

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday April 17, 2012 Meeting**

Attendees: Councilmembers Christopher Werner (as Chair) and Jason DiPonzio, Supervisor William Moehle, Gary Brandt, Jerry LaVigne, Tim Keef, Mark Henderson, Dianne Burdett and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:30 p.m. and reviewed a number of 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:

**Town Bid/Proposal Authorizations and Awards:**

Solicit proposals for Professional Architectural Services (Recreation Dept.) - The FASC discussed with Jerry LaVigne his request for Town Board authorization to seek requests for proposals for professional architectural services to determine the cost of renovating the Western barn on the Buckland Expansion Parcel as a possible site for the Winter Farmers Market. \$250,000 in funding is available for this project through a New York State grant.

The FASC recommends the Town Board take favorable action on this matter given approval of the grant extension.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Funds Transfer Agreement for Service Awards Program (WBFPD) - The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute a Funds Transfer Agreement between the W. Brighton Fire Protection District and Bank of America relating to transfers of funds for payments of benefits to eligible participants of the W. Brighton Fire District Service Awards Program.

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

Collateral Agreement with First Niagara Bank and JPMorgan Chase (Finance) - The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute an agreement with First Niagara Bank and JPMorgan Chase for JPMorgan Chase to hold securities pledged by First Niagara to secure the Town's deposits and investments at First Niagara Bank above the FDIC limits. There was a discussion to amend the document relating to the margin percentage for certain types of collateral from 100% to 102%, which is acceptable by the bank.

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

### **Budget Amendments and Transfers:**

No matters for this meeting.

### **Personnel Matters:**

Recruit Two Part-Time On-Call Security Attendants (Court) - The FASC discussed with Dianne Burdett her request to hire two on-call Court Attendant positions and to amend the Court's Table of Organization for the same. The Court currently employs 5 part-time Court Attendants working an average of 5 hours a week, although the current Table of Organization allows for 6 PT Court Attendants. The additional on-call positions would be budget neutral as they would only be providing coverage in lieu of the regularly scheduled Attendant(s). There was a request from Dianne to possibly hire 3 on-call Attendants, but it was decided 2 would be sufficient given the number of times per year they would need to utilize the on-call positions being very minimal. The FASC recommends the Town Board take favorable action on this matter.

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

Declare Police K-9 Equipment as Surplus and Authorize Sale (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to declare various Police K-9 items as surplus and to sell them to the Village of Medina Police Dept for \$250. The K-9 unit was disbanded about five years ago and there is no immediate plan to restore the unit nor is there a large market for this used equipment. The FASC recommends the Town Board take favorable action on this matter.

Declare Vehicle Surplus and Authorize Sale at Auction (DPW) - The FASC discussed with Tim Keef his request for Town Board action to declare one 2000 Ford Crown Victoria surplus due to its high mileage and maintenance costs and to authorize for sale at auction. The FASC recommends the Town Board take favorable action on this matter.

Accept Donations for Ambulance and Brighton Fire Services (Finance) - The FASC discussed with Suzanne Zaso her request for Town Board action to accept two donations in the amount of \$250 each to support ambulance and fire services in Brighton and to forward the fire donation to the Brighton Fire District. The FASC recommends the Town Board take favorable action on this matter.

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

No matters for this meeting.

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

No matters for this meeting.

**Executive Session:**

No matters for this meeting.

**Next Meeting:**

The next meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday May 1, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.