

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday December 3, 2013 Meeting

Attendees: Councilmembers Chris Warner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Mark Henderson, Sue Wentworth, Steve Zimmer, Mike Guyon, Tim Keef, Chris Roth, Gary Brandt, Daniel Aman, Rebecca Cotter, Jerry Doberstein of Paris-Kirwan, 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:

Contract for MCC Sanitary Sewer Project Design Services Phase III (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to authorize the Supervisor to execute an agreement with Lu Engineers, the low responsive and responsible bidder, for professional design services for Phase III of the Monroe Community College sanitary sewer project at a fee not to exceed \$19,000 and additional authorization of the Supervisor to execute any change orders not exceeding 10% of this amount in aggregate. The FASC recommends the Town Board take favorable action on these items.

Contract for Emergency Call-Out Services (Public Works) – The FASC discussed with Chris Roth his request for Town Board action to authorize the Supervisor to enter into an agreement with Emergency Enclosures, Inc. to provide emergency enclosure services as needed to secure vacant buildings in Town. The FASC recommends the Town Board take favorable action on these items.

Contract for Cable Television Programming (Cable) – The FASC discussed with Suzanne Zaso the request from MaryAnn Hussar for Town Board action to authorize the Supervisor to execute an agreement with Electronic Field Productions Inc. (the sole bidder) for cable television programming and production services for 2014 in an amount not to exceed \$48,000. 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:

Agreement for Animal Boarding and Veterinary Services (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2014. The Pittsford Animal Hospital is the only provider in the area to offer 24 hour service. The FASC recommends the Town Board take favorable action on this matter.

Request for Fiber Interconnection and Dedicated Internet Services (Sewer/Public Works/Police) – The FASC discussed with Mike Guyon and Sue Wentworth Mike's request for Town Board action to authorize the Supervisor to enter into an agreement with Fibertech Networks to install and support a fiber optic line between the Town Hall and the Operations Center and to provide dedicated internet services for the Brighton Police Department. Several providers were submitted proposals and were interviewed but it was felt that Fibertech offered the best guarantee for service. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Workers' Compensation (Personnel) – The FASC discussed with Gary Brandt his request for Town Board authorization of the Supervisor to execute a renewal contract with Perma for workers' compensation insurance for 2014 at a cost not to exceed \$258,194, inclusive of tail claim administration. The FASC recommends the Town Board take favorable action on this matter.

Renewal Contract for Senior Transportation (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board authorization of the Supervisor to execute a renewal agreement with Park Place Limousine Services to provide transportation for the Senior's program for 2014 with no rate change. The FASC recommends the Town Board take favorable action on this matter.

Contract for Postage Machine (Town Clerk) – The FASC discussed with Dan Aman his request for Town Board action to authorize the Supervisor to execute an agreement with Lineage (Mailfinance, Inc. and NeoPost USA, Inc.) for a 3-year lease of a Neopost postage machine at Town Hall for \$176.86 per month. The FASC recommends the Town Board take favorable action on this matter.

Contract for Mailing Services (Town Clerk) – The FASC discussed with Dan Aman his request for Town Board action to authorize the Supervisor to execute an agreement with IMS Inc. to provide first-class presort and mailing services for the Town. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfer for Truck Repairs (Highway) – The FASC discussed with Tim Keef his request for Town Board authorization to transfer \$13,500 from Road Repairs (materials) to Machinery (\$4,450 for vehicle parts and \$9,050 for vehicle repairs) in the Highway Fund to repair two dump trucks.

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

Budget Transfers (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to make various 2013 budget transfers and amendments (per attached spreadsheet) to reflect actual operations.

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

Personnel Matters:

Amend Seasonal Employee Wage Rates (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt new wage rates for seasonal employees effective 12/31/13 to be in compliance with the new State minimum wage (\$8.00 per hour) taking effect on the same date. This schedule was discussed and adopted as part of the 2014 Town Budget process, however this change will take effect one day prior to 2014. It was noted that the State minimum will also be increasing to \$8.75 on 12/31/14 and \$9.00 on 12/31/15. The FASC recommends the Town Board take favorable action on this matter.

Replacement for Discontinued PIP Medical Plan (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to name the Core plan as the replacement medical plan for the Prolong Illness Protection Plan (PIP) due to its elimination by Excellus. This plan was the base plan that was used to determine the dollar contribution from the Town for some current Town retirees.

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:

The FASC went into executive session at 5:12 pm (motioned by Chris Werner and seconded by Jason DiPonzio) to discuss the employment of particular people. The FASC exited executive session at 5:30 pm (motioned by William Moehel 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 17, 2013 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.