

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, April 19, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Jose Caraballo (Police)
Evert Garcia (Public Works)
Brendan Ryan (Public Works)
Chad Roscoe (Public Works)
Matt Beeman (Parks)
Rebecca Cotter (Recreation)
Steve Zimmer (Highway)
Suzanne Zaso (Finance)
Ken Gordon (Attorney)

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 April 5, 2023 meeting.

Town Bid/Proposal Authorizations and Awards:

Authorization to reject and rebid the 2023 Town Sidewalk Improvement/Repair program (Public Works Dept.) – The FASC discussed with Evert Garcia and Chad Roscoe their request for Town Board action to reject and rebid the Sidewalk Improvement/Repair project. Only one bid was received, and the base bid exceeds the current 2023 budget by \$281,000. This bid price will have a negative impact on the number of areas where sidewalk repairs and improvements were anticipated to be made. While Roman was the only bidder and holds the current contract, another bid may prove to be more economical (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:

RG&E Cobra Head light retrofit to LED lamp in Townwide Street and some special lighting districts (Public Works Dept.) – The FASC discussed with Evert Garcia and Brendan Ryan their request for Town Board action to approve the contract with RG&E to install LED lamps in certain cobra head fixtures located in the Townwide street lighting and identified special lighting districts. The total cost of the project will be \$25,837.59. The approximate annual savings when the project is complete will be approximately \$9,966.28 annually across all the identified areas (see letter from B. Ryan). A complete listing of each special lighting district and the Townwide Street Lighting department was reviewed. 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 May 8, 2023 (Police Dept.) – The FASC discussed with Police Captain Jose Caraballo the request for Town Board action to approve the appointment of Ms. Taylor L. Agnello to the position of Police Officer full time, effective May 8, 2023, at a starting salary of \$65,245.19 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. Agnello will serve a 72-week probationary period (see letter from D. Catholdi).

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

Approve provisional appointment to Recreation Leader full-time effective May 8, 2023 (Recreation Dept.) – the FASC discussed with Rebecca Cotter her request for Town Board action to approve the provisional appointment of Mr. Dennis Basile to the position of Recreation Leader full-time at an annual salary of \$39,603 (group 2 step 2) (35 hours/week) of the non-represented salary schedule, effective May 8, 2023. This will be a provision appointment until such time as Mr. Basile completes all the necessary Civil Service requirements. Upon his permanent appointment a 52-week probationary period will begin. (see letter from R. Cotter).

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

Other Matters for Action of the Town Board:

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

2008 Ford F250 Pickup Truck with plow (VIN: 1FTNF21548EC75055)	Asset #C75055
1997 John Deere 755 Tractor with attachment (Serial #: LV0755E200065)	Asset #003120

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 Matt Beeman).

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

Other Matters for Discussion Only:

Paula Parker and Suzanne Zaso reviewed the 2023 Electronic Budget Book with the FASC committee. The general information and outline exhibits on the new ClearGov website were reviewed. The new electronic book, while containing the same information as our previous budget books, is a more complete, transparent presentation. Paula will send a link to the Town Board members and make any final changes. Once this is done, a link will be on the Town's website enabling public access.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

At 9:30 am there was a motion by Supervisor Moehle to enter an executive session to discuss a real estate matter. This was seconded by Robin Wilt and all voted aye.

At 10:10 am there was a motion by Supervisor Moehle to end the executive session and adjourn the meeting.

This was seconded by Robin Wilt and all voted aye.

The meeting was adjourned at 10:10 am.

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

Wednesday, May 3rd, 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****