

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Thursday February 21, 2013 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor Bill Moehle, J.P. O'Brien, MaryAnn Hussar, Elaine Ainsworth, Tim Keef, Jerry LaVigne, Matt Beeman, Dan Aman, 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:

Bid Award for New Backhoe Loader and Declare Existing Backhoe Loader Surplus (Highway) - The FASC discussed with Tim Keef his request for Town Board action to award a bid to Milton Caterpillar Inc. for a backhoe loader in the amount of \$93,219 less trade-in of existing Town loader in the amount of \$85,319 for a net cost of \$7,900. Town Board action is also requested to declare a 2012 backhoe loader as surplus for trade-in. Authorization was also requested to extend this trade-in program for up to three additional one-year periods subject to future Town Board approval and budgeted funds; however this request was not recommended.

The FASC recommends the Town Board take favorable action on this matter, with the exception of the extension.

Bid Award for New Backhoe Loader and Declare Existing Backhoe Loader Surplus (Sewer Dist.) - The FASC discussed with Tim Keef his request for Town Board action to award a bid to Milton Caterpillar Inc. for a backhoe loader in the amount of \$100,937 less trade-in of existing Town loader in the amount of \$93,737 for a net cost of \$7,200. Town Board action is also requested to declare a 2011 backhoe loader as surplus for trade-in. Authorization was also requested to extend this trade-in program for up to three additional one-year periods subject to future Town Board approval and budgeted funds; however this request was not recommended.

The FASC recommends the Town Board take favorable action on this matter, with the exception of the extension.

Bid Award for Mowing and Landscaping Services (Parks and Highway Depts.) - The FASC discussed with Jerry LaVigne his request for Board action to award a contract and authorize the Supervisor to execute same for mowing and landscaping services in Town parks and neighborhoods to the sole bidder, Woodgate Landscaping Inc., for the 2013 season with options to extend for two additional one-year periods.

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 Police Vehicle Striping (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 with Ewing Letter and Graphics for Police vehicle Striping Services for 2013 with options to renew for up to three years. A new design will be put on the marked Police vehicles with the Town owning the patent for the design.

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

Contract for Court Ready Appraisal (Assessor's Dept.) - The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an agreement with Bruckner, Tillett, Rossi, Cahill & Associates for a court ready appraisal (certiorari) at 2729 and 2833 Monroe Ave for a total of \$7500.

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

Contract for Street Light Maintenance (Public Works) - The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an agreement with M.L. Caccamise Electric to provide electrical maintenance services to Town street lights for 2013 at a cost not to exceed \$8,900 (the 2013 budgeted amount). Authorization is also requested to extend this contract for up to three additional one-year periods.

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

Authorize Agreement for Refuse and Recycling Services (DPW/Parks) - The FASC discussed with Tim Keef his request for Town Board authorization to execute an agreement with Waste Management of New York to provide refuse and recycling services to the Town Hall, DPW Operations Center and Meridian, Buckland, and Town Park for 2013. Authorization is also requested to extend this contract for up to three additional one-year periods.

While Suburban Disposal bid a lower rate for recycling at the DPW Operations Center, the company chose not to accept that piece of the bid as it would not be economically feasible for them to provide only those services to the Center.

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

Budget Amendments and Transfers:

2012 Budget Transfer (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to approve a 2012 budget transfer in the Parks Acquisition and Development Capital Project for \$41,886.70 from Engineering Fees to Land Acquisition to reflect actual expenditures in the project. 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:

Declare Vehicles Surplus for Auction (Police) - The FASC discussed with JP O'Brien the request from Chief Mark Henderson for Town Board action to declare two Ford Crown Victoria Police vehicles as surplus and to dispose of through auction.

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

Revision to Town Policy on Procurement Guidelines and Procedures (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to adopt a revised policy for Procurement Guidelines and Procedures to expand the cooperative purchasing (piggybacking) ability to include any county, political subdivision, or district within New York State pursuant to NYS General Municipal Law Section 103.

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

WBFD Service Awards Program (SAP) 2012 Points Earned (Finance Dept.) - The FASC discussed with Suzanne Zaso her request for Town Board action to approve the 2012 Service Awards Program (SAP) points earned by the West Brighton Fire Department Volunteers and to authorize the Supervisor to execute all related documents for the same. The listing of points must be approved by Town Board acting in its capacity as the Board of Commissioners of the West Brighton Fire Protection District.

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

Proposed Elector Initiated Dissolution Plan for West Brighton Fire Protection District - The FASC discussed with Supervisor Bill Moehle the proposed plan for dissolution of the West Brighton Fire Protection District with the Henrietta Fire District taking expanding to include the area that currently is the WBFPD.

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, March 5, 2013 beginning at 3:30 pm** and will be held in the **Downstairs Meeting** Room at Town Hall.