

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday, November 6, 2024 Meeting

FASC Members:

Nathaniel Salzman (Chair)
Robin Wilt
William Moehle
Earl Johnson (Staff to the Committee)

Other Town Councilmembers:

Chris Werner

Department Heads/Other attendees:

Chief Catholdi (Police)
Rebecca Cotter (Recreation)
Ken Hurly (Public Works)
Sara Krusenstjerna (Supervisor)
Jim Sprague (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 October 16, 2024 meeting.

Town Bid/Proposal Authorizations and Awards:

Request for the Town Board to authorize the Town Supervisor to execute an agreement with Carrie Burdick as a consultant to train staff on the processing property exemptions (Assessor) – The FASC reviewed a request from Jeannine Whitaker for the Town Board to authorize the Town Supervisor to execute an agreement with Carrie Burdick to provide training to the Assessor's Office at the rate of \$27.00/hour for a maximum of 36 hours (see letter from J Whitaker).

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

Public Works presented five requests for the Town Board to authorize the Town Supervisor to sign agreements with different contractors as the low, responsible and responsive bidders for the Town Hall Renovation (Public Works) – The FASC reviewed requests from Ken Hurley for Town Board action to authorize the Town Supervisor to sign agreements with different contractors to provide Town Hall Renovation work for Demolition and Abatement, General Construction, Electrical, Mechanical & Plumbing.

FASC recommends the Town Board take favorable action on the final presented letters for approved contractors after all bid questions have been finalized and bids are approved to be awarded by the Attorney for the Town.

Grant Authorizations and Acceptances:

Request for the Town Board to approve accepting a Monroe County ARPA subaward in the amount of \$406,524.18 (Recreation) – The FASC reviewed a request from Rebecca Cotter for Town Board action to accepting a Monroe County ARPA subaward in the amount of \$406,524.18 for the purpose of supporting Senior and Youth Congregate programming for January 2025 through December 2026 (see letter from R Cotter)

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

Contracts and Contract Change Orders:

Request for the Town Board to approve MVP health plan rates for 2025 and authorize the Town Supervisor to execute related contracts (Personnel) – The FASC reviewed a request from Tricia VanPutte 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 2025 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 2025 rates and authorize related contracts (Personnel) – The FASC reviewed a request from Tricia VanPutte for Town Board action to approve the dental insurance rates for both active employees and retirees as related to dental benefits for 2025 and authorize the Town Supervisor to execute any agreements as needed for this benefit plan. For 2025 our Town rates will increase \$0 monthly for each plan type (Single options increasing by \$0 monthly and Family options increasing by \$0 monthly) and an increase of \$.14 in the administrative fee (\$4.86 from \$4.72) 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 2025 and authorize related contracts (Personnel) – The FASC reviewed a request from Tricia VanPutte for Town Board action to approve the per participant monthly rate of \$3.15 (no change from the 2024 rate) and a compliance service rate of \$325 annually (no change from the 2024 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 EyeMed Vision/Eyewear Benefit for 2025 and authorize related contracts (Personnel) – The FASC reviewed a request from Tricia VanPutte for Town Board action to approve the EyeMed Vision/Eyewear Benefit rates for 2025 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.

Request for the Town Board to approve Excellus Medicare Supplemental plan rates for 2025 for post-65 retirees and authorize related contracts (Personnel) – The FASC reviewed a request from Tricia VanPutte for Town Board action to approve the Excellus Medicare Supplemental insurance plan for the post-65 retirees for 2025 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 2025 and authorize related contracts (Personnel) – The FASC reviewed a request from Tricia VanPutte for Town Board action to approve the health insurance 2025 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.

Budget Amendments and Transfers:

Request for the Town Board to approve a budget amendment to transfer funds for the purpose of utilizing GRANET proceeds received previously (Police) – The FASC reviewed a request from Chief Catholdi for Town Board action to approve a budget amendment to transfer funds for the purpose of utilizing GRANET proceeds received previously for the purpose of garage storage, carpeting and other upgrades (see letter from D Catholdi).

Revenue Acct	A.POLCE.3120.2705	Gifts & Donations	\$9,500.00
Expense Acct	A.POLCE.3120.2.60	Facility Improv	\$9,500.00

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

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Request for the Town Board to authorize the Highway Department to dispose of the four (4) listed large vehicles through auction or sale (Highway) – The FASC reviewed a request from Amy Banker for the Town Board to authorize the Highway Department to dispose of four (4) large Flatbed and Dump Trucks that have been replaced and no longer needed or able to support departmental operations through auction or sale (see letter from A Banker).

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

Request for the Town Board to approve creating a small petty cash fund for the Assessor's Office so that transactions may be completed more efficiently (Assessor) – The FASC reviewed a request from Jeannine Whitaker for the Town Board to approve creating a Petty Cash Fund in the amount of \$50.00 so that incidental transactions may be made without having employees or residents go to the Town Clerk's Office (see letter from J Whitaker).

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

Request for the Town Board to approve updating the Health Declination Policy for Non-Represented Employees effective January 1, 2025 (Personnel) – The FASC reviewed a request from Earl Johnson & Tricia VanPutte for Town Board action to amend the Health Declination Policy for 2025 with the major change being to eliminate the minimum number of employee requirement and evaluate other proposed changes (see letter from E Johnson & T VanPutte).

FASC recommends the Town Board take favorable action to eliminate the minimum number of employees requirement but continue evaluating the other proposed changes.

Request for the Town Board to approve a change to the Dental Insurance Dependent Rider eliminating the requirement for covered dependents up to age 23 to be students effective January 1, 2025 (Personnel) – The FASC reviewed a request from Earl Johnson & Tricia VanPutte for Town Board action to approve a change to the Dental Insurance plan and cover all dependents to the age of 23 regardless of their status as a student (see letter from E Johnson & 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 2025 for Adoption during the 11 13 2024 Town Board Meeting (Finance) – Request from Earl Johnson for Town Board action to approve the final update for 2025 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 the final update on this matter provided for the Town Board Meeting.

Other Matters for Discussion Only:

Discussion regarding vehicle re-assignments November 2024 (see letter from E Johnson, Director of Finance).

There was no recommendation for the Town Board on this matter.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Sessions:

FASC entered into Executive Session at 9:40 am to discuss the employment of particular persons.

FASC adjourned the Executive Session returning to Open Session at 9:50 am.

Chair Nathaniel Salzman adjourned the meeting at 9:50 am.

**The next regularly scheduled meeting of the FASC will be held on
Wednesday, November 20, 2024 at 8:30 AM**

In ROOM #159 at Empire State University, 680 Westfall Road.

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

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