

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday December 18, 2012 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, JP O'Brien, Jerry LaVigne, 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 3:00 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 Town Newsletter Printing (Recreation Dept.) - The FASC discussed with Jerry LaVigne his request for Town Board authorization to seek bids for printing of the Town newsletter for 2013. The FASC suggested that bids include an option to renew for two additional years.

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

Award Bid for Fire Alarm System (Public Works) - The FASC discussed with Mike Guyon his request for Town Board action to award a bid and authorize the Supervisor to execute a contract with Kaplan-Schmidt Electric, Inc. in the amount of \$140,700 to replace the fire alarm system at Town Hall and the Operations Center. Authorization is also sought to allow the Supervisor to execute change orders up to 10% collectively.

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:

Agreement for Animal Boarding and Veterinary Services (Police Dept.) - The FASC discussed with JP O'Brien the request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2013. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for 2013 Transportation (Recreation Dept.) - The FASC

discussed with Jerry LaVigne his request for Town Board action to authorize the Supervisor to execute a renewal agreement with Park Place Corporation Services for transportation services for the Senior's Program in 2013 at a rate of \$89.98 per hour, an increase of 4% from 2012, plus adjustments for fuel prices. This would be the third renewal of an authorized maximum of 5 one-year renewals.

The FASC requested a review of the contract for a clarification of allowable increases to the rate for service. After review, it was recommended to proceed with the contract.

Contract for Air Sampling at Farmhouse Demolition (Public Works) - The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute a contract with Paradigm Environmental Services Inc. in the amount of \$1,380 to provide air sampling and analysis during the farmhouse demolition project. Authorization is also sought to allow the Supervisor to execute change orders up to 10% collectively. Paradigm is currently on City contract for these services.

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

Authorize Contract with Monroe County for Snow & Ice Control Services (Highway Dept.) - The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute a renewal agreement with Monroe County Department of Transportation (MCDOT) in the amount of \$321,360.30 for snow & ice control for the 2012/2013 season. The Town will be reimbursed by MCDOT for these services provided on county roads in the Town of Brighton.

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

Contract for Actuarial Services for OPEB Valuation (Finance) - The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an agreement with the Burke Group to provide actuarial services for the valuation of other post-employment benefits (OPEB) as required by GASB 45 at a cost not to exceed \$4,000.

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

Financial System Software Maintenance Agreement (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to approve a three (3) year contract for Standard Software Maintenance with New World Systems (NWS) to support the Town's financial software package with NWS. The annual costs for this agreement will be \$10,165 in 2013, \$10,775 in 2014 and \$11,529 in 2015.

The FASC suggested a look into a possible two-year contract instead of three because there is no termination clause in the contract. The vendor agreed to an opt-out provision for year three.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

IRS Mileage Reimbursement Rate for 2013 (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to authorize a change in the mileage reimbursement rate as indicated by the IRS standard rate for business use of employee's vehicles. The rate will be increasing by one cent to 56.5 cents per mile effective January 1, 2013.

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

Other Matters for Discussion Only:

The FASC discussed with Tim Keef the intent of the Highway Department to secure the services of Empire Fence to install a swing gate and fence at Clover Street and the CSX right-of-way to limit access to the area for safety reasons. The department secured three price quotes with Empire Fence providing the lowest quote of \$1,390. As this procedure follows the Town's procurement policy, funds are available in the 2012 budget, and a formal written contract is not required for these services, there is no need for formal Town Board action.

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 **Wednesday, January 2, 2013 beginning at 1:00 pm (note change in day and time)** and will be held in the Stage Conference Room at Town Hall.