

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, February 15, 2023 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 (Public Works/Highway)
Evert Garcia (Public Works)
Steve Zimmer (Highway/Sewer)
Connor Kimball (Enterprise Fleet Management)
Jim Berger (25 Esplanade)

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 February 1, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Award bid for the 2023 bucket truck rental with operator to Terry Tree Service, LLC for an hourly rate of \$236 (Public Works Dept.) – The FASC discussed with Mike Guyon the request from Chad Roscoe for Town Board action to award the bucket truck rental with operator to Terry Tree Service, LLC for an hourly rate of \$236.00. The contract is in an hourly rate and specifically for trimming services (not removal) and as is limited by amount as appropriated in the 2023 budget (see letter from C. Roscoe).

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Approve Equity Vehicle Lease program with Enterprise Fleet Management (Highway/Public Works Depts.) – The FASC discussed with Connor Kimball (Enterprise Fleet Management) and Mike Guyon the request for Town Board approval to enter into an Equity Lease agreement with Enterprise Fleet Management effective immediately and authorize the Supervisor to execute all related documents. This contract will provide vehicles to the Town, as authorized by the Town at approved lease pricing (see letter from M. Guyon). FASC recommends the Town Board take favorable action on this matter.

Renew Sirness Vending contract effective 10/28/2022 for a term of two years for an annual fee of \$350 for the Town Hall and Recreation locations (Public Works – Facilities Dept.) – The FASC discussed with Paula Parker the request from Gary Donofrio for Town Board action to approve the renewal agreement with Sirness Vending Service. This agreement is for a two-year term for an annual fee of \$350 for the Town Hall and Recreation locations. The fee is decreasing from \$500 to \$350 annual due to less sales at the Recreation location. The agreement may be renewed for up to two one-year periods (see letter from G. Donofrio).

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

Approve NYSDOT Agreement Adjustment/Calculation worksheet for the 2022/2023 snow season (Highway Dept.) – The FASC discussed with Mike Guyon his request for Town Board action to approve and authorize the Supervisor to execute or amend the 2019 NYSDOT Snow & Ice Agreement for the 2022/2023 snow season. This amendment will add approximately \$39,017.08 to the base contract amount as illustrated on the worksheet bringing the 2022/2023 contract estimate to \$264,544.91 (see letter & worksheet from M. Guyon).

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

Budget Amendments and Transfers:

Authorize appropriations and transfers for the 2022 budget year end processing and 2023 re-appropriations for grant projects (Finance Dept.) – The FASC discussed with Paula Parker the request for Town Board action to approve the list of transfers and appropriations necessary to reflect the actual activity that has occurred relative to the 2022 amended budget. A complete list has not yet been finalized and will be available prior to the February 24th Board Meeting (see letter from P. Parker).

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

Personnel Matters:

Approve amendment to Flat Salaried / Wage Positions and approve stipend for Certified Arborist (Public Works Dept.) – The FASC discussed with Mike Guyon his request to amend the Flat Salaried / Wage Positions to add the title of CERTIFIED ARBORIST with a flat salary of \$3,000 annually to be paid out bi-weekly. Further to authorized Kyle Sears to perform the Certified Arborist services at the stipend amount of \$3,000 effective February 27, 2023 (see letter from Mike Guyon).

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

Approve the appointment of a Planning Technician effective February 27, 2023 at an annual salary of \$53,107.60 (Public Works Dept.) – The FASC discussed with Mike Guyon his request for Town Board approval to appoint Steven Naukam to the position of Planning Technician, full time (35 hours per week) with the salary set at \$53,107.60 (Group 5 Step 1) effective February 27, 2023. Mr. Naukam is being appointed from the most recent Monroe County Civil Service list, here he scored first on the list. This appointment is subject to a 52-week probationary period (see letter from M. Guyon).

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

Other Matters for Action of the Town Board:

Chelmsford Lane Culvert Design Services contract with Ravi Engineers (Highway Dept.) – The FASC discussed with Mike Guyon his request to negotiate a contract with Ravi Engineers for the design of the Chelmsford Lane Culvert repair/replacement. In order to expedite this project, permission is requested to forgo the procurement process and obtain a design fee directly from Ravi Engineering. Ravi Engineering is a NYSDOT Region 4 approved consultant and on the Region 4 Local Design Services Agreement list. Further since this project was not included in the budget, authorize the finance department to make the necessary amendments to the budget (see letter from M. Guyon). FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

DISCUSSION ITEM: Amend the Public Works Department's table of organization by creating one position of Grant Administrator and abolish one position of Planning Technician. The position is not currently on the Town's roster of approved Civil Service positions. The 222 creation process is underway. When the title is approved by the Civil Service Commission, Mike will return to have the Board take official action.

DISCUSSION ITEM: Mr. Jim Berger addressed the FASC regarding the ongoing RG&E billing issues and the possibility of forming a Monroe County Public Utility. Monroe County will have to spent 1 million dollars and upfront these funds to conduct the study Mr. Berger request that the Town Board communicate to Monroe County their support to conduct an implementation 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 10:07 a.m.

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

Wednesday, March 1st, 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****