

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday July 2, 2013 Meeting

Attendees: Councilmembers Chris Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Ken Gordon, Gary Brandt, Mark Henderson, Tim Keef, Andrew Robinson, Daniel Aman, 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:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute agreements for professional services with two (2) veterinarians and two (2) veterinary technicians for services at the annual rabies clinic on Saturday, September 28, 2013. Total amount for these services are not to exceed \$520. Funds have been budgeted in Animal Control for this purpose. The FASC recommends the Town Board take favorable action on this matter.

Contract for Computer Database Maintenance (Fire Marshal) – The FASC discussed with Tim Keef the request from Chris Roth for Town Board action to authorize the Supervisor to execute an agreement with Outsource PC to provide technical support to the permit and property maintenance database utilized by the Fire Marshal's Office. The contracted rate is \$50 per hour with a not-to-exceed amount of \$500. The FASC recommends the Town Board take favorable action on this matter.

Contract for Background Checks (Town Clerk) – The FASC discussed with Daniel Aman his request for Town Board action to authorize the Supervisor to execute a contract with Castlebranch, Inc. for employee and solicitor background checks to supplement the recently authorized contract with IntelliCorp for the same. The FASC recommends the Town Board take favorable action on this matter.

Authorization to Enroll in E-Z Pass On-the-Go Retail Sales Program **and** Authorize Budget Transfer (Town Clerk) – The FASC discussed with Town Clerk Daniel Aman his request for Town Board action to authorize the Town to enroll in the E-Z Pass On-the-Go Retail Sales Program. E-Z Passes will be purchased by the Town for \$21 each and sold for \$25 each. Authorization is also sought to transfer \$525 from Town Clerk Office Equipment to Miscellaneous expenditures for this purchase. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

See contract item above for E-Z Pass.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Adoption of Standard Work Day and Reporting Resolution – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt a Standard Workday and Reporting Resolution for elected officials who began a new or subsequent term on 1/1/13. The purpose of this resolution is for reporting service time to the New York State Employees' Retirement System. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

Review of the draft 2014–2016 Town Capital Improvement Plan (CIP) along with rankings by the Budget Review Task Force and comments from the Sustainability Oversight Committee.

Matters Tabled for Research and/or Discussion:

Donation of Benches for Corbett's Glen (Parks Dept.) – The FASC discussed with Tim Keef the request from Matt Beeman for Town Board action to accept two benches from LiDestri Foods, Inc. to be placed in Corbett's Glen Park in recognition of the service of LiDestri Foods employee John LiDestri. The value of these benches along with installation is \$10,000. While the committee is appreciative of the generous donation, it was recommended that this matter be reviewed by the Town's Parks and Recreation Committee to make sure the donation and its location is consistent with the design and plans for the park.

Executive Session:

The FASC went into executive session at 3:37 pm (moved by Jason DiPonzio and seconded by Chris Werner) to discuss the employment of a particular person. Jason DiPonzio moved to exit executive session at 4:00 pm and was seconded by Chris Werner.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, July 2, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.