

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, July 5, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Evert Garcia (Public Works)
Chief Catholdi (Police)

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 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 June 21, 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:

Authorize the Town Supervisor to execute a fee agreement with Ravi Engineering to provide a structural evaluation of the concession stand trusses (Public Works Dept) – The FASC discussed Evert Garcia's request for Town Board action to authorize Supervisor Moehle to sign a fee agreement with Ravi Engineering for a not to exceed fee of \$750 to provide a structural evaluation of the concession stand trusses based upon recent staff inspection. Funds are available to perform this work in A.DPW.1490.4.52 – Engineering Fees (see letter from Evert Garcia).

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

Authorize the Town Supervisor to execute a fee agreement with Solara Concepts to provide software maintenance services for the Snowlce MDB database used by the Highway Department for winter operations (Highway Dept) – The FASC discussed Evert Garcia’s request for Town Board action to authorize Supervisor Moehle to sign a fee agreement with Solara Concepts at a billed rate of \$100/hour, or \$80/hour for four or more hours, to perform annual maintenance as needed to keep the software operational. The Finance Department is also authorized to complete any necessary budget transfers and amendments as required this year (see letter from Evert Garcia).

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

Authorize the Town Supervisor to execute a fee agreement with National Elevator Inspection Services (NEIS) for required elevator and lift inspection services Facilities Dept) – The FASC discussed Gary Donofrio’s request for Town Board action to authorize Supervisor Moehle to execute the agreement for required elevator and lift inspection services for the Town Hall & Library with the expectation that services cost less than \$1,000 per calendar year. (see letter from Gary Donofrio).

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

Budget Amendments and Transfers:

No matters for this meeting

Personnel Matters:

Appointment to full-time Office Clerk III (competitive and conditional) effective July 17, 2023 (Police) – The FASC discussed Chief Catholdi’s request for Town Board action to approve the appointment of Sophia Dinehart to the position of Office Clerk III (full-time) effective July 17, 2023, to fill an open full-time clerical vacancy pending approval by the Monroe County Civil Service Commission. The starting salary will be \$37,637.70 in accordance with the Town of Brighton’s 2023 Salary/Wage Schedule. The appointment, pending Civil Service approval, is for a probationary period of fifty-two (52) weeks and the salary has been accounted for in the 2023 police budget A.POLCE.3120.1.10 (see letter from Chief Catholdi).

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

Other Matters for Action of the Town Board:

No matters for this meeting

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 08:50 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, July 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****