

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday June 3, 2014 Meeting

Attendees: Councilmembers Christopher Werner and Jason DiPonzio, Supervisor William Moehle, Tim Keef, Mike Guyon, Andrew Robinson, Ken Gordon, Dennis Meitz and Dan McCue of Brighton Volunteer Ambulance, 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 Requests for Bids for MCC Sanitary Sewer Project Phase III (Sewer) – The FASC discussed with Mike Guyon his request for Town Board authorization to seek bids for construction services for the Monroe Community College sanitary sewer project Phase III. This phase of the project will enable the Rustic Village pump station to be taken off line. 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:

See Tabled Matters below.

Budget Amendments and Transfers:

Budget Transfer for Vehicle Lift Repairs (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board authorization to transfer \$10,000 from Road Repairs to Machinery in the Highway Fund for unanticipated repairs to hydraulic vehicle lift in the mechanics shop. This is a different lift than the one repaired at the end of 2013. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Fireproof Filing Cabinet (Personnel) – The FASC discussed with Suzanne Zaso her request for Town Board action to transfer \$1,100 from the Town contingent account to the Personnel Dept. budget to purchase a fireproof filing cabinet to house personnel records.

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

Accept Donation and Amend Budget for AED Units (Town Facilities) – The FASC discussed with Suzanne Zaso her request for Town Board action to accept a cash donation in the amount of \$2,990 from Brighton Rotary to purchase two AED units to replace one in the main Town Hall and one in the Public Safety wing. Authorization is also requested to amend the Facilities Operations budget to reflect the donation and purchase by increasing the safety equipment line and increasing donations.

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:

Clean Sweep 2014 Program Sponsorships – The FASC discussed with Suzanne Zaso her request for Town Board action to accept sponsorships of cash totaling \$6,100 and in-kind services totaling \$1,119.94 for the 2014 Clean Sweep Program. As in the past, funding received for sponsorships exceeded the expenditures for the program, which were approximately \$2,200.

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

Electronic Banking Policy (Finance Dept.) – The FASC discussed with Suzanne Zaso the revisions that were made to the draft policy for Electronic Banking and her request for Town Board action to adopt the Electronic Banking Policy. This policy documents the authorization and procedures to be followed by Town employees who engage in electronic banking activities for Town business purposes.

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

Discussion Regarding Best Value Contracts – The FASC discussed with Town Attorney, Kenneth Gordon, changes in state law that will allow awarding a bid based on best value. Ken reviewed material received at the Association of Towns conference in February regarding this topic and there was a discussion on how to proceed with a local law allowing best value to be used for bidding and making certain if used that the bid specs specifically state such along with the values that will be evaluated. Ken will draft a local law with anticipation of being ready for the 6/25/14 Town Board meeting to set a public hearing.

Other Matters for Discussion Only:

Discussion Regarding Ambulance Fleet – The FASC discussed with Dennis Meitz and Dan McCue of Brighton Volunteer Ambulance (BVA) their experience so far with the Mercedes Benz Sprinter ambulance that was purchased by the District in 2013 for use by BVA and they gave a tour of the vehicle. They also discussed BVA's future fleet recommendations which include continuing to use the Sprinter style ambulances but with a 6-year annual replacement cycle of one ambulance every year (instead of the current every other year) and only a fly car in year six. With the cheaper style ambulances, anticipated lower O&M costs, and possibility of higher resale values (as the ambulances will be turning over at a younger age) BVA believes there to be a potential for cost savings even with the escalated replacement schedule.

Matters Tabled for Research and/or Discussion:

Lease Renewal for AT&T Cell Tower Rent (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an amended lease agreement with NCWPCS MPL 28-Year Sites Tower Holdings LLC (former agreement with AT&T Wireless PCS, LLC) to lease space at 1941 Elmwood Ave. where AT&T has an existing cell tower and lease agreement. The amended agreement with the tenant, now Crown Castle who took over the AT&T leases, is for an initial period expiring on 7/31/19 with 3 automatic 5-year renewals. The initial rent would remain unchanged at \$15,870 annually (note that co-locaters pay an additional rent) and increase of 15% on 8/1/20 and at the beginning of each renewal period thereafter. The committee was concerned with not receiving the next escalator in rent until 2020 (10 years after the last escalator) and with the Town not having an option to terminate the lease while the tenant may with a 60-day notice prior to the end of a term. Suzanne will follow-up with the representative for the tenant and return to the committee.

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 June 17, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.