

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, October 18, 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:

Mike Guyon (Highway/Public Works)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 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 October 4, 2022 meeting.

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:

Authorize contract renewal No. 3 of 4 with Waste Management for Refuse and Recycling Services to the Town and Refuse Districts for 2023 (Public Works/Refuse Districts) – The FASC discussed with Mike Guyon, the request from Chad Roscoe for Town Board action to authorize the 2023 refuse contract services with Waste Management. The increase in price is 5.51% from 263.11 to 277.68 per unit per year for the refuse districts. This is the third of four possible renewals. As a note the Waste Management unit rate does not include the Town's administrative costs for the district (see letter from C. Roscoe). The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Amend 2023 Preliminary Budget by increasing the General Fund by \$7,745 and adopt the budget for 2023 Fiscal Year (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to amend the 2023 Budget to increase the General Fund by \$7,745 to reflect the approved reorganization of the Facilities Department as approved by the Town Board on 10/12/2022 and to decrease the real property tax account in the General Fund by \$2,255. The

change in the General Fund will result in an increase in the Fund Balance appropriation of \$10,000 and will reduce the tax rate and levy slightly. In addition, decrease the Consolidated Refuse District by \$280 in both expense and real property tax revenue due to a merger of two parcels into one parcel (see letter from P. Parker).

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

Personnel Matters:

Authorize the promotion of David Griffith from Laborer to Motor Equipment Operator (MEO) effective on October 31st, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of David Griffith from a Laborer to a Motor Equipment Operator (MEO) in the Highway Department. The promotion will be effective October 31st, 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 William Sanborn from Laborer to Motor Equipment Operator (MEO) effective on October 31st, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of William Sanborn from a Laborer to a Motor Equipment Operator (MEO) in the Highway Department. The promotion will be effective October 31st, 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:

No matters for this meeting.

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 4:00 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 4:10 pm there was a motion by Robin Wilt to end the executive session. This was seconded by a Supervisor Moehle and all voted aye.

Upon reentering regular session the following was offered:

Approve an appointment to the position of Laborer in the Highway Department effective November 14, 2022 (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve an appointment to the position of Laborer effective November 14, 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.

The meeting was adjourned at 4:10 pm.

**The next regularly scheduled meeting of the FASC will be held on
Tuesday, November 1st, 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******