

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, February 1, 2023 Meeting**

**ATTENDEES**

**FASC Committee members:**

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

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

David Catholdi (Police)  
Mike Guyon (Public Works/Highway)  
Evert Garcia (Public Works)  
Chad Roscoe (Public Works)  
Suzanne Zaso (Finance)  
Rebecca Cotter (Recreation)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.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 January 18, 2023 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 renewal (1<sup>st</sup> of 3) for tree maintenance & removal services to Terry Tree Service, LLC per rates as bid with a 3% increase (Public Works Dept.) – The FASC discussed the request from Chad Roscoe for Town Board action to approve a renewal contract, the first of three, with Terry Tree Service, LLC, for tree maintenance and removal services per pricing as bid with a three percent (3%) pricing increase. The new contract pricing will be effective immediately through December 31, 2023, with two additional annual renewal options each at the sole discretion of the Town and running per calendar year (see letter from C. Roscoe)

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

Approve renewal (2<sup>nd</sup> of 3) for dumpster & recycling removal services to Waste Management of New York, LLC per rates as bid with a 0% increase (Public Works Dept.) – The FASC discussed the request from Chad Roscoe for Town Board action to approve a renewal contract, the first of three, with Waste Management of New York, LLC for dumpster and recycling removal services per pricing as bid with no pricing increase. The new contract pricing will be effective immediately for the period beginning January 1 through December 31, 2023, with one additional annual renewal options each at the sole discretion of the Town and running per calendar year (see letter from C. Roscoe).

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

Approve Change Order #1 (net increase of \$5,151.70 for the Keeler Construction contract) for the Elmwood Avenue Sidewalk Project (Public Works Dept.) – The FASC discussed with Mike Guyon, Evert Garcia and Chad Roscoe the request from Chad Roscoe for Town Board action to approve change order #1 for the Elmwood Avenue Sidewalk Project in the amount of \$5,151.70 increasing to total project cost to \$160,951.70 and increasing the total contract with Keeler Construction from \$155,800 to \$160,951.70. The Sam grant funding for this project is \$160,000. Therefore, approval is also needed for the Finance Department to appropriate the necessary funds (see letter from C. Roscoe). FASC recommends the Town Board take favorable action on this matter.

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

Purchase two (2) scene lights with carrying bags and amend budget (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to amend the budget as follows:

    Increase: A.POLCE.3125.2.17 Law Enforcement Equip.      \$4,100  
to be supported by Forfeited Property account A.889.JSTCE funds. Funds will be used to purchase two (2) scene lights with carrying bags from FoxFury Lighting Solutions for the police department. Use of these funds have been approved by the US States Attorney's Office (see letter from Chief Catholdi). FASC recommends the Town Board take favorable action on this matter.

### **Personnel Matters:**

Amend the Department of Public Works' table of organization and appoint Gretchen Paxon as Planning Clerk effective 2/13/2023 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board approval to amend the Public Works table of organization in create the position of Planning Clerk and abolish the title of Secretary to the Commissioner of Public Works, effective February 13, 2023. Further approval to appoint Gretchen Paxon to Planning Clerk with an annual salary of \$48,175.40 – Group 2 Step 6 (35 hours weekly) also effective February 13, 2023. This appointment is provisional and will service a 26-week probationary period upon the successful permanent appointment from the Civil Service list. Note: There is no salary change for Ms. Paxon, just the title change (see letter from M. Guyon).

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

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

Declare one 2016 Mercedes Sprinter Ambulance VIN# 186300 as surplus to be sold at live, online or for any other purpose (Ambulance District/Finance Dept.) – The FASC discussed with Paula Parker her request, supported by Brighton Volunteer Ambulance to declare one (1) 2016 Mercedes Sprinter Ambulance VIN# ending 186300 as surplus. The ambulance is in fair condition with milage of just over 166,000. This ambulance may be sold at the live or online municipal auction or used as the Board determines (see letters from P. Parker & J. Ramono).

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

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

**DISCUSSION ITEM:** Succession planning in the Finance Department. The committee discussed the process and timing for recruitment of the Assistant Director of Finance position with Paula Parker and Suzanne Zaso. Recruitment will begin in February to allow for adequate time for appointment and training.

**DISCUSSION ITEM:** Rebecca Cotter discussed a possible change order with respect to the current contract with SWBR to complete the final report for the Recreation & Parks Feasibility study.

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

No matters for this meeting.

### **Executive Session:**

No matters for this meeting.

The meeting was adjourned at 9:30 a.m.

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

**Wednesday, February 15<sup>th</sup>, 2023 at 8:30 AM**

in the **AUDITORIUM\*\*** at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE\*\***