

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Monday July 2, 2012 Meeting

Attendees: Council Member Jason DiPonzio, Supervisor Bill Moehle, Tim Keef, Elaine Ainsworth, Town resident Jim Weller, 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 Chemical Grouting of Sanitary Sewers (Sewer Dept.) - The FASC discussed with Tim Keef the request from Mike Guyon for Town Board award of a bid to New England Cleaning Company Div. Heitkamp Inc., the low responsible and responsive bidder, to perform chemical grouting services in 2012 at a cost not to exceed \$90,616.64. Authorization is also requested of the Supervisor to execute any change orders that do not collectively exceed 10% of the contract award. Funds are available in the 2012 Sewer District for these services. 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:

Contract for Municipality Integrated Parcel Management Software (Public Works) - The FASC discussed with Tim Keef the request from Mike Guyon for Town Board authorization of the Supervisor to enter into an agreement with General Code to provide Municipality software for the Public Works and Building and Planning departments to issue permits, track and manage resident complaints, monitor violations, administer building, planning and zoning applications, and maintain records of Public Works projects. This software is being purchased under New York State contract pricing and funds were provided through a bond anticipation notes issued in October 2011. The FASC recommends the Town Board take favorable action on this matter.

Contract with GAR Associates (Assessor's Dept.) - The FASC discussed with

Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an agreement with GAR Associates, Inc. for certiorari appraisals at 3161 and 3165 East Avenue for a total of \$1500.

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

Contract with Pittsford Central School District to Share Certiorari Costs (Assessor's Dept.) - The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an agreement with the Pittsford Central School District for a 50/50 cost share of certiorari appraisal costs of 70 and 80 Linden Oaks.

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

Adoption of Standard Work Day and Reporting Resolution - The FASC discussed with Suzanne Zaso her request for Town Board adoption of a Standard Workday and Reporting Resolution for the purpose of reporting service time to the New York State Retirement System for Elected and Appointed Officials of the Town per regulation 315.4 of the New York State Retirement System. The days calculated for elected officials were based upon individual work logs.

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

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

Resident Jim Weller, who resides in the Kirk Astor Parks District, spoke to the FASC about his dissatisfaction with the services of the current landscaping vendor whom the district contracts with to mow and trim the parcel at the entrance of the Kirk-Astor neighborhood on Rt. 441. Mr. Weller has spoken with the Public Works Committee, Tim Keef, Ernie Heinsbergen, and Bill Moehle on this matter and went on a walk-through with Ernie Heinsbergen of the property on June 28th. There will be another walk-through with the vendor, a Town representative from the Highway Department, and Mr. Weller in the next week or two to point out the areas of concern.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, July 17, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.