

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday September 2, 2014 Meeting

Attendees: Councilmember Jason DiPonzio, Supervisor William Moehle, Mark Henderson, Sue Wentworth, Rebecca Cotter, Tim Keef, Gary Brandt, Dan Aman, 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 Appropriate Reserves for Pick-up Truck (Highway) – The FASC discussed with Tim Keef his request for Town Board authorization to seek bids to replace one pick-up truck with plow in the highway department that needs extensive repairs. The truck is 10 years old with over 65,000 miles and is used extensively throughout the year. It was slated for replacement in the CIP for 2017. Repairs are estimated at \$15,000 so it is being requested for replacement now. Authorization is also requested to appropriate up to \$40,000 from highway equipment reserve funds for such purpose. This appropriation is subject to a permissive referendum.

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

Grant Authorizations and Acceptances:

Accept Funding for Bullet Proof Vests (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept the terms and conditions of the NYS Attorney General's Office inVEST Partnership Award for reimbursement of 50% of the purchase price of bullet proof vests in 2015.

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

Contracts and Contract Change Orders:

Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 4, 2014. Total amount for these services are not to exceed \$520.

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

Budget Amendments and Transfers:

Accept Donation and Appropriate Funds (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a donation in the amount of \$2,559.20 from the Community Overdose Prevention Program and to appropriate same for the purchase of naloxone kits by increases expenditures in program supplies supported by an increase in state aid. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Part-Time Wages (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board authorization to transfer \$13,000 from contractual instructor fees to part-time wages under the Sr. Citizen Program to account for the change in paying some instructors as a contractor to paying as an employee.

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

Budget Transfers (Highway) – The FASC discussed with Tim Keep the request from Tim Anderson for Town Board authorization to transfer \$13,912.25 from various highway department accounts to the vehicle parts budget in the Highway Machinery department to purchase various vehicle parts.

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

Personnel Matters:

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 a minimum of 20 hours per week. This item was originally discussed at the 8/5/13 FASC meeting.

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

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. This item was originally discussed at the 8/5/14 FASC meeting.

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

Business Associate Agreement with EBS-RMSCO, 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 EBS-RMSCO, Inc., the Plan Administrator for the Town's FSA and COBRA benefit programs, to comply with HIPPA, HITECH, and PHI laws.

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

Amend Organization Table and Reclassify Title (Town Clerk/Central Services) – The FASC discussed with Dan Aman his request for Town Board action to amend the Organizational Table for the Central Services Department to eliminate the part-time Security Worker position and to move the on-call Security Worker position to the Flat Salary/Wage Positions Schedule at a current 2014 rate of \$14.32 per hour

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

Other Matters for Action of the Town Board:

Declare Items as Surplus (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board authorization to declare 14 computers and laptops as surplus as they have no or minimal value and are no longer useful for Town purposes.

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

Donation of Surplus Equipment (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board authorization to donate 13 computers and related items that have no or minimal value and are no longer useful for Town purposes to Action for a Better Community to benefit their Micrecycle program that repurposes such equipment into the community.

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

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

Sick Leave Policy Revision for Full-Time Employees (Personnel) – The FASC discussed for a second time the request from Gary Brandt 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. This item was originally discussed at the 8/5/14 FASC meeting. The FASC would like to review this item further and has recommended not requesting Town Board action at this time.

Executive Session:

The FASC went into executive session at 4:47 pm (requested and motioned by W. Moehle and moved by J. DiPonzio) to discuss collective bargaining and the employment of a particular person. At 5:23 pm W. Moehle motioned to come out of executive session which was moved by J. DiPonzio.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday September 16, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.