

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday October 16, 2012 Meeting

Attendees: Councilmembers Christopher Werner and Jason DiPonzio, Supervisor Bill Moehle, Mark Henderson, Tim Anderson, Ramsey Boehner, Gary Brandt, Brian Hart and Chip Strowe of Brown & Brown, Zoe Baruch and Maddy Rosenbaurn of Brighton High School Government Class, 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 Pick-Up Truck and Appropriate Reserve (Highway) - The FASC discussed with Tim Anderson the 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, subject to permissive referendum, which will be replenished with insurance recoveries.

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

Grant Authorizations and Acceptances:

Accept Buckle-Up New York Grant and Increase Budgeted Revenue (Police Dept.) - The FASC discussed with Chief Mark Henderson his request 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. There is no budget amendment for 2012 proposed at this time relating to this grant.

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

Contracts and Contract Change Orders:

Approve Contract Renewal for WBFPD Service Award Program (Finance/WBFPD) - The FASC discussed with Suzanne Zaso her request 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.

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

Contract for Payroll and Time and Attendance Services - The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to enter into an agreement with Paychex to provide payroll processing software and services along with an automated time and attendance system at an estimated initial estimated annual cost of \$25,000 plus one-time implementation fees of \$3,000.

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

Approval of Renewal Rates for 2013 Excellus PPO Medical Plans (Personnel) - The FASC discussed with Gary Brandt and Brian Hart of Brown & Brown the request 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.

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

Approval of Renewal Rates for 2013 Excellus Self-Funded Dental Plan and Authorize TPA Services Contract (Personnel) - The FASC discussed with Gary Brandt and Brian Hart of Brown & Brown the request 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.

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

Budget Amendments and Transfers:

Budget Transfer for Police Vehicle Set-Up (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to approve a 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.

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

Personnel Matters:

Retirement of Police Records Clerk Jan Aldridge (Police Dept.) - The FASC

discussed with Chief Mark Henderson his request for Town Board action to accept the retirement of part-time Office Clerk Jan Aldridge effective November 3, 2012, after over 9 years of service.

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

Other Matters for Action of the Town Board:

Authorization of New Over-65 Medical Plans (Personnel) - The FASC discussed with Gary Brandt his request for Town Board action to authorize the addition of two new over-65 medical plans, Medicare Blue Advantage PPO and Supplement N Plan, both with \$5 Rx riders, to replace current Blue Million Complimentary Plan to expire on 12/31/12. The additional cost of these plans from what is funded by the Town per contract is paid solely by the retiree and/or spouse. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Chief Mark Henderson that the Police Department will be transferring one 2009 Ford Crown Victoria to the Fire Marshal for staff use.

Matters Tabled for Research and/or Discussion:

Employee Personal Insurance Benefit Program (Personnel) - The FASC discussed with Gary Brandt and Brian Hart and Chip Strowe of Brown & Brown a program offered through Brown & Brown that would allow employees the opportunity to obtain competitive price quotes on various personal lines of insurance. It was the view of the committee and Town Supervisor that the Town does not want to promote any particular service to employees while there are many other companies in the area that could also provide such services. The FASC chose to table this item.

Executive Session:

The FASC went into executive session at 5:17 pm to discuss the employment of a particular person and exited executive session at 5:50 pm.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, November 6, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.