

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday October 1, 2013 Meeting

Attendees: Councilmembers Chris Warner and Jason DiPonzio, Supervisor William Moehle, Tim Keef, Mike Guyon, Rebecca Cotter, Mark Henderson, Bill Santos of M/E Engineering, 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:

Change Order for Fire Alarm System (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorize to allow the Supervisor to execute a change order with Kaplan-Schmidt Electric, Inc. in the amount of \$24,036 to install heat/smoke detection system within the truck bays at the DPW Operations Center and to provide required cables and contactors for the security/intrusion system. Bill Santos of M/E Engineering was also on hand to explain and answer questions as to why these items were not in the original bid specs that were developed by M/E Engineering staff. The truck bay area was not included because it is not required by State code and the additional door sensors were missed on the drawings by M/E Engineering. There was also some unanticipated cabling that was only made aware of during installation. The FASC recommends the Town seek partial payment from M/E Engineering due to their oversight of the doors but that the Town Board take favorable action on this change order at this time.

Contract for HVAC Services (Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to enter into an agreement with Crosby-Brownlie Inc. (the current Monroe County contract service provider) to provide maintenance and repair services to HVAC systems at Town Hall and the DPW Operations Center. Currently the Town utilizes the services of Monroe County personnel, but they are no longer able to provide these services due to work load.

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

Professional Services Agreement for Borrowing and Fiscal Advising Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a professional services agreement with Municipal Solutions, Inc. for borrowing and fiscal advising services for the next 9 months. Fees for these services will not change from the existing agreement with Municipal Solutions.
The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfer for Pool Repairs (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board authorization to transfer \$6,000 from Recreation PT wages to inter-department charges –Sewer in the amount of \$4,000 and \$2,000 to Recreation facility improvements to pay for repairs to the Town’s outdoor pool by the Sewer Department staff.
The FASC recommends the Town Board take favorable action on this matter.

Appropriation of Forfeited Property Funds and Exception to Procurement Policy (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the appropriation of \$3,165 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 a GPS tracking unit. An exception to the Town’s procurement policy is also requested to purchase a specific brand unit that is used by other municipalities and the Town’s current staff is familiar with.
The FASC recommends the Town Board take favorable action on this matter.

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 \$147.87 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 pay for special shipping costs for training equipment previously approved for purchase.
The FASC recommends the Town Board take favorable action on this matter.

Accept and Appropriate Donation (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept and appropriate a \$500 donation from Vision Automotive Group into Police program supplies to be fully supported by an increase in donations. Funds will be used for the Brighton Police Youth Explorer Program.
The FASC recommends the Town Board take favorable action on this matter.

Appropriation for Sidewalk Program (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to appropriate \$8,107.11 from the Consolidated Sidewalk District fund balance to the sidewalk construction/repairs account for lawn restoration expenses relating to 2011 repairs.
The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Appointment of On-Call Part-Time School Traffic Guard (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to approve the appointment of Ms. Suzy Jensen to the vacant position of on-call part-time School Traffic Guard effective October 14, 2013 at a Pier Diem rate of \$49.84.

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

Other Matters for Action of the Town Board:

No matters for this meeting.

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, October 15, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.