

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday March 18, 2014 Meeting**

Attendees: Councilmembers Christopher Werner, Jason DiPonzio and Louise Novros, Supervisor William Moehle, Tim Keef, Chad Roscoe, Capt. David Catholdi, JP O'Brien, Susan Wentworth, Matt Beeman, Dianne Burdette, Rebecca Cotter, 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:**

Award Bid for Sidewalk Replacement Program (Public Works Dept.) – The FASC discussed with Tim Keef and Chad Roscoe the request for Town Board action to award a bid for the 2014 Sidewalk Replacement Program to the low, responsible bidder, Pro Construction of Bergen, NY in an amount not to exceed \$141,927, and to authorize the Supervisor to execute change orders not exceeding 10% of the base contract.

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

**Grant Authorizations and Acceptances:**

Grant Acceptance and Budget Amendment (Town Justice) – The FASC discussed with Dianne Burdett her request for Town Board action to accept a grant in the amount of \$4,513.44 from the Justice Court Assistance Program (JCAP) to provide for the purchase of a new walk-through metal detector and to amend the 2014 budget to reflect this additional revenue and expenditure. The court will look for a possible buyer of the existing metal detector and return to a future meeting for disposal.

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

**Contracts and Contract Change Orders:**

Contract for July 4<sup>th</sup> Fireworks Display (Parks) – The FASC discussed with Matt Beeman his request for Town Board authorization to enter into a contract with Young Explosives for the July 4, 2014 Town fireworks display at a cost of \$11,400 (same cost as 2013).

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

Contract for Legal Service – The FASC discussed with Bill Moehle an amendment to the agreement with Davidson Fink, LLC for legal service increasing the hourly rate.  
The FASC recommends the Town Board take favorable action on this matter.

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

See Grant Acceptances above.

### **Personnel Matters:**

Amend Table of Organization (Info Systems) – The FASC discussed with Suzanne Zaso and Sue Wentworth the request for Town Board action to amend the table of organization under Information Systems to remove titles no longer in use and to reduce the hours worked for the Coordinator.  
The FASC recommends the Town Board take favorable action on this matter.

Promotion of Animal Control Officer (Police) – The FASC discussed with Captain Dave Catholdi and JP O'Brien the request from Chief Mark Henderson for Town Board action to promote current Animal Control Officer to Unit Supervisor due to the retirement of the current supervisor.  
The FASC recommends the Town Board take favorable action on this matter.

### **Other Matters for Action of the Town Board:**

Declare Vehicles as Surplus for Auction (Police) – The FASC discussed with Captain Dave Catholdi and JP O'Brien the request from Chief Mark Henderson for Town Board action to declare one Ford Crown Victoria Police vehicle 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 Bill Moehle and Rebecca Cotter a potential grant option from the State and Municipal Facilities Program (SAM) through the NYS Dormitory Authority for a Farmers' Market at Buckland Park.

The FASC discussed with Suzanne Zaso equipment and repair items that were slated for borrowing in the 2014 budget.

The FASC discussed the annual report from Penflex, Inc. for the Service Award Program in the West Brighton Fire Protection District.

The FASC discussed with Suzanne Zaso the draft policy for Charge and Credit Card Use. It was recommended to ask the Town's independent auditors if they would review and comment on this policy.

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

No matters for this meeting.

**Executive Session:**

The FASC went into executive session at 3:34 pm to discuss the employment of a particular person. They exited executive session at 3:40 pm.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday, April 1, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.