

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday January 15, 2013 Meeting**

Attendees: Councilmembers Christopher Werner and Jason DiPonzio, Supervisor Bill Moehle, Mark Henderson, Tim Keef, Raymond Wager and Tom Zuber of Raymond F. Wager CPA P.C., 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 for Bucket Truck Rental with Operator (Public Works) - The FASC discussed with Tim Keef his request for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2013 to the lowest responsible bidder, Arbor Tree Inc. The base bid is for \$89.48 per hour with a total contract amount not to exceed 254 hours or \$22,728. Bids were advertised and funds have been budgeted for this purpose in 2013.

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 Renewal for After-Hours Answering Service (Sewer Dept.) - The FASC discussed with Tim Keef his request for Town Board action to authorize the execution of a renewal agreement with Action Telephone for telephone answering services after normal working hours and on weekends for 2013 at a cost not exceed \$1030. It was noted that this service is necessary year-round. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal with Mayer Hardware, Inc. (various depts.) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an extension of the current contract with Mayer Hardware, Inc. for hardware, tools, and miscellaneous supplies through the period ending December 31, 2013 with all terms and conditions remaining the same. This is the last of four possible extensions as per a 2009 bid.

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

### **Budget Amendments and Transfers:**

Appropriation of Forfeited Property Funds (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the appropriation of \$1,500 to expense account A.POLCE.3125 4.22 (telephone service charges) to be fully supported by a transfer from seized property funds (A 889.JSTCE). This appropriation will be used to activate Verizon's 3g network on 3 Apple Ipads. The US Attorney's Office has concurred with the use of these funds for this purpose.

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:**

No matters for this meeting.

### **Other Matters for Discussion Only:**

The FASC had a discussion lead by Raymond Wager and Tom Zuber of Raymond F. Wager, CPA P.C. regarding the upcoming preparation and audit of the Town's 2012 financial statements along with future changes in financial reporting requirements such as pension liabilities.

### **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, February 5, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.