

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday May 1, 2012 Meeting

Attendees: Councilmembers Christopher Werner (as Chair) and Jason DiPonzio, Supervisor William Moehle, Gary Brandt, Kevin Hall, Mike Guyon, Capt. William Principe, J.P. O'Brien, Sue Wentworth, 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:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract for Towing (Police Dept.) - The FASC discussed with Capt. Bill Principe and J.P. O'Brien the request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute agreements with 12 Corners Towing, Murray's Towing, and Sutherland Service to provide towing services for the Town. These services are paid for by the individual vehicle owners. Capt. Principe provided a detailed explanation of how towing services have been provided for and analyzed over the years. The pricing for these services are developed by the Monroe County Sheriff's Office.

The FASC recommends the Town Board take favorable action on this matter, however it was recommended that the process be reevaluated in 2013 along with a formal bid request.

Budget Amendments and Transfers:

Budget Transfer for Micro Computer Support Technician (Info Systems) - The FASC discussed with Suzanne Zaso her request for Town Board authorization to transfer \$14,210 from contracted services to part-time wages and FICA expenditures in the Information Systems Department to cover the cost of the

newly created part-time Micro Computer Support Technician for the remainder of 2012. This expense for additional help in the IT Department was a part of the adopted 2012 budget, however funds were placed in contracted services until a determination was made whether to hire a part-time employee to provide these services or to use an outside contractor. Since the Board decided in February of 2012 to hire a part-time employee, these funds need to be transferred to the appropriate budgetary codes.

The 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:

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:

The FASC discussed employment of particular people.

Next Meeting:

The next meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday May 15, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.