

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday September 16, 2014 Meeting**

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Mark Henderson, Tim Keef, Dan Aman, Andrew Robinson, 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:**

Request to Seek Bids for Boat Dock (Public Works) – The FASC discussed with Tim Keef the request from Mike Guyon for Town Board authorization to solicit bids for the design and construction of a boat dock and boat put along the Erie Canal as part of the Reserve Subdivision. The applicant will pay the local share for these improvements.

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

**Grant Authorizations and Acceptances:**

Grant Acceptance and Appropriation (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a grant in the amount of \$10,000 from the NYS Department of Criminal Justices Services for law enforcement equipment and to amend the 2014 Police Dept. budget to reflect same.

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

**Contracts and Contract Change Orders:**

Inter-Municipal Agreement with Monroe County for Tobacco Compliance Checks (Police Dept.) - The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for Tobacco Compliance Checks for the period of 4/1/14 through 3/31/15.

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

Contract Amendment for Highland Crossing Trail (Public Works) – The FASC discussed with Tim Keef the request from Mike Guyon for Town Board authorization of the Supervisor to endorse Supplemental Consultant Agreement #4 with Fisher Associates for additional right-of-way services relating to the Highland Crossing Trail at a cost of \$14,832.50 and to transfer such funding in the project from property acquisitions.

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

Contract for Actuarial Services for OPEB Valuation (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an agreement with the Burke Group to provide actuarial services for the valuation of other post-employment benefits (OPEB) as required by GASB 45. The Burke Group has provided these services for the past two Town OPEB valuations and also provides these services for other area municipalities.

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

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

Appropriate Fund Balance for Phase III of MCC Sanitary Sewer Project (Sewer Dist.) – The FASC discussed with Tim Keef his request for Town Board action to appropriate \$60,000 from the Sewer Districts fund balance to help fund the cost (estimated at \$200,000) for directional drilling work to complete phase III of the MCC sanitary sewer project. The balance of funding is available in the Sewer Districts 2014 budget.

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

Appropriate Seized Funds for Tablets (Police Dept.) – The FASC added a request from Chief Mark Henderson for Town Board action to appropriate \$3,665 from seized funds to purchase six tablets for the Police Department to assist in preparing reports electronically. If successful, an additional 24 tablets will be purchased.

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

Also see Grants and Contracts for additional budget amendments.

### **Personnel Matters:**

No matters for this meeting.

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

Declare Vehicles Surplus and Dispose at Auction (Highway Dept.) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to declare one 2000 Ford dump truck and one Chevy pick-up truck as surplus and dispose of at auction.

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

Compliance Procedures for Tax-Exempt Debt (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt a resolution outlining post-issuance compliance policies and procedures relating to the issuance of tax-exempt debt.

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

### **Other Matters for Discussion Only:**

The FASC discussed with Andrew Robinson updates relating to the proposed 2015 tentative budget since the last Town Board budget workshop of September 11<sup>th</sup>.

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

No matters for this meeting.

### **Executive Session:**

The FASC went into executive session at 5:40 pm to discuss the purchase of real property.

### **Next Meeting:**

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