

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday February 5, 2013 Meeting**

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, Mike Guyon, Mark Henderson, Tim Keef, Jerry LaVigne, Dianne Burdett, Gary Brandt, 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 Printing Services (Recreation Dept./Central Services) - The FASC discussed with Jerry LaVigne his request for Town Board action to award a bid and authorize the Supervisor to enter into a contract with Penny Lane Printing, the low responsive bidder, for the printing of the 2013 Town Newsletter, with the option to renew for two one-year extensions.

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

Award Contractor Bid **and** Engineering Consultant for Preventative Maintenance of Corwin Road Bridge (Public Works) - The FASC discussed with Mike Guyon his request for Town Board action to award a bid to the low, responsive bidder, C.P. Ward Inc. for the preventative maintenance project at Corwin Road Bridge N.T.E. \$279,516. If additional funding is not approved by the GTC, a negative change order would be necessary.

Town Board action is also requested to award a contract to LaBella Associates for engineering consulting for the project for a cost N.T.E. \$60,000.

Authorization is also sought to execute change orders up to 10% collectively.

Funding for this project is 80% Federal, 15% State, and 5% Local.

The FASC recommends the Town Board take favorable action on both contracts and the provision for change orders.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Contract Renewal for Interpreting and Stenographer Services (Court) - The

FASC discussed with Dianne Burdett her request for Town Board action to authorize the Supervisor to execute renewal agreements for interpreting and stenographer services for calendar year 2013 as follows:

- a. M.E. Services Communication (language interpreting) at \$65 for 4 hours and \$130 for full day - costs to be fully reimbursed by Monroe County
- b. F.M.I. Interpreting Services (hearing impaired interpreting) at \$65/hour - costs to be fully reimbursed by Monroe County
- c. Frank Scarcelli (stenographer) at \$72/appearance and first two hours; \$36/hour for all additional hours; \$3.65/page transcript fee; \$5.00/page for expedited transcript fee.
- d. Edith Forbes (stenographer) at \$72/appearance and first two hours; \$36/hour for all additional hours; \$3.65/page transcript fee; \$5.00/page for expedited transcript fee.

The FASC recommends the Town Board take favorable action on these matters.

Contract for Police Vehicle Set-Up (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Task Force Lighting for Police Vehicle Set-Up Services in 2013 with options to renew for up to three years.

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

Contract for July 4<sup>th</sup> Fireworks Display (Recreation) - The FASC discussed with Jerry LaVigne his request for Town Board authorization to enter into a contract with Young Explosives for the July 4, 2013 Town fireworks display at a cost of \$11,400.

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

Award Contract for Distribution of Town Newsletter (Recreation Dept.) - The FASC discussed with Jerry LaVigne his request for Town Board action to authorize the Supervisor to enter into a contract with Perinton Publishing, the low responder, for the distribution services for the 2013 Town newsletters.

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

Contract for Employee Harassment Training (Personnel/Public Works) - The FASC discussed with Gary Brandt his request for Town Board action to authorize a contract with Counselor Vander Byl to provide special employee harassment training at a cost of \$1,000. It was asked of the committee to see if this training could be taped for future use.

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

Authorize Piggybacking on Oneida County Contract for Mack Dump Truck (Highway) - The FASC discussed with Tim Keef his request for Town Board authorization to piggyback off of two existing contracts with Oneida County for a new 2014 Mack Dump Truck with Plow Equipment for the Highway Department. General Municipal Law added this provision to piggyback in 2012, but the current Town procurement policy does not address piggybacking off other counties aside from Monroe. Funds were borrowed for this purchase in 2012.

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

Contract for Neighborhood Entrance Wall Repair (Home Acres Neighborhood Improvement Dist.) - The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute an agreement with Heaster

Building Restoration Inc. to repair the entrance wall to Home Acres damaged by a motorist at a cost of \$6,885. Funds will be recovered by the motorist's insurance company.

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

Banking Contracts for Collateral of Deposits (Finance) - The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute two agreements (Pledge and Assignment Agreement in Connection with Public Funds AND Custodial Undertaking in Connection with Pledge and Assignment Agreement) with JPMorgan Chase Bank, N.A. for securing Town deposits. These agreements are updating a prior agreement from 1995. The FASC recommends the Town Board take favorable action on this matter.

Contract for Merchant Banking Services (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board authorization to enter into an agreement with JPMorgan Chase Bank, N.A. (Paymentech LLC) to provide merchant services for credit card payment processing for the new Recreation Department online program registration and for other Town departments accepting card payments.

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

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

Budget Appropriation for Safety Training Grant (DPW Operations) - The FASC discussed with Suzanne Zaso her request for Town Board authorization to amend the 2013 Town budget to recognize a previously accepted grant awarded from the NYS Hazardous Abatement Board for employee safety training in the amount of \$8,521 by increasing appropriations under contracted services in Highway Administration by \$8,521 to be fully supported by an increase in NYS Aid for the same. These funds were appropriated when the grant was accepted in 2012, but training (and the expenditure) will not take place until 2013, after which the revenue will be received.

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

Budget Appropriation for Wall Maintenance (Home Acres Neighborhood Improvement Dist.) - The FASC discussed with Tim Keef his request for Town Board action to authorize the appropriation of \$6,885 in the Home Acres Neighborhood Improvement District's 2013 maintenance budget to be fully supported by an increase in revenues from insurance recoveries to fix an entrance wall damaged by a motorist.

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

2012 Budget Transfers and/or Appropriations (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2012 budget as part of the year-end financial close process.

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

**Personnel Matters:**

Appointment of Police Officer (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to appoint Mr. Richard T. Kosakowski to the position of Police Officer effective March 9, 2013, pending approval from the Monroe County Civil Service Commission, at a starting base annual salary of \$59,610.

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

**Other Matters for Action of the Town Board:**

Declare as Surplus Bobcat Skid Steer Loaders for Trade-In (Highway/Sewer) - The FASC discussed with Tim Keef his request for Town Board action to declare two bobcat skid steer loaders as surplus and to trade both in for new loaders as part of the Bobcat Equipment Buy Back Program.

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

**Other Matters for Discussion Only:**

No matters for this meeting.

**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 19, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.