

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, November 1, 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)  
Pam Post (Town Assessor)  
Tricia VanPutte (Personnel)  
Ken Gordon (Town Attorney)

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 18, 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 the purchase of Salt & Plow monitoring equipment & software subscription (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the purchase of salt and plow monitoring hardware (\$13,654) and the related software subscription (\$3,360) from Precise MRM LLC. The first year total cost will be \$17,014 with the subscription to be charged annually. Precise is the sole source provider as related to the Town's current salter mechanisms used. This will provide accurate data related to the amount of salt discharged and allow for adjustments as needed. Also to authorize the Finance Department to make the necessary budget adjustments as this purchase was not planned (see letter from M. Guyon).

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

### **Budget Amendments and Transfers:**

Approve budget transfer in Information Technology Budget (IT Dept.) – The FASC discussed with Paula Parker the request from Jeremy Lutz for Town Board action to approve a transfer in the amount of \$800 from A.INFO.1680.4.22 Telephone Services to A.INFO.1680.4.41 Maintenance/Repair Service to fund the software support for our phone system (see letter from J. Lutz). The FASC recommends the Town Board take favorable action on this matter.

### **Personnel Matters:**

Approve Dental 2023 rates and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the dental insurance rates for both active employees and retirees as related to dental benefits for 2023. For 2023 our Town rates will increase slightly by 2.6% (Single options increasing by \$1 monthly and Family options increasing by \$2 monthly) and an increase of \$.09 in the administrative fee (\$4.58 from \$4.49) charged by Excellus. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letter from T. VanPutte). The FASC recommends the Town Board take favorable action on this matter.

Approve change to HSA contribution methodology and Hardship Advance request policy (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the amended HSA contribution policy by

- a. increase the first contribution of the employee's annual contribution rate to 50% (was 25%) and;

- b. adopt the Hardship Advance Contribution Policy as presented

Putting these changes into place may help alleviate some fear employees have regarding the participation in the high-deductible health plan (see letter & policy from T. VanPutte).

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

Approve MVP health plan rates for 2023 and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the health insurance for both active employees and pre-65 retirees as related to MVP for 2023. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letter from T. VanPutte).

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

Approve Aetna Medicare Supplemental plan rates for 2023 for post-65 retirees and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the Aetna Medicare Supplemental insurance plan for the post-65 retirees for 2023. Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letter from T. VanPutte).

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

Approve Flexible Spending Administration participant monthly rate – Lifetime Benefit Solutions, Inc. for 2023 and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the per participant monthly rate of \$3.15 (no change from 2021 or 2022 rate of \$3.15) and a compliance service rate increasing to \$325 annually (no change from the 2022 rate) and authorize the Supervisor to execute the contract and any related documents (see letter from T. VanPutte).

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

Approve Teamsters' Health Plan rates for 2023 and authorize related contracts (Personnel Dept.) – The FASC discussed with Tricia VanPutte her request for Town Board action to approve the health insurance 2023 rates related to the Teamsters' health plan for the Teamster Local 118 members as follows:

Single: \$773.76; 2-person: \$1,545.92; Family: \$2,125.42

Also authorize the Supervisor to execute any agreements as needed for these benefit plans (see letter from T. VanPutte).

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

Temporary promotion to the position of Planner, effective November 14, 2022 – The FASC discussed with Mike Guyon his request for Town Board action to approve a temporary promotion of to the position of Planner effective November 14, 2022. Salary will be set at Group 7, Step 2 (35 hrs per week) \$60,897.20 annually as per the Non-represented full-time salary schedule. The promotion will remain temporary and upon permanent appointment the employee will serve the required probationary period (See letter from M. Guyon). It was noted that this item will be placed on the executive session on the Town Board meeting agenda to discuss employment of particular people.

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

### **Other Matters for Action of the Town Board:**

Review & Approve Rules of Decorum at Public Meetings (Supervisor's Office) – The FASC discussed the proposed Decorum Rules. After discussion and consideration, it was decided to move ahead and adopt these rules at the November 9<sup>th</sup> Town Board meeting if all Council Members are in concurrence. The FASC recommends the Town Board take favorable action on this matter.

Approve Stenzel's LOSAP amount to be split 50/50 amount the last known surviving heirs (Finance Dept.) – The FASC discussed with Paula Parker and Ken Gordon the request from Paula Parker for Town Board action to approve a resolution to split Harold Stenzel's LOSAP uncashed Volunteer Fire Fighter LOSAP pension benefit in the amount of \$1,440 equally between his last two known heirs (see letter from P. Parker).

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

### **Other Matters for Discussion Only:**

Due to the resignation of Jeff Frisch, the Planning Department will be seeking to refill this planning technician position.

### **Matters Tabled for Research and/or Discussion:**

Review/Change RPTL Exemption Limits for Senior Citizens and People with Disabilities (Assessor's Dept.) – Request from Pam Post to review memo and options regarding the increase of income limits for this group. There is information regarding what some other municipalities are doing as well as Pam's recommendation (see memo from P. Post).

The committee discussed many options and the potential related impacts. This item was tabled and will remain on the agenda for discussion at the next FASC meeting on November 15, 2022.

### **Executive Session:**

No matters for this meeting

The meeting was adjourned at 5:35 pm.

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

**Tuesday, November 15<sup>th</sup>, 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\*\***