

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, April 5, 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:

David Catholdi (Police)
Steve Zimmer (Highway)
Evert Garcia (Public Works)
Matt Beeman (Parks)
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 March 15, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Award Mowing Contract A to Advanced Property Contractors, LLC effective April 1, 2023 through March 31, 2024 (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Chad Roscoe for Town Board action to award and authorized the Supervisor to execute a contract with Advanced Property Contractors, LLC for mowing services as outlined in section A of the base mowing bid on table 1 (base) and table 2 (Alternates). The approximate annual amount will be \$78,850 for the base services on table 1 with the alternate services on table 2 billed at the rates outlined (optional as needed) and has three additional one-year renewal options (see letter from C. Roscoe). FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit a request for proposals (RFP) for asbestos testing and abatement services for property at 59 Hampshire Drive (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Brendan Ryan for Town Board action to authorize the solicitation via a RFP for asbestos survey, testing and possible abatement services for the property located at 59 Hampshire Drive. Once the RFP(s) are received the results will be presented to the committee for recommendation for Town Board approval (see letter from B. Ryan). FASC recommends the Town Board take favorable action on this matter.

Authorization to solicit a request for proposals (RFP) for the development of a detail master plan as related to the Multiversity Concept Grant (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to authorize the solicitation via a RFP to develop a detail master plan as related to the Multiversity Concept Grant. The plan will include cost estimates for the implementation of the Concept, develop and implement a public participation plan, prepare SEQRA documentation and present the final plan to the Town Board. Funding is budgeted and is part of the awarded grant finance (see letter from E. Garcia).

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

Grant Authorizations and Acceptances:

Authorize the participation in the NYS Homeland Security Local Exercise Grant activities (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to authorize the Supervisor to sign the necessary agreements to participate in the New York State Homeland Security Local Exercise Reimbursement Grant. The Town Police Department has participated in the activities in the past. The grant will allow for the recoupment of personnel costs to participate in these exercises (see letter from D. Catholdi). FASC recommends the Town Board take favorable action on this matter.

ADDITIONAL ITEM (WALK-IN): Authorization to accept a grant award from Firehouse Subs Public Safety Foundation (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to accept a grant award for a CFMoto Uforce 1000 ATV from the Firehouse Subs Public Safety Foundation. This ATV is valued at \$17,299.29 and will be purchased by the Firehouse Foundation directly and then given to the Police Department (see letter from D. Catholdi).

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

Contracts and Contract Change Orders:

Authorize the Supervisor to execute a contract with the Skycoasters for the 4th of July 2023 celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute a contract with the Skycoasters to provide music at the 2023 4th of July celebration. The cost of this contract will not exceed \$3,800 and funding is available in the celebrations budget (see letter from M. Beeman).

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

Authorize the Supervisor to execute a contract with Young Explosives for the 4th of July 2023 celebration (Parks Dept.) – The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute a contract with Young Explosives to provide the 2023 4th of July fireworks display. The cost of this contract will not exceed \$16,500 (2022 rate was \$11,400) and Young Explosives will provide all the necessary insurance information naming the Town of Brighton as additionally insured. Funds are available in the 2023 celebrations budget (see letter from M. Beeman).

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Approve appointment to Police Officer position effective April 22, 2023 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve the appointment of Ms. McKaylee R. Croll to the position of Police Officer full time, effective April 22, 2023, at a starting salary of \$75,028.47 as outlined in Article 8 of the Collective Bargaining Agreement. This appointment is conditioned upon the successful completion of all required testing, evaluations and approvals by the Town of Brighton and the Monroe County Civil Service Commission. Ms. Croll will serve a 26-week probationary period (see letter from D. Catholdi).

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

Approve the promotion of Jackie Pike to Officer Clerk II effective April 24, 2023 (Police Dept.) – The FASC discussed with Police Chief David Catholdi his request for Town Board action to approve the promotion of Jackie Pike from Office Clerk III to Officer Clerk II with the salary being set at \$50,323 (Group 3, Step 4 (35 hour week). This promotion will be effective on April 24, 2023, with all future step increases being effective this new date (April 24). This appointment may be provisional pending all approvals and any necessary testing by Monroe County Civil Service (see letter from D. Catholdi).

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

Appointment to part-time Office Clerk III (Recreation) effective April 24, 2023 (Recreation Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to approve the appointment of Kathleen Roman to the position of Part-Time Permanent Office Clerk III (Recreation) effective April 24, 2023. The salary will be set at \$18.57 per hour for a 15-hour work week (Group V, Step 1 of the Part-Time Permanent Salary Schedule (see letter from R. Cotter).

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

Amend the Finance Department's table of organization and appoint Jennifer Staudenmayer as Senior Office Account Clerk effective April 24, 2023 (Finance Dept.) – The FASC discussed with Paula Parker her request for Town Board approval to amend the Finance Department table of organization to add the position of Senior Office Account Clerk and remove the title of Office Account Clerk effective April 24, 2023. Further approval to appoint Jennifer Staudenmayer to Senior Office Account Clerk with an annual salary of \$57,803.20 – Group 4 Step 1 (40 hours weekly) also effective April 24, 2023. This appointment is permanent and will serve a 52-week probationary period. Also Ms. Staudenmayer's anniversary date will remain as July 18, 2022, for step increases (see letter from P. Parker).

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

Other Matters for Action of the Town Board:

Declare certain Highway vehicles and equipment as surplus to be sold at auction either online or in person (Highway Dept.) – The FASC discussed with Steve Zimmer his request for Town Board action to declare the following Highway vehicles and equipment as surplus:

2009 Ford F250 Pickup Truck	Asset #B28859
2012 Mack Dump Truck with plow & wing	Asset #001606
2003 Ford F450 Dump Truck	Asset #B38876
2013 Kubota Sidewalk Tractor	Asset #050199

These items will be sold utilizing either Enterprise Fleet or at the Roy Teitsworth, Inc. municipal auction scheduled in 2023 at either the in person or at the online auction (see letter from S. Zimmer).

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

Other Matters for Discussion Only:

Town Hall building/HVAC renovation plans. Evert Garcia updated the FASC with the current status of the renovation plan for Town Hall. The Town's Sustainability Committee has made recommendations for including green energy in the plan, especially the potential of a geothermal heating/cooling system. Evert will contact In.Ex Architecture to provide a design and cost estimate for further review of installing this type of system. Items to be included in the review would be cost, energy savings, payback period, carbon reduction and other details related to installing this type of system.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

The meeting was adjourned at 9:07 am.

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

Wednesday, April 19th, 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****