

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday August 20, 2013 Meeting**

Attendees: Councilmembers Chris Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, JP O'Brien, Rebecca Cotter, 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:**

No matters for this meeting.

**Grant Authorizations and Acceptances:**

Grant Award and Appropriation of Funds (Police Dept.) – The FASC discussed with JP O'Brien the request from Chief Mark Henderson for Town Board action to accept a grant in the amount of \$10,000 from the Division of Criminal Justice Services to purchase Automated External Defibrillators for the Police Department and to authorize the Supervisor to execute any related documents. Town Board authorization is also sought to appropriate the \$10,000 in law enforcement equipment to be fully supported by the grant revenue.

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

**Contracts and Contract Change Orders:**

Contract with Rochester-Monroe County Youth Bureau (Rec. Dept.) – The FASC discussed with Rebecca Cotter her request for Town Board action to authorize the Supervisor to execute an agreement with the Rochester-Monroe County Youth Bureau for 2013 in an amount not to exceed \$7,213 to support the Town's Youth Asset Building/Positive Youth Development Initiative. Rebecca also explained the program and its benefits to the youth.

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

Change Order for Design of Library Rooftop HVAC Unit (Library Wing/Pub. Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to execute a change order with M/E Engineering in the amount of \$1,900 to include a structural engineer review of the Library rooftop. These additional services are needed due to additional weight of the unit over what was originally anticipated.

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

Contract Renewal for Refuse and Recycling Services (Refuse Districts) – The FASC discussed with Tim Keef his request for Town Board action to exercise the current contract renewal option with Waste Management to provide refuse and recycling services in the Town’s special refuse districts for 2014 at an increased unit price of 1.65% (\$207.67 to \$211.09 per unit per year). This expense will be accounted for in the 2014 refuse district budgets.  
The FASC recommends the Town Board take favorable action on this matter.

**Budget Amendments and Transfers:**

Budget Transfer (Highway) – The FASC discussed with Tim Keef the request from Amy Banker for Town Board authorization to transfer a total of \$3,200 from various general fund highway department accounts to maintenance supplies in the highway/sewer facility account to cover unanticipated repairs to overhead doors in the garage.  
The FASC recommends the Town Board take favorable action on this matter

Also see contract item above for Police grant budget amendment.

**Personnel Matters:**

Appoint School Traffic Guard (Police) – The FASC discussed with JP O’Brien the request from Chief Mark Henderson for Town Board action to appoint Ms. Jane Neill to the permanent part-time position of School Traffic Guard at a rate of \$10,467 annually effective September 1, 2013. Ms. Neill currently holds this position on an on-call basis and she will be replacing Beverly Wedel who is retiring (see Discussion items below).  
The FASC recommends the Town Board take favorable action on this matter

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

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

**Other Matters for Discussion Only:**

The FASC discussed with JP O’Brien the resignation of School Traffic Guard Beverly Wedel from her position effective September 1, 2013 after over 27 years of service. Mrs. Wedel position will be filled by current on-call School Traffic Guard Jane Neill (see Personnel Matters above).

The FASC discussed with Mike Guyon and Tim Keef the possibility of consolidating the existing 49 refuse districts into a single district to reduce administrative efforts. There was concern about only having one large district as this may eliminate competition from smaller providers. The possibility of splitting into about 4 districts or splitting based on current assessments of AdValorem or Benefits Derived was also discussed. The committee recommends that the Department of Public Works look into the possibility of some sort of consolidation.

**Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

**Executive Session:**

At 4:14 pm Jason DiPonzio moved to go into executive session and Chris Werner seconded to discuss matters of litigation in the West Brighton Fire Protection District and Clover Blossom.

**Next Meeting:**

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