

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

Meeting Date: Wednesday, July 19, 2023 (8:30 a.m.)

Location: Auditorium, Brighton Town Hall

1. Approval of Minutes – Receive and file meeting minutes from July 5, 2023.
2. Authorize the Town Supervisor to direct a budget amendment transferring funds to increase part-time Architect wages for 2023 (Public Works Dept) – Request from Rick DiStefano for Town Board action to authorize Supervisor Moehle to direct a budget amendment transferring funds to add an additional 70 hours for the part-time Architect due to an increase in building permit activity. The amendment request is as follows (see letter from Rick DiStefano):
From: A.DPW.8020.1.10 (FT Wages, Planning Technician 2) = \$3,250.00
To: A.DPW.8020.1.20 (PT Wages) = \$3,250.00
3. EXECUTIVE SESSION – Discuss employment of a particular person(s).
4. Amend Non-Represented Facilities Department title from Laborer to Cleaner-Senior moving wage of employee due to reorganization of the Facilities Department (Facilities/Personnel) – Request from Gary Donofrio for Town Board action to change Peter Massoth's title from Laborer to Cleaner-Senior due to the reorganization of the Facilities Department moving his pay from Group 1 Step 4 (\$37,928.80) to Group 1 Step 5 (\$39,821.60) effective 7-22-2023 (see letter from Gary Donofrio).
5. Presentation of the Supervisor's 2023 Town Budget Report for the Six-month Period Ended June 30, 2023 (E Johnson, Director of Finance).
6. Discussion regarding the Town Board's First Draft of the Capital Improvement Plan 2024-2026. (William Moehle, Town Supervisor).

**The next regularly scheduled meeting of the FASC will be held on
WEDNESDAY, AUGUST 2, 2023, at 8:30 a.m.
in the AUDITORIUM of the Brighton Town Hall.**

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

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



Building and Planning Department

Commissioner of Public Works – Evert Garcia, P.E.

Rick DiStefano

Senior Planner

July 13, 2023

Honorable Finance Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: 2023 Budget Transfer for Additional Architect Hours

Dear Honorable Members:

The current part-time Architect for the Town is budgeted to work 1,155 hours per year (an average of 22.2 hours per week). Due to an increase of building permit activity (revival of The Reserve housing project, expansion of The Summit - Jewish Senior Living, an overall increase in commercial and residential projects) and time spent on development and training needed for implementation of the Building and Planning Department's new computer software system, additional hours are requested to cover her existing and projected future workload. I request the Finance Committee authorize a transfer of approximately \$3,250.00 from current appropriations within the Building & Planning Department to add an additional 70 hours to this position for 2023.

These funds can be transferred from existing appropriations to fund the unanticipated payout. The transfer requested is as follows:

From: A.DPW.8020 1.10 (full-time wages, Planning Technician 2) \$3250.00

To: A.DPW.8020 1.20 (part-time wages) \$3,250.00

Thank you for your consideration, I will be happy to respond to any questions or concerns you may have regarding this matter.

Respectfully Submitted,

Rick DiStefano
Senior Planner

Cc: Earl Johnson, Finance Director
Evert Garcia, Commissioner of Public Works



Town of
Brighton

Facilities Department

Gary Donofrio
Facilities Manager

July 10, 2023

Honorable Town Board
Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, NY 14618

Re: Facilities reorganization plan.

Dear Honorable Members:

I am requesting that your Honorable Body authorize the following actions:

Change Facilities Department Employee Peter Massoth title from Laborer to Cleaner- Senior and move his pay from Group 1 Step 4 (\$37,928.80) to Group 1 Step 5 (\$39,821.60) of the 2023 non-represented town wage schedule effective 7-22-23 due to the reorganization of the Facilities Department.

I will be happy to respond to any questions members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,



Gary Donofrio