

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday, November 15, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

Christine Corrado  
Chris Werner

**Department Heads/Other attendees:**

David Catholdi (Police)  
Mike Guyon (Highway/Public Works)  
Pam Post (Town Assessor)

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 November 1, 2022 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Award bids for phase 3 of the Winter Farmer's Market project (Recreation/Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to award bids for General contract, Plumbing contract, HVAC contract and Electrical contract for phase 3 of the Farmer's Market Project. This included a new building and a connector building to the existing building. The total of the contracts plus a 10% contingency is \$1,842,269. Additional funding in the amount of \$392,000 is also anticipated to complete the needed site work utilizing Town Highway and Sewer staff. The total to complete the project is estimated at \$2,234,169 with only \$1,524,488 of funds available leaving a deficit of approximately \$710,000. In order to have enough funds available to complete this project, the Town will have to either utilize unappropriated fund balances and/or issue bond anticipation notes while pursuing other potential grant funding to ultimately reduce the amount the Town may have to utilize in either fund balances and/or debt service (see letter from M. Guyon).

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

**Grant Authorizations and Acceptances:**

Approve 10/1/2022-9/30/2023 STOP DWI funding agreements with Monroe County (Police Dept.) – The FASC discussed with Police Chief David Catholdi

his request for Town Board action to approve STOP DWI funding agreements with Monroe County for approximately \$10,294.73 for the October 1, 2022 through September 30, 2023 and January 1, 2023 through December 31, 2023 program years. The Chief also request further authorization for the Town Supervisor to execute these agreements and any additional funding agreements or amendments should the New York State STOP DWI Foundation make additional funds available through Monroe County for these program periods (see letter from D. Catholdi).

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

### **Contracts and Contract Change Orders:**

Approve contract with Burke Group for Actuarial Services for Other Post-Employment Benefits (OPEB) per GASB 75(Finance Dept.) – The FASC discussed with Paula Parker the request from Suzanne Zaso for Town Board action to approve a renewal contract with the Burke Group for the years ending 2022 – 2025 for these services. The base fee for the full years' valuations will be \$4,000 (no increase since 2012) and \$2,250 for the interim valuation years (no change since 2019). Funding for these services have been budget and are available for 2022 and 2023 (see letter from S. Zaso).

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

Approve contract cost increase of \$325 per month with PenFlex for the WBFPD LOSAP dissolution (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve an increase in the amount of the PenFlex contract for services relating to the dissolution and closeout of the Length of Service Awards Program for the West Brighton Fire Protection District. This cost of this extension will be at a maximum value of \$650 for the month of November and December (if needed) 2022. This will bring the total amount due to PenFlex at a maximum of \$12,325 or \$12,650 if the increase is needed for December 2022, which is unlikely. Due to one of LOSAP member's late response to file the appropriate documents, this cost increase is needed to distribute the remaining funds and dissolving the LOSAP program (See letter from P. Parker).

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

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

No matters for this meeting.

### **Personnel Matters:**

Authorize the promotion of Nicholas MacLeod from Laborer to Skilled Laborer effective on November 28<sup>th</sup>, 2022 (Sewer Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve the promotion of Nicholas MacLeod from a Laborer to a Skilled Laborer in the Sewer Department. The promotion will be effective November 28<sup>th</sup>, 2022 at a rate of \$29.99 per hour for a 40 hour workweek and 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:**

Approve purchase of two stall dog kennel and installation costs and necessary budget amendment for \$25,000 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to purchase and install a two-stall dog kennel to be located at the Town's landfill. The cost of the kennel is \$15,878.45 with the additional funds needed for installation costs and supplies. There was also a request for approval to appropriate the \$25,000 to the Animal Control budget to facilitate this project.

\*However after discussing this project with both the Chief and Mike Guyon, the FASC increased the amount to appropriate from \$25,000 to **\$30,000** from any funds available (see updated letter from D. Catholdi).

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

Review & Approve Rules of Decorum at Public Meetings – The FASC discussed the revised proposed Decorum Rules. Each of the Town Board members has had a chance to review these rules and the Town Attorney has revised them. 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:**

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).

\*Pam updated the committee with the resolution passed by the Rush Henrietta School District increasing limits for this deduction to \$36,000 with a sliding scale to \$44,400.

The committee reviewed 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 December 6, 2022.

### **Executive Session:**

No matters for this meeting

The meeting was adjourned at 4:50 pm.

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

**Tuesday, December 6<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\*\***