

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, November 1, 2023 Meeting

ATTENDEES

FASC Committee members:

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

Other Town Councilmembers:

Christine Corrado

Department Heads/Other attendees:

Chief David Catholdi (Police)
Ken Gordon (Town Attorney)
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 October 18, 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 approve MVP health plan rates for 2024 and authorize the Town Supervisor to execute related contracts (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to approve the renewal of the current health insurance plans for both active employees and pre-65 retirees as related to MVP for 2024 with rates as provided in addition to approving the Health Savings Account contributions for employees selecting the HDHP option at the same rate of \$800.00 single, \$1,600.00 2-person and \$2,000.00 family coverages with 50% of the total contribution being contributed in January and the remaining balance being distributed over the payroll period with exceptions, as policy allows, for demonstrated hardship cases and authorize the Town Supervisor to execute any agreements as needed (see letter from T VanPutte).

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

Request for the Town Board to approve Dental 2024 rates and authorize related contracts (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to approve the dental insurance rates for both active employees and retirees as related to dental benefits for 2024 and authorize the Town Supervisor to execute any agreements as needed for this benefit plan. For 2024 our Town rates will increase slightly by \$1 monthly for each plan type (Single options increasing by \$1 monthly and Family options increasing by \$1 monthly) and an increase of \$.14 in the administrative fee (\$4.72 from \$4.58) charged by Excellus. (see letter from T VanPutte).

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

Request for the Town Board to approve Flexible Spending Administration participant monthly rate – Lifetime Benefit Solutions, Inc. for 2024 and authorize related contracts (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to approve the per participant monthly rate of \$3.15 (no change from the 2023 rate) and a compliance service rate of \$325 annually (no change from the 2023 rate) and authorize the Town Supervisor to execute the contract and any related documents (see letter from T VanPutte).

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

Request for the Town Board to approve Aetna Medicare Supplemental plan rates for 2024 for post-65 retirees and authorize related contracts (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to approve the Aetna Medicare Supplemental insurance plan for the post-65 retirees for 2024 with rates as provided and authorize the Town Supervisor to execute any agreements as needed for this benefit plan (see letter from T VanPutte).

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

Request for the Town Board to approve Teamsters' Health Plan rates for 2024 and authorize related contracts (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to approve the health insurance 2024 rates related to the Teamsters' health plan for the Teamster Local 118 members with rates as provided and authorize the Town Supervisor to execute any agreements as needed for this benefit plan (see letter from T VanPutte).

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

Request for the Town Board to approve EyeMed Vision/Eyewear Benefit for 2024 and authorize related contracts (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to approve the EyeMed Vision/Eyewear Benefit rates for 2024 from this FLMHIT program began in 2018 that is a benefit with no premium cost to the town and whose rates remain unchanged from January 2022 and authorize the Town Supervisor to execute any agreements as needed for this benefit plan (see letter from T VanPutte).

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 approve the promotion of Tricia Sticco to full-time Office Clerk II (competitive) effective November 18, 2023 (Police) – The FASC discussed David Catholdi's request for Town Board action to promote Tricia Sticco, who is currently an Office Clerk III, Group 2 at step 2, to Office Clerk II within Group 3 at step 2 with a salary of \$45,645.60 effective November 18, 2023 based on Tricia Sticco's civil service exam ranking of 2 using funds available due to the open Office Clerk I position (see letter from D Catholdi).

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

Other Matters for Action of the Town Board:

Request for the Town Board to approve the donation of personal office equipment from retiring Town Attorney Kenneth Gordon (Town Attorney) – The FASC discussed Kenneth Gordon's request for the Town Board to approve the donation of his personal office equipment so that the incoming Town Attorney could use the furniture and equipment listed while using the Town Hall office (see letter from K Gordon).

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

Request for the Town Board to approve the disposal of equipment from the IT Department that are no longer needed to support departmental operations (IT Department) – The FASC discussed Jeremy Lutz's request for the Town Board to approve the disposal of unneeded equipment as described on the two provided Disposal of Fixed Asset sheets with most items being donated since they typically do not generate online bids but are still serviceable and desired by the Monroe 2 Orleans BOCES located in Spencerport (see letter from J Lutz).

FASC recommends the Town Board take favorable action on this matter pending an attempt to sell serviceable equipment per one of the approved methods.

Request for the Town Board to approve adopting the High Deductible Health Plan as the only plan option for non-represented employees and serving officials hired on or after January 1, 2024 (Personnel) – The FASC discussed Tricia VanPutte's request for Town Board action to adopt the High Deductible Health Plan as the only plan option for non-represented employees and serving officials hired on or after January 1, 2024 and covering the cost of that plan at 100% for 2024 as the HDHP offering has become the most cost effective option for all employees currently contributing 20% regardless if the full deductible is realized or not (see letter from T VanPutte)

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

Request for the Town Board to approve the provided update of the Budget Tax Levy and Special District Tax rates for 2024 for Adoption during the 11 08 2023 Town Board Meeting (Finance) – The FASC discussed Earl Johnson's request for Town Board action to approve the final update for 2024 of the Budget Tax Levy and Special District Tax Rates as provided (see letter from E Johnson)
FASC recommends the Town Board take favorable action on this matter.

Executive Session:

The FASC discussed one contractual matter during executive session.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

The meeting was adjourned at 9:35 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, November 15th, 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******