

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday November 6, 2012 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, Mark Henderson, Jerry LaVigne, Mike Guyon, Tim Keef, 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:

Request to Seek Bids for Mowing and Landscaping Services (Recreation/Highway) - The FASC discussed with Jerry LaVigne his request for Town Board authorization to seek bids for mowing and landscaping services at various Town Parks, right-a-ways, and Town Hall for 2013. The FASC recommends the Town Board take favorable action on this matter.

Request to Seek Proposals for Vehicle Set-Up (Police) - The FASC discussed with Chief Mark Henderson his request for Town Board authorization to seek proposals for police vehicle set-up for 2013 with options to renew. The FASC recommends the Town Board take favorable action on this matter.

Request to Seek Proposals for Vehicle Striping (Police) - The FASC discussed with Chief Mark Henderson his request for Town Board authorization to seek proposals for police vehicle striping for 2013 with options to renew. The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Accept Selective Traffic Enforcement Program Grant (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 \$5,952 for the Selective Traffic Enforcement Program (STEP) to assist in reducing aggressive driving and speeding. The FASC recommends the Town Board take favorable action on this matter.

Accept Child Passenger Safety Program Grant (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 Department of Motor Vehicles in the amount of \$1,900 to increase the proper use and installation of child safety seats in NYS.
The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Contract Renewal for Workers' Compensation (Personnel) - The FASC discussed with Suzanne Zaso the request from Gary Brandt for Town Board authorization of the Supervisor to execute a renewal contract with PERMA for workers' compensation insurance for 2013 at a cost of \$232,335. In addition, the Town will also be liable for NYS workers comp board assessment charges estimated at \$29,400. This was the least risky of the three proposals offered by PERMA and also recommended by the Town's independent risk management and insurance consultant, Jim Hood of Holfoth Risk Management.
The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Employee Assistance Program (Personnel) - The FASC discussed with Suzanne Zaso the request of Gary Brandt for Town Board action to authorize the Supervisor to execute a renewal agreement with the University of Rochester for the Strong Employee Assistance Program (Strong EAP) for 2013. The cost of this program will remain the same as in 2012 at \$4,221.80 for 202 employees. This program will cover permanent full-time and permanent part-time employees of the Town.
The FASC recommends the Town Board take favorable action on this matter.

Authorize Renewal of Intermunicipal Agreement with Town of Pittsford (Highway Dept.) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute a renewal agreement with the Town of Pittsford for snow and ice control services. The Town Pittsford will pay Brighton to plow Allens Creek Road for the 2012-13 snow season at the County's reimbursement rate.
The FASC recommends the Town Board take favorable action on this matter.

Renewal Contract with Mohawk Valley Community College (MVCC) (Highway Dept.) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an agreement with MVCC to continue to provide training and certification for the one-person snow plow program. Contract will be effective from October 1, 2012 through March 31, 2013 at a total cost not to exceed \$5,000. MVCC is the sole provider of these services.
The FASC recommends the Town Board take favorable action on this matter.

Contract with Monroe County for All Seasons Services (Highway Dept.) - The FASC discussed with Tim Keef his request for Town Board authorization of the

Supervisor to execute a renewal contract with Monroe County DOT for the Town to provide mowing, sweeping, and dead animal pickup on County roads in 2013. The FASC recommends the Town Board take favorable action on this matter.

Contract with NYS DOT for Snow and Ice Control (Highway) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an agreement with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2014/15 season. The FASC recommends the Town Board take favorable action on this matter.

Contract Extension for Dry Cleaning and Laundering Services (Police) - The FASC discussed with Chief Mark Henderson his request for Town Board authorization to extend the current contract with Town and Country Cleaners for police dry cleaning and laundering services for 2013 with no change in rates. The FASC recommends the Town Board take favorable action on this matter.

Change Order for Veterans Memorial Site Improvements - The FASC discussed with Mike Guyon his request for Town Board authorization to execute change order #1 with Birchcrest Tree and Landscape Inc. in the amount of \$16,404.95 for various work at the Veterans Memorial site. Donated funds are available for this change order. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

No matters for this meeting.

Other Matters for Discussion Only:

At the request of Councilmember Louise Novros, a discussion item was added to the FASC agenda. Councilmember Novros would like to see Brighton have an area on the canal with shops similar to Schoen Place in the Town of Pittsford.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

At 3:30 pm there was a motion to go into executive session to discuss the employment of a particular person. The session was adjourned at 3:42 pm.

At 4:33 pm there was a motion to go into executive session to discussion litigation.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, November 20, 2012 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.