

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, June 7, 2023 Meeting

ATTENDEES

FASC Committee members:

Jason DiPonzio (Chair)
Robin Wilt
William Moehle
Earl Johnson (Staff to the Committee)

Other Town Councilmembers:

Chris Werner

Department Heads/Other attendees:

Marcia Adams (Finance)
Dan Aman (Town Clerk)
Michael DeBadts (Mengel Metzger Barr)
Gary Donofrio (Facilities)
Evert Garcia (Public Works)
Tricia VanPutte (Personnel)
Suzanne Zaso (Finance)
Tom Zuber (Mengel Metzger Barr)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed all contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments as well as the Financial Statements as presented by Mengal Metzger Barr and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approval of Minutes – Received and filed the minutes of the May 17, 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:

Award contract for the purpose of reviewing, updating and finalizing the Employee Handbook to Public Sector HR Consultants LLC and amend the budget accordingly (Personnel) – The FASC discussed Tricia VanPutte’s request for Town Board action to award and authorize the Town Supervisor to execute a contract with Public Sector HR Consultants LLC who provided the lowest responsible price of \$6,500.00 in response to an RFP for this purpose and an additional cost for travel reimbursement up to \$500.00. The budget amendment would be as follows (see letter from T VanPutte):

From: Expense Acct A.UNDST.1990.4.90 Contingency \$4,000.00

To: Expense Acct A.PRSNL.1430.4.74 Supplies & Cont \$4,000.00

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

Award contract for the treatment of the Emerald Ash Borer to CGL Arbor Services with allowable change orders up to 10% of the awarded contract (Highway Dept.) – The FASC discussed Chad Roscoe’s request for Town Board action to award and authorize the Town Supervisor to execute a contract with CGL Arbor Services who provided the lowest price of \$30,010.50 in response to an RFP for this purpose which includes authorization for any necessary change order of up to 10% of the awarded contract (see letter from Chad Roscoe).

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

Authorize the Town Supervisor to execute a consulting services agreement with former Finance Director Paula Parker (Finance Dept) – The FASC discussed Supervisor Moehle’s request for Town Board action to authorize him to sign an agreement at the rate of \$72.00 per hour with Paula Parker on an as needed basis through December 31, 2023 (see letter from Supervisor Moehle).

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

Budget Amendments and Transfers:

Amend budget to reflect an increase in NYS transportation related funding streams for the 2023-2024 State Fiscal Year (Highway Dept.) – The FASC discussed a request from Amy Banker with Evert Garcia for Town Board action to authorize a budget amendment to increase the amounts in the Highway Department accounts as follows:

Revenue:	D.HWY.5140.3501	CHIPS	\$41,428.87
	D.HWY.5140.3501	PAVE NY	\$259.86
	D.HWY.5140.3501	Extreme Winter	\$140.40
	D.HWY.5140.3501	P O P	(\$3,160.09)
Expense:	D.HWY.5110.4.16	Road Materials	\$38,669.04

The additional revenue will allow the expense account to be increased and the additional funds will be utilized to complete maintenance repairs on our roads and bridges that are not part of the New York State Highway system (see letter from A Banker).

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

Amend budget to transfer Town Clerk funds in an amount of up to \$2,500 to allow for purchase of two standing desks (Town Clerk) – The FASC discussed a request from Dan Aman for Town Board action to authorize a budget amendment to transfer funds from one expense account to another as follows: (see letter from Dan Aman).

From:	Expense Acct	A.CLERK.1410.1.20	PT Wages	\$2,500.00
To:	Expense Acct	A.CLERK.1410.2.12	Office Furn	\$2,500.00

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

Amend budget and authorize appropriate final entries for the final dissolution of the West Brighton Fire Protection District (Finance Dept.) – The FASC discussed a request from Earl Johnson for Town Board action to amend the WBFPD budget and authorize the Finance Department to make the appropriate entries to dissolve the West Brighton Fire Protection District Fund per the adopted resolution plan with budget amendment as follows (see letter from Earl Johnson):

Revenue:	SF.FIRED.3415.2701	MISC Rev	\$1,295.00
Expense:	SF.FIRED.3415.456	Fiscal Fees	\$ 700.00
	SF.FIRED.3415.458	Admiin Fees	\$1,095.00

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

Personnel Matters:

Amend Non-Represented Employee Salary and Wage Schedule and the Authorized Table of Organization in the Facilities Department while creating and abolishing one job title (Facilities/Personnel) – The FASC discussed a request from Gary Donofrio for Town Board action to make the adjustments to create a title of Maintenance Mechanic II, add the title of cleaner and abolish the title of Laborer for the Facilities Department (see letter from Gary Donofrio).

FASC recommends the Town Board take favorable action on this matter with modification to the request reflecting initial hiring status if it occurs prior to civil service approving the title changes and correct letter typo to Facilities Department.

Other Matters for Action of the Town Board:

Review with Michael DeBadts the Executive Summary of the final draft 2022 audited financial statements as prepared by the independent audit and accounting firm of Mengel Metzger Barr & Co., LLP. Michael DeBadts and Tom Zuber from Mengel Metzger Barr & Co presented the 2022 Financial Statements to the FASC and reviewed the executive summary and the letter of communication. The 2022 Financial Statements will be presented at the Town Board meeting to be held on June 14th, 2023. At that time, the Board will officially accept and file these reports.

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

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

There was no executive session called this meeting.

The meeting was adjourned at 09:40 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, June 21st, 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******