

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday, December 6, 2022 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Department Heads/Other attendees:
David Catholdi (Police)
Mike Guyon (Highway/Public Works)
Pam Post (Town Assessor)
Gary Donofrio (Facilities)

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 15 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:

Approve agreement with Sylvia Staples for Assessment Consulting Services at \$50 per hour in a total amount not to exceed \$5,000 (Assessor's Dept.) – The FASC discussed with Pam Post her request for Town Board action to approve and authorize the Supervisor to execute a contract with Sylvia Staples to provide assessment consulting to Pam Post. The hourly rate for contract is \$50 and total contract will not exceed \$5,000 for 100 hours of training, 10 hours which may be utilized before the end of 2022. Contract will terminate on December 31, 2023 (see letter from P. Post).

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

Approve contract with Speedy's Cleaners for 2023 with three (3) renewal options (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute a contract with Speedy's Cleaners for uniform laundering and cleaning services for the

Police Department for 2023 with the option to renew for up to three (3) additional years. Quotes were solicited with only two firms responding with Speedy's being the lowest quote (see letter from D. Catholdi).

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

Approve contract with Elmer's Brighton Garage for 2023 with three (3) renewal options (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to authorize the Supervisor to execute a contract with Elmer's Brighton Garage for vehicle and repair services for the Town of Brighton. Contract labor rate is \$90/hour with a 10% discount on the retail price of vehicle parts. Elmer's had the lowest quote for lube, oil and filter at \$56.00/\$61.50 (see letter from D. Catholdi).

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

Approve two year contract with New York State Municipal Workers' Compensation Alliance effective January 1, 2023 (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve a new/renewal contract with New York State Municipal Workers' Compensation Alliance for two years effective January 1, 2023 and ending on December 31, 2024. The total cost of the contract for the two year period is \$363,440 (\$181,720 annually). This new contract is less than the prior two-year contract and will yield a \$30,204 saving to the Town over the new two-year period (see letter from P. Parker).

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

Approve Service Contract Annex A – pricing change for the Paragon Compliance Master Service Agreement for 2023 (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board action to approve and authorize the Supervisor to sign the Service Contract Annex A with Paragon Compliance, LLC. The Annex increased per employee per month pricing from \$1.25 to \$1.33 – the first increase in five years. All other terms and conditions remain unchanged in the master agreement. We have also added the Fulfillment Lite service for approximately 155 employees for IRS form 1095 generation with employee addresses (see letter from P. Parker).

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

Budget Amendments and Transfers:

Approve budget transfer in the Personnel Department in the amount of \$3,500 for two laptop computers (Personnel Dept.) – The FASC discussed with Paula Parker the request from Tricia VanPutte for Town Board action to approve a transfer in the amount of \$3,500 from account A.PRSNL.1430.4.53 Attorney Fees to account A.PRSNL.1430.2.13 Computer Equipment. This will fund the purchase of two laptop computers and utilize the current laptop for field use by employees as well as the personnel staff (see letter from T. VanPutte).

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

Approve budget transfer in the Facilities Department in the amount of \$2,850 for two vacuum cleaners and budget overage (Public Works/Facilities Dept.) – The FASC discussed with Gary Donofrio his request for Town Board action to

approve a transfer in the amount of \$2,850 from account A.DPW.1620.4.41 Maintenance/Repair Services to A.DPW.1620.2.40 Maintenance Equipment. This will fund the purchase of two new vacuum cleaners and correct a budget overage (see letter from G. Donofrio).

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

Personnel Matters:

Amend 2023 FLAT salary schedule for Fire Protection District Administrator (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to amend the 2023 FLAT salary schedule for the Fire Protection District Administrator. Due to the dissolution of the West Brighton Fire Protection District with the services being provided by Henrietta Fire District, the role of District Administrator has changed. Therefore, the salary for this position will be reduced by 50% from \$5,485 to \$2,743 effective January 1, 2023 (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 2008 Ford Crown Victoria sedan as surplus to be sold at auction (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to declare one (1) 2008 Ford Crown Victoria sedan (VIN# 2FAHP71V08X172940) as surplus to be sold at the next municipal live auction or on the online auction usually with Roy Teitsworth, Inc. (see letter from M. Guyon).

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

Other Matters for Discussion Only:

The 2023 meeting schedule was reviewed. The FASC would like to consider keeping the meetings on Wednesday mornings year round. Paula will prepare an updated schedule for consideration at the next FASC 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.

Pam provided a update survey sheet indicating where other towns in Monroe County are in this process.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 4:05 pm.

**The next regularly scheduled meeting of the FASC will be held on
Tuesday, December 20th, 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**