

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday January 14, 2014 Meeting

Attendees: Councilmembers Christopher Warner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Mike Guyon, Tim Keef, Rebecca Cotter, Mark Henderson, 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 Application for Sidewalks (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to apply for a Monroe County Community Development Block Grant (CDBG) to help fund sidewalks along the south side of Crittenden Road from E. Squire Dr. to W. Henrietta Road in 2015. The grant is to cover 90% of the 5' wide 1,700' long concrete sidewalks with the Town funding the 10% balance.

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

Contracts and Contract Change Orders:

Contract Extension for Printing Services (Recreation Dept./Central Services) – The FASC discussed with Rebecca Cotter her request for Town Board action to extend a contract with Penny Lane Printing for the printing of the 2014 Town newsletter with no change in pricing. A bid was awarded to Penny Lane for these services in 2013 with the option to extend for two additional one year periods.

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

Contract Extension for Distribution of Town Newsletter (Recreation Dept./Central Services) – The FASC discussed with Rebecca Cotter her request for Town Board action to extend the contract with Perinton Publishing for the distribution services for the 2014 Town newsletters with no change in pricing. A bid was awarded to Perinton Publishing in 2013 that included an option to renew for an additional year with not change in pricing or terms.

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

Contract with Monroe County for All Seasons Services (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute a renewal contract with Monroe County DOT for the Town to provide mowing, sweeping, and dead animal pickup on County roads in 2014. The FASC recommends the Town Board take favorable action on this matter.

Contract Extension with NYS DOT for Snow and Ice Control (Highway) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an extension with the NYSDOT for Snow and Ice Control on State roads in the Town for the 2015/16 season. The FASC recommends the Town Board take favorable action on this matter.

Inter-Municipal Agreement with Monroe County for Tobacco Compliance Checks (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for Tobacco Compliance Checks for the period of 4/1/13 through 3/31/14 for a maximum reimbursement of \$2,000. The FASC recommends the Town Board take favorable action on this matter.

Contract for Accounts Payable Purchasing Card Program (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to enter into an agreement with M&T Bank to provide a purchasing card program as a form of vendor payment with a cash rebate of 1% for every paid dollar. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare Vehicle Surplus (Highway Dept.) – The FASC discussed with Tim Keef the request of Tim Anderson for Town Board action to declare a 2007 Dodge Ram 2500 Pick-Up as surplus and to authorize disposal at municipal or on-line auction. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Mike Guyon purchasing guidelines for the upcoming Monroe Avenue GIGP project. In an effort to expedite the project, which will be done by Town forces, a discussion with the FASC was had about allowing the Highway and Public Works departments to solicit competitive bids based on a blanket authorization of the Town Board as opposed to first requesting Town Board authorization for the specific purchase before soliciting bids. All bid awards would be presented to the Town Board for their individual award before purchases are made. The intent is to expedite purchasing and, therefore, not hold up work on the project. The FASC was favorable to this process for this particular project. Mike Guyon will present a formal letter at the next FASC meeting requesting Town Board action relating to this process.

Matters Tabled for Research and/or Discussion:

Business Associate Agreement with Brown & Brown of NY, Inc. (Personnel) – The FASC discussed with Gary Brandt his request for Town Board authorization of the Supervisor to sign an annual Business Associate Agreement with Brown & Brown of NY, Inc. to comply with HIPPA laws for each year that Brown & Brown is designated as the broker of record for the health plans sponsored by the Town. Due to some questions in the agreement, it was agreed to table this item until the next FASC meeting so additional information could be obtained and the Town Attorney would have a chance to review.

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, February 4, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.