

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday August 5, 2014 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Jim Vogel, Supervisor William Moehle, Dan Aman, Gary Brandt, Barb Snyderman, Evert Garcia, Steve Zimmer, 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:

Bid Request and Contract for Crittenden Road Sidewalks (Public Works) – The FASC discussed the request from Chad Roscoe for Town Board authorization to seek bids for sidewalk construction on Crittenden Road as part of the Monroe County CDBG funds and authorization of the Supervisor to execute documents relating to the grant award of \$32,625.

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

Request to Reject Bid and Rebid Phase III of MCC Sanitary Sewer Project (Sewer) – The FASC discussed with Evert Garcia his request for Town Board action to reject the sole bid received for construction services for the Monroe Community College sanitary sewer project Phase III and to authorize the department to revise the plans and re-bid the project. The single bid for boring came in over budget so a revision to the plan will be developed and rebid.

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:

Contract for Copiers/Printers (various depts.) – The FASC discussed with Dan Aman his request for Town Board action to authorize the Supervisor to execute agreements with Toshiba to purchase with installment payments 6 copiers within various Town departments, inclusive of maintenance services, over a period of 36 months. Four copier manufacturer's equipment was demonstrated to a group of Town employees representing various Town departments and the consensus on overall functionality was with the Toshiba machines. The purchase will be through an already vetted bidding contract through Eastern Suffolk BOCES. The FASC recommends the Town Board take favorable action on this matter.

Contract for Hardware Supplies (various departments) – The FASC discussed with Suzanne Zaso the request from Tim Keef for Town Board action to award a contract to Mayer Hardware for the annual purchase of hardware supplies at a 15% discount. Request is also sought to allow for the renewal of such contract administratively for up to four additional one-year periods. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

See Tabled Items.

Other Matters for Action of the Town Board:

Joint Municipal Cooperative Bidding Program (Central Services) – The FASC discussed with Dan Aman his request for Town Board adoption of a resolution for a Joint Municipal Cooperative Bidding Program with Easter Suffolk BOCES to enable the use of a contract already awarded by the Program for copiers and to authorize the payment of \$510 to join said Program for such purchase. The FASC recommends the Town Board take favorable action on this matter.

Online Dog Licensing with BAS (Town Clerk) – The FASC discussed with Dan Aman his request for Town Board authorization to set-up an online dog licensing system through the Town Clerk's BAS software to enable online renewal with payment via credit card. The initial cost of the system is \$1,740 and a one-time set-up and training fee of \$240. The annual maintenance will be \$600. These costs will be covered by the Town Clerk's budget. The FASC recommends the Town Board take favorable action on this matter.

Capital Improvement Plan for 2015–2017 – The FASC reviewed for a second time the proposed 2015-2017 Capital Improvement Plan (CIP) for the Town Operating Funds and Special Districts. Changes since the initial discussion with the FASC on July 15th were discussed in detail. The FASC recommends the Town Board adopt the CIP for 2015-2017 as presented.

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

Half-Pay Sick Leave Policy for Part-Time Permanent Employees (Personnel) – The FASC discussed with Gary Brandt his request for Town Board action to adopt a half-pay sick leave policy for qualifying part-time permanent employees who work at least 20 hours per week and have at least one year of services with the Town. The FASC recommended that benchmarking from other employers be done and this matter brought back to the committee for review.

Sick Leave Policy Revision for Full-Time Employees (Personnel) – The FASC discussed with Gary Brandt his request for Town Board action to adopt a revision to the Town's sick leave policy for non-represented full-time employees to allow for the limited use of available sick time for parental leave upon the birth or placement of a child for adoption. The FASC recommended further benchmarking and review on this policy before being brought back to the committee for future review and consideration.

Comp Time Policy Revision for Full-Time Employees (Personnel) – The FASC discussed with Gary Brandt his request for Town Board action to adopt a revision to the Town's comp time policy for non-represented full-time employees to include new titles and limit the amount of comp time allowed to be banked to 120 hours. The FASC recommend further review of the proposed changes and for a revision to be presented at a future FASC meeting for consideration.

Executive Session:

The FASC went into executive session at 3:38 pm (motioned by W. Moehle and seconded by C. Werner) to discuss the employment of a particular person. They exited executive session at 3:46 pm.

The FASC went into a second executive session at 3:55 pm (motioned by C. Werner and seconded by J. DiPonzio) to discuss the employment of a particular person. They exited executive session at 4:17 pm.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday August 19, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.