

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday April 16, 2013 Meeting

Attendees: Councilmembers Chris Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Mark Henderson, 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:

Rejection of Bid for Pick-Up Truck (Highway Dept.) - The FASC discussed with Tim Keef his request for Town Board authorization to reject the sole bid received from Van Bortel Chevrolet for a 4x4 Pick-up Truck with Plow in favor of a lower priced option available through a recently approved New York State bid contract. It was noted that the truck off NYS contract is from the same vendor but a different make.

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 with Monroe County Soil and Water Conservation District **and Budget Appropriation** (Public Works) - The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to enter into an agreement with the Monroe County Soil and Water Conservation District (MCSWCD) to reimburse the Town for costs associated with the proposed Monroe Avenue Green Infrastructure Pilot Project. Town Board authorization is also sought to increase appropriations in Highway Road Materials by \$41,700 to be fully supported by an increase in Grants from Monroe County.

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

Contract for HVAC Unit Design Services (Public Works) - The FASC discussed with Mike Guyon his request for Town Board authorization to award a contract with M/E Engineering, P.C., the low, responsible and responsive bidder, for design services relating to the replacement of the Library Rooftop HVAC unit at a cost of \$4,900 with additional authorization for the Supervisor to execute any change orders up to 10% collectively. 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 \$8,200.10 to expense account A.POLCE.3125 2.17 (law enforcement equipment) to be fully supported by a transfer from forfeited property funds (A 889.JSTCE). This appropriation will be used to purchase two Ballistic Tactical Response Shields and one Secure Pharmaceutical Drop Box. The US Attorney's Office has concurred with the use of these funds these purposes. The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Employee Resignation (Police Dept.) - The FASC discussed with Chief Mark Henderson his request to accept the resignation of Linda DeJohn, Office Clerk IV in the Police Records Division, effective April 20, 2013. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Designation of Responsible Local Official for EBO Reporting (Public Works) - The FASC discussed with Mike Guyon his request for the Town Board to pass a resolution designating him as the Responsible Local Official (RLO) for the Corwin Road Preventive Maintenance Project to enable him to utilize the new NYSDOT online civil rights reporting system EBO (Equitable Business Opportunities) for required civil rights reporting. The FASC recommends the Town Board take favorable action on this matter.

Resolution for Federal Aid Local Project Agreement for Corwin Road Bridge (Public Works) - The FASC discussed with Mike Guyon his request for Town Board adoption of a resolution endorsing Supplemental Agreement No. 1 to the Federal Aid Local Project Agreement for the Corwin Road Bridge Preventative Maintenance Project and identifying authorized staff to execute agreements, certifications, and reimbursement requests along with an understanding of said agreement and funding for the construction phases of the project. 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, April 30, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.