

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday November 19, 2013 Meeting**

Attendees: Councilmembers Chris Warner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, MaryAnn Hussar, Mark Henderson, Tim Keef, Kevin Hall, Gary Brandt, 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:**

Request to Seek Proposals for Cable Television & Video Production Services (Cable) – The FASC discussed with MaryAnn Hussar her request for Town Board authorization to seek proposals for professional services for cable television operations for Brighton public access and government channels and video production services for calendar year 2014.

The FASC recommends the Town Board take favorable action on these items.

Request to Seek Proposals for Vehicle Striping (Police) – The FASC discussed with Chief Mark Henderson his request for Town Board authorization to seek proposals for police vehicle striping for 2014 with options to renew for up to 3 additional years.

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:**

Appoint Trustee for Service Awards Program Funds (Finance/WBFPD) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the 9/11/13 Town Board resolution to appoint Comerica Bank instead of RBC Wealth Management as trustee of the W. Brighton Fire Protection District's Service Awards program and to authorize the Supervisor to execute any related documents.

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

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

Budget Transfer for Lift Repairs (Highway) – The FASC discussed with Tim Keef his request for Town Board authorization to transfer \$15,600 from Road Repairs (materials) to Machinery (repairs) in the Highway Fund help fund repairs needed to the hydraulic lift in the mechanics shop. One-third of the total expenditure for this repair will be charged to the Sewer District.

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

### **Personnel Matters:**

Promotion to Police Captain (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board approval of the promotion of Lt. Charles David Catholdi to the rank of Captain effective 12/2/13. This position is available due to the 11/30/13 retirement of Captain William Principe.

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:**

The FASC discussion with Suzanne Zaso refunding payments paid by credit card for Recreation programs back onto the original credit card used for payment without prior Town Board audit and approval. While Town Law section 118 prohibits payments of Town funds (with a few exceptions) without prior Town Board audit and approval. The question is how these funds are perceived: Are they Town funds once received and deposited into the Town's bank account or are they considered funds "on account" until the services (i.e. program) has been provided. Since the Town does not separate these funds when depositing the committee considers these funds to be Town Funds once they are deposited and therefore credits should not be processed on cards until after Town Board audit and approval.

The FASC discussed with Suzanne Zaso the upcoming FASC meeting schedule and the decision not to hold a second Town Board meeting in the month of December 2013. It was decided to keep the regular schedule for FASC meetings while moving what would typically be a Tuesday, December 31<sup>st</sup> meeting to Monday, December 30<sup>th</sup> at 3:30 pm.

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

Contract Renewal with Brighton Volunteer Ambulance (Ambulance Special District) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2014 in an amount not to exceed \$306,000 (per the 2014 budget).

The committee decided to hold this item until further discussions are had with BVA regarding billing on high deductible plans.

### **Executive Session:**

The FASC went into executive session at 3:50 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 4:50 pm (motioned by Chris Werner and seconded by Jason DiPonzio).

### **Next Meeting:**

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