

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday November 5, 2013 Meeting**

Attendees: Councilmembers Chris Warner, Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Sue Wentworth, Chris Roth, Rick Tracey, John Haley of Outsource PC Services, Steve Zimmer, Tim Keef, Mike Guyon, Ramsey Boehner, Mark Henderson, Gary Brandt, Andrew Robinson, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 3:00 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:**

Request to Solicit Proposals for MCC Sanitary Sewer Project Design Services Phase III (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to solicit proposals for professional design services for Phase III of the Monroe Community College sanitary sewer project. The FASC recommends the Town Board take favorable action on these items.

Request to Solicit Proposals for Audit Services – (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to solicit proposals for annual financial auditing services of the Town's Operating, Capital, and Special District Funds along with special reviews. The FASC recommends the Town Board take favorable action on these items.

**Grant Authorizations and Acceptances:**

No matters for this meeting.

**Contracts and Contract Change Orders:**

Contract Extension for Uniform Cleaning/Laundrying (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to extend the current contract with Town & Country Cleaners for uniform cleaning and laundrying for a fourth year per the original agreement. The FASC recommends the Town Board take favorable action on this matter.

Change Order for Veterans Memorial Site Improvements – The FASC discussed with Mike Guyon his request for Town Board authorization to execute change order #3 with Birchcrest Tree and Landscape Inc. in the amount of \$2,996 to install a French drain along the northern boundary of the Veterans Memorial to help alleviate drainage problems along the Community Garden's southern boundary. This cost will be split between the Community Gardens and the Vet's Memorial. The FASC recommends the Town Board take favorable action on this matter.

Renewal of Intermunicipal Agreement with Town of Pittsford (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute a renewal agreement with the Town of Pittsford for snow and ice control services. The Town Pittsford will pay Brighton to plow Allens Creek Road for the 2013-14 snow season at the County's reimbursement rate (total amount estimated to be \$5,952.76). The FASC recommends the Town Board take favorable action on this matter.

Contract with Monroe County for Snow & Ice Control Services (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute a renewal agreement with Monroe County Department of Transportation (MCDOT) in the amount of \$304,935.46 for snow & ice control for the 2013/2014 season. The Town will be reimbursed by MCDOT for these services provided on county roads in the Town of Brighton. The FASC recommends the Town Board take favorable action on this matter.

### **Budget Amendments and Transfers:**

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 \$3,660 from unallocated cashouts to part-time wages and benefits in the Building and Planning Department to support NYS Building Code compliance reviews for building permits. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Truck Repairs and Replacement (Highway) – The FASC discussed with Tim Keef his request for Town Board authorization to transfer \$55,000 from road salt appropriations to vehicle maintenance/repair (\$3,200), vehicle parts (\$1,800) and trucks (\$50,000) to support additional truck repairs and the replacement of a medium duty dump truck. There was a discussion on the effects of this transfer on snow and ice control services for the remainder of 2013 and a discussion on equipment priorities within the highway department. The department is fully stocked with salt and this transfer will still leave around \$80,000 for supplies for the balance of 2013. The FASC recommends the Town Board take favorable action on this matter.

### **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. Suzanne Grau to the position of Office Clerk IV Part-Time in the Records Division of the Police Department effective November 18, 2013 at a rate of \$13.18 per hour. This position is vacant due to a recent resignation. The FASC recommends the Town Board take favorable action on this matter.

Amend Flexible Spending Plan (Personnel) – The FASC discussed with Gary Brandt his request for Town Board action to amend the Town's employee flexible spending plan (FSA) to replace the provision of a grace period with a new \$500 carry-over provision beginning with the 2014 plan year. The FASC recommends the Town Board take favorable action on this matter.

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

Disposal of Fixed Assets (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to declare as lost or destroyed various computer equipment.

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

### **Other Matters for Discussion Only:**

There was a presentation from John Haley of Outsource PC Services of an application he developed to be utilized by the Fire Marshal and two Assistant Fire Marshals for use during daily field inspections to increase efficiencies. The department will utilize the iPads that were obtained via a grant to access this application for code inspections that will reduce drive-time and hard copy reports.

The FASC discussed with Suzanne Zaso an accounts payable purchasing card program as a form of vendor payment with cash rebate of 1% for every dollar spend via the card. There was an interest by the committee in this program so a formal request to enter into an agreement and develop a policy for the program will be presented at the next FASC meeting.

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

Request to Purchase Fiber Interconnection (Sewer/Public Works) – The FASC discussed with Mike Guyon and Sue Wentworth Mike's request for Town Board authorization to enter into an agreement with Fibertech Networks (state contract) to install and support a fiber optic line between the Town Hall and the Operations Center for a one-time fee of \$5,000 and a monthly fee of \$900. It was discussed that at the last minute other vendors have expressed an interest in providing this services. These vendors will be reviewed with a final recommendation for contract expected to be presented to the Town Board on November 26<sup>th</sup> per FASC recommendation.

### **Executive Session:**

The FASC went into executive session at 5:05 pm (motioned by Chris Werner and seconded by Jason DiPonzio) to discuss the employment of a particular person. Jason DiPonzio motioned to exit executive session at 5:50 pm (Chris Werner seconded).

### **Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, November 19, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.