

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday February 4, 2014 Meeting

Attendees: Councilmembers Christopher Warner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Tim Keef, Mark Henderson, Andrew Robinson, Raymond Wager and Greg Pheterson of Raymond F. Wager, CPA, 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:

Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services as provided for in the 2014 as listed in his communication.

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

Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services as provided for in the 2014 as listed in his communication.

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

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Revision to Engagement for Legal Services (Personnel) – The FASC discussed with Gary Brandt and Chief Henderson the request for Town Board authorization of the Supervisor to sign an engagement letter with Coughlin & Gerhart LLP to have Mary Louise Conrow, Esq. provide legal and labor negotiating services for matters relating to the Brighton Police Department.

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

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 HIPAA laws for each year that Brown & Brown is designated as the broker of record for the health plans sponsored by the Town.

The FASC recommends the Town Board take favorable action on this matter for 2014 and that further agreements be brought back to the committee and Town Board.

Contract Renewal for Street Light Maintenance (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an agreement with M.L. Caccamise Electric to provide electrical maintenance services to Town street lights for 2014.
The FASC recommends the Town Board take favorable action on this matter.

Authorize Renewal Agreement for Refuse and Recycling Services (DPW/Parks) – The FASC discussed with Tim Keef his request for Town Board authorization to execute an agreement with Waste Management of New York to provide refuse and recycling services to the Town facilities for 2014.
The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Mowing and Landscaping Services (Facilities/Parks/Highway) – The FASC discussed with Tim Keef his request for Board action to renew the contract for mowing and landscaping services at Town facilities, parks and neighborhoods with Woodgate Landscaping Inc., for the 2014 season.
The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Arborist Consulting Services (Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to renew the agreement with Jerry Peterson for Arborist Consulting Services.
The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Amendment for Training (Police) – The FASC discussed with Suzanne Zaso and Chief Mark Henderson the request for Town Board action to appropriate \$4,625 from General Fund balance to the Police Department training budget for community building training. Funding was available in the 2013 budget but a contract for these services was not able to be secured until 2014.
The FASC recommends the Town Board take favorable action on this matter.

2013 Budget Transfers and/or Appropriations (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2013 budget as part of the year-end financial close process. As part of the discussion, it was noted that \$112,525 was need to cover anticipated liabilities due to a past workers' comp case in the Police Department. The committee recommended that the Town's Workers' Comp Reserve be used to fund this liability (which currently has over \$616,000).
The FASC recommends the Town Board take favorable action on this matter with the addition of the appropriation from the Workers' Comp Reserve in the amount of \$112,525.

Contribution to Assessment Update Capital Reserve (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to transfer \$20,000 from unassigned General Funds to the Assessment Update Capital Reserve at year-end 2013. This will put the Assessment Update Reserve at just over \$81,400 to be used toward a future Town-wide assessment update. The FASC recommends the Town Board take favorable action on this matter.

Closing of Capital Projects (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the closing of the Highland Avenue Reconstruction Project, Storm Sewer Improvements Project, and Library/Town Hall Connection Project as of 12/31/13. The Highland Avenue and Storm Sewer Improvements (Warren Ave. culvert) projects have been completed and the Library Connection project never took place. The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Declare as Surplus and Trade-In for New Two Bobcat Skid Steer Loaders - (Sewer) – The FASC discussed with Tim Keef his request for Town Board action to declare two bobcat skid steer loaders as surplus and to authorize the trade-in of both loaders for new loaders as part of the Bobcat Equipment Buy Back Program for a new cost of \$5,575.04 each. The FASC recommends the Town Board take favorable action on this matter.

Declare as Surplus and Trade-In for New One Backhoe Loader (Highway) – The FASC discussed with Tim Keef his request for Town Board action to declare one Caterpillar backhoe loader as surplus and to authorize the trade-in of said loader for a new loader at a net cost of \$6,318. The FASC recommends the Town Board take favorable action on this matter.

Addendum to Highway Permit (Highway) – The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute and addendum to a highway permit for Greenlight Networks, LLC to install communication facilities within the Meadowbrook neighborhood. The FASC recommends the Town Board take favorable action on this matter.

IRS Mileage Reimbursement Rate for 2014 (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the change in the mileage reimbursement rate as indicated by the IRS standard rate for business use of employee's vehicles. The rate will be decreasing by one-half cent to \$.56 per mile effective January 1, 2014. It was discussed and recommended to amend the Town's Mileage Reimbursement Policy to reflect the current standard IRS rate at the time of travel rather than to amend the amount every time the IRS has a rate change.

The FASC recommends the Town Board take favorable action on amending the Mileage Reimbursement Policy to reflect reimbursement based on the current IRS Standard Rate.

Other Matters for Discussion Only:

The FASC had a discussion lead by Raymond Wager and Greg Pheterson of Raymond F. Wager, CPA P.C. regarding the upcoming preparation and audit of the Town's 2013 financial transactions and statement preparation along with future changes in financial reporting requirements such as pension liabilities. Mr. Pheterson also prepared a fiscal stress analysis of the Town for 2012 which resulted in no stress.

The FASC discussed with Tim Keef the current contract with Sensenig's Landscape Supply of Geneva, NY for grinding and removal of brush at the landfill. This contract will expire in March of 2014 and the vendor no longer wishes to pay the Town for the brush. The highway department will check if other contractors might be interested in providing and paying for this service. In the past, the Town had to pay vendors to grind the brush. A follow-up will be provided by Mr. Keef in an upcoming FASC meeting.

The FASC discussed with Suzanne Zaso amending the Town's current credit card policy to include the use of a major credit card for situations when no other means of payment available. A recommended policy will be presented at an upcoming FASC meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 3:38 p.m. (motioned by Chris Warner and seconded by Jason DiPonzio) to discuss the employment of a particular person. The FASC exited executive session at 4:02 p.m.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Wednesday, February 19, 2014 beginning at 9:00 am** and will be held in the Stage Conference Room at Town Hall.