

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday, October 4, 2023 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzo (Chair)  
William Moehle  
Earl Johnson (Staff to the Committee)

**Other Town Councilmembers:**

**Department Heads/Other attendees:**

Chief Catholdi (Police)  
Evert Garcia (Public Works)  
Tricia VanPutte (Personnel)

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 September 20, 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:**

Request for the Town Board to authorize the Town Supervisor to sign a contract with Sue Wentworth to temporarily perform the full-time Assistant Assessor duties effective October 17, 2023 (Assessor) – The FASC discussed Pamela Post's request for Town Board action to authorize the Town Supervisor to sign a contract with Sue Wentworth to perform full-time Assistant Assessor duties at the rate of \$37.19/hour for a 35-hour work week without health or additional benefits, until Renee Morris is able to return to work which is estimated to be February 17, 2024 (see letter from P Post).

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

**Budget Amendments and Transfers:**

No matters for this meeting

## **Personnel Matters:**

Request for the Town Board to adopt the revised Sexual Harassment Policy as provided (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to adopt the provided Policy which is based on the updated Sexual Harassment Policy Model provided by the NYS Department of Labor so that the Town of Brighton will be in compliance with NYS requirements for our annual prevention training during the 4<sup>th</sup> quarter of 2023 (see letter from T VanPutte).

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

Promotion to full-time Motor Equipment Operator (non-competitive) effective October 16, 2023 (Highway) – The FASC discussed Steve Zimmer's request for Town Board action to promote Tyler Richeal to the position of Moter Equipment Operator at a rate of \$30.18 for a 40-hour work week in accordance with the current collective bargaining agreement with the CSEA unit with a twenty-six (26) week probationary period per week), effective on October 16 (see letter from S Zimmer).

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

## **Other Matters for Action of the Town Board:**

No matters for this meeting.

## **Executive Session:**

FASC entered into Executive Session at 9:00am to discuss the employment of two particular persons. FASC discussed the appointments.

**FASC recommends the Town Board take favorable action on both matters.**

FASC adjourned the Executive Session and returned to Open Session at 9:20

## **Other Matters for Discussion Only:**

FASC discussed options related to open enrollment for 2024 staff benefits.

## **Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

The meeting was adjourned at 9:20 am.

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

**Wednesday, October, 18th, 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\*\***