

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

**Meeting Date: Tuesday, October 16, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Bid Award for Pick-Up Truck and Appropriate Reserve (Highway) - Request from Tim Keef for Town Board action to authorize the award of a bid to Hoselton Toyota in the amount of \$26,994.24 for the purchase of a replacement pick-up truck. Request is also sought to appropriate funds in the same amount from the Highway General Reserve, which will be replenished with insurance recoveries (see letter from T. Keef).
2. Retirement of Police Records Clerk Jan Aldridge (Police Dept.) - Request from Chief Mark Henderson for Town Board action to accept the retirement of part-time Office Clerk Jan Aldridge effective November 3, 2012 (see letters from M. Henderson and J. Aldridge).
3. Accept Buckle-Up New York Grant and Increase Budgeted Revenue (Police Dept.) - Request from Chief Mark Henderson for Town Board action to accept a grant from the NYS Governor's Traffic Safety Committee in the amount of \$4,030 for the Buckle-Up New York Campaign and to increase budgeted revenues by the same (see letter from M. Henderson).
4. Budget Transfer for Police Vehicle Set-Up (Police Dept.) - Request from Chief Mark Henderson for Town Board action to approve budget transfer in the amount of \$5,000 from Police overtime to vehicle set-up costs to fund the set-up of two Police vehicles (see letter from M. Henderson).
5. Transfer of Police Vehicle (Police) - Request from Chief Mark Henderson for Town Board permission to transfer one 2009 Ford Crown Victoria from the Police Dept. to the Fire Marshal (see letter from M. Henderson).
6. Approve Contract Renewal for WBFPD Service Award Program (Finance/WBFPD) - Request from Suzanne Zaso for Town Board action to authorize the Supervisor to execute a renewal agreement with Penflex, Inc. for third-party administrative services for the West Brighton Fire Protection District's Service Awards Program. The total contract is estimated at \$ 4,100, a \$100 increase from last year (see memo from S. Zaso).
7. Contract for Payroll and Time and Attendance Services - Request from

Suzanne Zaso for Town Board authorization of the Supervisor to enter into an agreement to provide payroll processing software and services along with an automated time and attendance system at an estimated annual cost of \$30,000 (communication to follow).

8. Employee Personal Insurance Benefit Program (Personnel) - Request from Gary Brandt for Town Board authorization to implement a new benefit for Town employees through Brown & Brown of NY to allow employees the opportunity to obtain competitive price quotes on various personal lines of insurance (see letter from G. Brandt).
9. Authorization of New Over-65 Medical Plans (Personnel) - Request from Gary Brandt for Town Board action to authorize the addition of two new over-65 medical plans, Medicare Advantage PPO and Supplement N Plan, to replace current Blue Million Complimentary Plan to expire on 12/31/12 (communication to follow).
10. Approval of Renewal Rates for 2013 Excellus PPO Medical Plans (Personnel) - Request from Gary Brandt for Town Board action to approve the renewal rates with Excellus Blue Cross Blue Shield for 2013 for the Town's medical PPO plans covering active employees and under-65 retirees (communication to follow).
11. Approval of Renewal Rates for 2013 Excellus Self-Funded Dental Plan and Authorize TPA Services Contract (Personnel) - Request from Gary Brandt for Town Board action to approve a renewal contract with Excellus Blue Cross Blue Shield and authorize the Supervisor to execute the same for the 2013 self-funded dental plans offered to active and retired Town employees and COBRA participants (communication to follow).
12. Executive Session - Employment of a particular person

The next regularly scheduled meeting of the FASC will be held **Tuesday, November 6, 2012, at 3:30 pm**, in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.