

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

Attendees: Councilmembers Chris Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Mark Henderson, Tim Keef, Andrew Robinson, Ramsey Boehner, 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:

Authorization to Solicit Bids for Tractor (Highway) - The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for a tractor that will be suitable to plow four-foot wide sidewalks in Town, in addition to performing other duties. Tim will return to the FASC after bids are received with a recommendation and appropriation for funding the purchase. The FASC recommends the Town Board take favorable action on this matter.

Acceptance of Bid for Building Demolition (Public Works) – The FASC discussed with Tim Keef the request from Chad Roscoe for Town Board action to accept a bid from Empire Wrecking Co. Inc., the low, responsible and responsive bidder, in an amount not-to-exceed \$47,000 for the demolition of a building located at 2758 W. Henrietta Road (formally Woody's). Authorization is also requested to allow the Supervisor to execute any necessary change orders that collectively do not exceed 10% of the awarded contract price. The cost of this demolition will be charged back to the property owner. The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Authorization to Make Grant Applications (Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to make grant applications through the New York State Consolidated Funding Applications (CFA) program for the following: W. Brighton Fire Protection District consolidation; a trail through the newly acquired Farash property; comprehensive plan update; and emerald ash borer treatment and street tree/urban canopy replacement. If awarded, grant funds would only cover a portion of these programs identified. The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Contract for Vehicle Maintenance and Repair (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Twelve Corners Mobil to provide vehicle maintenance and repair services to Town vehicles at a rate of \$34.50 per hour for the period of 8/1/13 through 12/31/14 with the option to renew for up to three additional one-year periods.

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

Contract for Vehicle Collision Repair (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Austin Spencer Collision for Town vehicle collision repair services at a rate of \$36.00 per hour for the period of 8/1/13 to 12/31/14 with the option to renew for up to three additional one-year periods.

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

Contract for Air Monitoring Services Associated with Woody's Building Demolition (Public Works) – The FASC discussed with Tim Keef the request from Chad Roscoe for Town Board action to award a contract to Lozier Environmental Consulting, Inc. for air monitoring services associated with the demolition of Woody's building at a price not-to-exceed \$3,270 and to allow the Supervisor to execute any necessary change orders that do not collectively exceed 10% of the awarded contract price. This air monitoring is required by Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulation of the State of New York. The cost of this service will be charged back to the property owner.

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

Amend Contract for Environmental Assessment of UofR IPD **and** Appropriate Funds (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize the Supervisor to amend the existing contract with Stantec Consulting Group Inc. to include the review of the Final Generic Environmental Impact Statement for the University of Rochester's Institutional Planned Development at a cost not to exceed \$36,000 (making the total contract amount \$94,600). Town Board action is also requested to appropriate \$36,000 in engineering fees to be fully supported by an increase in contractor expense reimbursement of \$36,000. Funding has already been provided by the University.

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

Budget Amendments and Transfers:

Appropriate of Forfeited Property Funds (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the appropriation of \$5,338.82 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) to purchase training equipment.

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

Budget Transfer for Building Code Review (Building & Planning Dept.) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize a budget transfer totaling \$3,985 from engineering fees in the Building and Planning Department to Part-Time wages in the amount of \$3,700 and FICA in the amount of \$285 to support NYS Building Code compliance reviews for building permits to be performed with in-house staff rather than an outside contractor.

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

Also see contract item above for Environmental Assessment of U of R IPD.

Personnel Matters:

Appointment of Office Clerk IV Part-Time (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appoint Ms. Brittany Simmons to the position of Office Clerk IV Part-Time in the Records Division of the Police Department effective July 29, 2013 at a rate of \$13.18 per hour with a 52 week probationary period.

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

Other Matters for Action of the Town Board:

Capital Improvement Plan for 2014–2016 – The FASC discussed with Andrew Robinson and Supervisor Bill Moehle the request for Town Board action to adopt the proposed 2014-2016 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts.

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, August 6, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.