

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday June 5, 2012 Meeting

Attendees: Council Members Chris Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, Kevin Hall, Mike Guyon, Tim Keef, JP O'Brien, Ramsey Boehner, Gary Brandt, 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:

Bid Award for Town Hall / Public Safety Wing Roof (Shared Services) - The FASC discussed with Mike Guyon and Kevin Hall Mike's request for Town Board action to award a bid in the amount of \$398,677 to Elmer W. Davis Inc., the low, responsible and responsive bidder, for replacement of the roofs at the main Town Hall and the Public Safety Wing. Authorization is also requested to allow the Supervisor to execute any necessary change orders that do not collectively exceed ten percent (10%) of the awarded contract price. It was noted that this bid came in well below the \$520,000 anticipated in the Town's Capital Budget. Funds for this project are anticipated to be borrowed.

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

Requests for Proposals for Construction Observation Services at the Reserve (Public Works) - The FASC discussed with Mike Guyon his request for Town Board authorization to seek requests for proposals to provide full time construction observation services to oversee the installation of the stormwater management system and public infrastructure at the Reserve Subdivision. These expenses will be fully reimbursed by the developer or their contractor. The FASC recommends the Town Board take favorable action on this matter.

Reject Bids for Compact Excavator and Request Re-bid (Sewer Dept.) - The FASC discussed with Tim Keef his request for Town Board authorization to reject all bids received for a compact excavator for the Sewer Dept. and for authorization to re-bid. The original bids were either withdrawn due to a misunderstanding in the bid documents or they had unacceptable exceptions to the bid specifications.

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Inter-Municipal Agreement with Monroe County for Tobacco Compliance Checks (Police Dept.) - The FASC discussed with JP O'Brien the request from Chief Mark Henderson for Town Board action to approve and authorize the Supervisor to execute an agreement with Monroe County for Tobacco Compliance Checks for the period of 4/1/12 through 3/31/13. This contract allows for receipt of \$80 per compliance check to cover assistance by the Town's Police Dept., not to exceed \$2,000.

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

Contract Amendment for HVAC Improvements (Shared Services) - The FASC discussed with Mike Guyon his request for Town Board action to amend the 2011 contract with M/E Engineering for preparation of plans and specifications for the HVAC improvements at Town Hall to include \$135.50 for printing expenditures that were not included in the original contract.

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

Contract with Monroe County for Road Surface Treatment (Highway) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for the Town Highway Dept. to surface treat Crittenden Road from W. Henrietta Rd. to East River Rd. and for the County to reimburse the Town for labor, materials, and equipment relating to the project. Due to the mild winter, the highway department has been able to catch up on other projects and therefore has time to fit this project into their summer schedule allowing for additional unanticipated Town revenues.

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Amendment to Flexible Spending Account Plan Document (Personnel) - The FASC discussed with Gary Brandt his request for Town Board authorization to amend the existing Flexible Spending Account Plan Document as prepared by EBS/RMSCO to allow eligible part-time employees who purchase health insurance from the Town to do so on a pre-tax basis. Authorization is also requested to include the Teamster Union as being eligible to receive a monetary declination for health insurance. The cost to amend this document with EBS/RMSCO is \$300.

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

Resignation of Micro Computer Support Technician (Info Systems) - The FASC

discussed with Suzanne Zaso the request from Sue Wentworth for Town Board action to accept the resignation of Micro Computer Support Technician Jesse Rittenhouse effective May 16, 2012.

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

Creation of Seasonal Computer Technician (Info Systems) - The FASC discussed with Suzanne Zaso her request for Town Board action to create the title of a seasonal Computer Technician under Information Systems in the Finance Department and to add this new position to the Part-Time Permanent and Season Employee Wage Schedule in Group V, Step 1 (currently \$14.80 per hour).

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

Other Matters for Action of the Town Board:

Property Acquisition by NYSDOT (Sewer District) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute any and all documents relating to the acquisition by NYSDOT of approx. 0.065 acres of land and the temporary easement of approx. 0.048 acres of land, both of which are at the former Brighton Sewer Treatment Plant #5 location. This acquisition and temporary use is necessitated by the NYSDOT Outer Loop Lehigh Valley Project (I390/Kendrick Road Phase I).

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

Other Matters for Discussion Only:

The FASC discussed with Mike Guyon and Kevin Hall the need to replace the Town Hall and Operations Center fire alarm systems to bring them up to current code and because the current systems are obsolete and replacement parts are no longer available. Construction documents were developed in 2011 by M/E Engineering for both systems with estimated costs of \$211,000 for the Town Hall complex and \$63,000 for the Operations Center. The possibility of borrowing these funds along with the Town Hall roof project was discussed. Concerns on debt levels and the possibility of roof project overruns were also discussed. This will be reviewed further by staff and brought back to the FASC at a later date.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

Councilmember Chris Werner motioned to go into executive session at 4:40 pm.

The motion was seconded by Councilmember Jason DiPonzio. The employment of particular people was discussed. A motion was moved to exit executive session at 5:05 pm.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, June 19, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.