 2023-2025 CIP adopted at the 9/28/2022 Town Board meeting (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to amend the 2022 budget as follows:

To: A.DPW.1490.2.22	Trucks/Vans	\$ 45,000
To: A.DPW.1620.2.22	Trucks/Vans	60,000
To: A.DPW.8020.2.22	Trucks/Vans	36,900
To: A.PARKS.7021.2.23	Tractors/Backhoes	53,000
To: D.HWY.5130.2.22	Trucks/Vans	66,000
To: D.HWY.5130.2.23	Tractors/Backhoes	61,300
To: SS.SEWER.8120.2.22	Trucks/Vans	58,200

Funds will be appropriated from any funds available (fund balance) so the vehicles can be ordered. This is being done to vehicle availability and delayed delivery concerns (see letter from P. Parker).

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 October 31, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the appointment of JaQuane Wyche to the position of Laborer effective October 31, 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:

Authorize amendment of the 2022 Permanent Part-Time & Seasonal Salary Schedule effective October 15, 2022 pay period (Finance Dept.) – The FASC discussed with Paula Parker her request to amend the Permanent Part-Time & Seasonal salary schedule to include the change in the hourly rate for Office Clerk III and Student Intern (Engineering). Other changes include the separation of the Permanent Part-Time and Seasonal listing into two sections. Obsolete titles have been removed and seasonal positions have been grouped by title. The schedule will be effective with the pay period beginning on October 15, 2022. Affected Department Heads and the Personnel Department have reviewed these changes and are in support of them. It was noted that the step values groups containing no current position titles will be omitted from the schedule (see letter from P. Parker and support letters).

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: To discuss the employment of a particular person or employee

There was a motion at 1:40 pm by Robin Wilt to enter an executive session to discuss the employment of a particular person(s)/employee(s). This was seconded by Supervisor Moehle and all voted aye.

At 2:18 pm there was a motion by Supervisor Moehle to end the executive session. This was seconded and all voted aye.

Upon reentering regular session the following was offered:

Facilities Department Reorganization (Public Works Dept.) – Review and discuss the Facilities Department reorganization plan outlining the buildings and responsibilities. Amend the Department Head Salary Schedule by placing the title of Maintenance Mechanic position on Group A, Step 2 at an annual salary of \$86,898.30 and removing that title from Group 6 of the Non-represented full time salary schedule. The effective date of the change will be determined after discussion with the committee (see letter from M. Guyon).

This change will take effect on January 1, 2023.

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

The meeting was adjourned at 2:19 pm.

The next regularly scheduled meeting of the FASC will be held on

Tuesday, October 18th, 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****