

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

Attendees: Councilmembers Jason DiPonzio and Louise Novros, Supervisor William Moehle, Tim Keef, 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:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract Amendment for Landfill Services (Highway) – The FASC had a follow-up discussion with Tim Keef regarding the contract with Sensenig's Landscape Supply of Geneva, NY for landfill contracting services to process yard waste. The contract expires in March 2013 and Sensenig would like to renew with an amendment to change the fee from a unit price to a flat annual fee paid to the Town in the amount of \$8,000. Mr. Keef believes an RFP for these services would likely result in contractors requesting that the Town pay for these services as in the past. It was therefore requested to renew with Sensenig with the proposed amendment and the option to renew for up to three additional years. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Police Vehicle Set-Up (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute a renewal agreement with Task Force Lighting for Police vehicle set-up services in 2014 at a rate of \$25 per hour (an increase of \$3/hr.). The FASC recommends the Town Board take favorable action on this matter.

Contract for Vehicle Striping (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Southpaw Designs for vehicle striping services for 2014 at a rate of \$540 per vehicle and with options to renew for up to three additional years. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Geese Control services (Police Dept. – Animal Control) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2014 (no service for the month of July) at a monthly cost of \$650 (no change in pricing).

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

Contract Renewal for Live Internet Video Streaming and Video-on-Demand Services (Cable) – The FASC discussed with Suzanne Zaso the request from MaryAnn Hussar for Town Board authorization to renew an agreement with Leightronix, Inc. for live internet video streaming and video-on-demand hosting services from 4/25/14 to 4/24/15 in an amount not to exceed \$4,788 (no change in pricing).

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

Budget Amendments and Transfers:

Closing of Storm Sewer Debt Funds (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to close the remaining debt service funds for the 2007 Storm Sewer project to the Highway Fund.

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

Budget Amendment for Ongoing Capital Projects (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board Authorization to amend the 2014 Capital Budgets and to re-appropriate the unexpended balances of appropriations provided for in the ongoing capital projects that were closed out by the Town's financial system at year-end 2013.

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

Personnel Matters:

Amend Personnel Policies (Personnel) – The FASC discussed with Supervisor Moehle his and Personnel Director Gary Brandt's request for Town Board action to amend the personnel policies for Equal Employment Opportunity and Non-Discrimination to include the term "gender identity or gender expression."

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

Adopt Personnel Policy for Living Wage (Personnel) – The FASC discussed with Supervisor Moehle his and Personnel Director Gary Brandt's request for Town Board action to adopt a personnel policy for Living Wage for all full-time permanent non-represented employees as defined by the City of Rochester Code.

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

Other Matters for Action of the Town Board:

Donation of Driver Feedback Radar Units (Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to accept a donation from Monroe County of three driver feedback radar units along Elmwood Avenue. These units were installed by the County as part of the Elmwood Avenue reconstruction project and the County no longer wishes to maintain them. The FASC recommends the Town Board take favorable action on this matter.

Declare Vehicles as Surplus for Auction (Police) – The FASC discussed with Chief Mark Henderson his request for Town Board action to declare two Ford Crown Victoria Police vehicles as surplus and authorize for auction. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Suzanne Zaso her draft policy for Charge and Credit Card Use. It was recommended that some terms be defined in the policy and that any other comments the committee may have be communicated to Suzanne before the next FASC meeting on March 18th, at which time a new draft will be discussed.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

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, March 18, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.