

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

Attendees: Council Members Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, Andrew Robinson, Gary Brandt, Mark Henderson, Sue Wentworth, Tim Keef, Elaine Ainsworth, Dan Aman, Dennis Mietz and Barbara Sforza of Brighton Volunteer Ambulance, 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:

Grant and Contract for Safety Training (DPW Operations) - The FASC discussed with Gary Brandt his request for Town Board action to accept a grant in the amount of \$8,521 from the NYS Hazardous Abatement Board for the period of August 1, 2012 through July 31, 2013 to provide safety training to Town employees. In addition, authorization is requested of the Supervisor to enter into an agreement with Lawrence A. Pecor, C.S.P., C.S.C. to provide such training. The FASC recommends the Town Board take favorable action on this matter.

Grant and Budget Amendment for iPads (Fire Marshal) - The FASC discussed with Tim Keef his request for Town Board acceptance of a grant in the amount of \$2,500 from Factory Mutual Insurance Company to purchase three (3) iPads for the Fire Marshal's Office. Board authorization is also sought to amend the 2012 Fire Marshal budget to increase appropriations in computer equipment to be fully supported by an increase in gifts and donations. The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Contract and Budget Transfer for Internet and Email Services (Info Systems) - The FASC discussed with Sue Wentworth her request for Town Board action to authorize the Supervisor to execute an agreement with Time Warner Cable for an upgrade and renewal of the Town's existing Time Warner Cable Business Class internet and email services. Town Board authorization is also sought to transfer \$800 from contracted services to telephone/internet services to cover the additional charges for 2012.

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

Amend Professional Services Contract with Pomeroy Appraisal (Assessor's Dept.) - The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to amend the 2010 approved contract with Pomeroy Appraisal Associates Inc. for an additional \$5,800 to a total of \$30,800 for the appraisal services of property owned by the Country Club of Rochester. Charges from this contract are split 50/50 with the Pittsford Central School District.

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

Installation of Street Lighting on Kendrick Road and Agreement for Maintenance with U of R (Public Works) - The FASC discussed with Tim Keef his request for Town Board adoption of a resolution to authorize the NYSDOT to install street lighting on a section of Kendrick Road and at the East River Road intersection as part of the State's Access I-390 project, per the request of the University of Rochester. Board authorization is also requested to contract with the U of R for energy and maintenance costs to operate the system. It is anticipated the a new lighting district will be formed to charge and collect these fees.

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

Budget Amendments and Transfers:

Appropriate Donation (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board authorization to appropriate \$500 into Law Enforcement Supplies to be fully supported by a donation of \$500 previously received. Funds will be used to purchase DARE program supplies.

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

Budget Amendment for Safety Training Grant (DPW Operations) - The FASC discussed with Suzanne Zaso her request for Town Board authorization to amend the 2012 Town budget to recognize the grant awarded from the NYS Hazardous Abatement Board for employee safety training in the amount of \$8,521 by increasing appropriations under contracted services in the Highway Administration by \$8,521 to be fully supported by an increase in NYS Aid for the same.

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

Personnel Matters:

Reorganization of Shared Services Department (Personnel) - The FASC discussed with Gary Brandt his request for Town Board authorization to reorganize the Shared Services Department by shifting positions and appropriations effective 8/6/12 to various departments in DPW, Town Clerk, and the Supervisor's Office to align with the supervisor for each function. Authorization was also sought to make any necessary budgetary accounting transfers relating to this reorganization. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Declare Ambulance as Surplus (Ambulance District) - The FASC discussed with Suzanne Zaso her request for Town Board action to declare one (1) 2005 Ford ambulance as surplus and to be sold at auction. This ambulance was replaced this year by the newly purchased 2011 Chevy ambulance. The FASC recommends the Town Board take favorable action on this matter.

Capital Improvement Plan for 2013 thru 2015 - The FASC discussed with Andrew Robinson and Bill Moehle the revised version of the Capital Improvement Plan for 2013 thru 2015, along with recommendations that were provided by the Budget Review Task Force. Due to the size and details provided in this CIP, it was recommended by the FASC to have a separate workshop on the matter in the following week, before the Town Board meeting.

Exception to Contractor Insurance Limit (Public Works) - The FASC discussed with Tim Keef his request for Town Board authorization to allow the general liability coverage for arborist contractor Jerry Peterson to be at \$2 million versus the required contractor minimum of \$3 million. There was also support provided from the Town's risk management consultant, Jim Hood, supporting this recommendation. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed Dennis Mietz and Barbara Sforza of Brighton Volunteer Ambulance the history of the contract between the Town of Brighton (as representatives of the Ambulance District) and Brighton Volunteer Ambulance to provide emergency medical services (EMS) along with an update of current billing adjustments that are made for Brighton residents per the contract. Due mainly to changes in health benefit plans that are now requiring higher co-pays or deductibles, BVA has been showing sharp increases in their write-offs for non-billable services (now at approximately \$60,000 per quarter). BVA plans to address this issue when they make their 2013 contract recommendation to the Town.

Matters Tabled for Research and/or Discussion:

Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) - The FASC discussed with Chief Mark

Henderson his request for Town Board action to authorize the Supervisor to execute agreements for professional services with two (2) veterinarians and two (2) veterinary technicians for services at the annual rabies clinic on Saturday, October 13, 2012. Total amount for these services will not exceed \$520 and funding has been provided in the 2012 Animal Control budget. The FASC requested from the Chief to look into the possibility of charging a nominal fee for these services or if the services could be limited to only Brighton residents, as they make up a very small percentage of the pet owners utilizing this service.

Executive Session:

The FASC went into Executive Session at 6:17 pm with a motion by Councilmember Chris Werner and seconded by Councilmember Jason DiPonzio to discuss the employment of a particular person. The Executive Session ended at 6:21 pm with a motion by Councilmember Chris Werner and seconded by Councilmember Jason DiPonzio.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, July 31, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.