

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday December 4, 2012 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, Sue Wentworth, Mark Henderson, Dianne Burdette, Ramsey Boehner, Elaine Ainsworth, Tim Keef, Mike Guyon, 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:

Solicit Bids for Various Goods & Services and Declare Items Surplus (Highway and Sewer Depts.) - The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services for 2013 and to declare specific items to be traded-in as surplus, all as listed in his communication.

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

Solicit Bids for Various Goods & Services (Public Works) - The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services for 2013, all as listed in his communication.

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 Telecommunication System Maintenance (Info Systems) - The FASC discussed with Sue Wentworth her request for Town Board action to authorize the Supervisor to execute a Telecommunication System Maintenance Agreement with RelComm Inc. (through NYS contract pricing) for 2013.

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

Contract Award for Farmhouse Demolition (Public Works) - The FASC discussed

with Mike Guyon his request for Town Board action to award a contract to Empire Wrecking Co. Inc. and to authorize the Supervisor to execute said contract to demolish a farmhouse at 1435 Westfall Road. Authorization is also requested to allow the Supervisor to execute change orders that collectively do not exceed 10% of the contract awarded.

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

Contract for Cultural Resources Surveys (Historic Preservation) - The FASC discussed with Ramsey Boehner his request for Town Board action to award a contract to Bero Architecture PLLC to provide cultural resources surveys for \$1,350 and survey updates for \$400, all as needed, for designating landmarks within the Town for 2012 with an option to extend for 2013.

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

Contract for Certiorari Appraisals (Assessor) - The FASC discussed with Elaine Ainsworth her request for Town Board action to award a contract to Midland Appraisal Associates Inc. to provide court-ready certiorari appraisals for properties at 2654 and 2700 W. Henrietta Road at a cost not to exceed \$4,300.

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

Contract for Audit and Accounting Services Contract (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an engagement letter with Raymond F. Wager, CPA, PC for audit services for the 2012 fiscal year and other accounting and policy consulting as needed. The cost of these services which include the audit, NYS annual update document (AUD) and other IRS required documents is \$28,125.

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

Contract Renewal for Employee Flexible Spending (Personnel Dept.) - 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 EBS-RMSCO Inc. for the administration of the employee flexible spending program for 2013 with no change in rate.

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

Contract Renewal for Workers Comp Tail Claims (Personnel Dept.) - 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 PERMA to provide tail claims administration for pre-2010 workers comp claims at no cost.

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

Budget Amendments and Transfers:

Budget Transfer (Court) - The FASC discussed with Dianne Burdette her request for Town Board authorization to transfer \$1,500 from Court supplies to computer equipment to purchase two replacement computers. These computers are failing and there are not funds budgeted in 2013 for replacements.

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

Appropriate Seized Funds (Police/Finance Depts.) - The FASC discussed with Chief Mark Henderson and Suzanne Zaso their request for Town Board

authorization to appropriate \$570 from a seized funds reserve to subsidize a portion of payroll implementation costs with Paychex.
The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer (Highway Dept.) - The FASC discussed with Tim Keef the request from Amy Banker for Town Board authorization to transfer \$43,000 from highway road materials to various highway equipment and construction accounts for various 2012 expenditures and contracts for services.
The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Cost Share for Emergency Operations Center (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board authorization to pay the Brighton Fire District \$1,000 as the Town's share to increase phone capacity for a shared Emergency Operations Center to be located at Fire Station #1.
The FASC recommends the Town Board take favorable action on this matter.

Declare Bobcats Surplus (Highway Dept.) - The FASC discussed with Tim Keef his request for Town Board action to declare two Bobcat skid steer loaders as surplus and to trade in as part of a buy back program in 2012.
The FASC recommends the Town Board take favorable action on this matter.

Declare Hydraulic Planner and Welders as Surplus (Highway Dept.) - The FASC discussed with Tim Keef the request of Tim Anderson for Town Board action to declare two Miller welders and one Bobcat hydraulic planner as surplus and authorize their trade-in.
The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC added a discussion, per the request of Suzanne Zaso, on staffing in the Court as it pertains to Court Attendants and a potential new security scanning device. Additional staffing would be required to operate this equipment at an estimated cost of \$3,000 per year starting in 2013. There are not funds specifically budgeted for this expense, however it was noted that funding could most likely be identified later in the year as more information on other expenditures are known. It was also asked of the committee to look into the cost of training requirements for the new equipment.

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, December 18, 2012 beginning at 3:00 pm (note change in time)** and will be held in the Stage Conference Room at Town Hall.