

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday September 30, 2014 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Matt Beeman, Tim Keef, Ramsey Boehner, Ken Gordon, Barb Sforza and Dennis Meitz of Brighton Volunteer Ambulance, 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 Proposals for Comprehensive Plan Review (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board authorization to solicit proposals for professional services for the Comprehensive Plan Update and Environmental Review. The Town has secured a grant for this project. The FASC recommends the Town Board take favorable action on this matter.

Grant Authorizations and Acceptances:

Accept Grant for Comprehensive Plan Update (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to accept a grant award in the amount of \$150,000 and authorize the Supervisor to sign the grant agreement with NYSERDA for a Town Comprehensive Plan Update and Environmental Review. There is a matching requirement from the Town of 25% (\$37,500) in either in-kind services or cash contribution to the project. The FASC recommends the Town Board take favorable action on this matter.

Contracts and Contract Change Orders:

Contract Renewal for Employee Flexible Spending (Finance/Personnel Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Lifetime Benefit Solutions Inc. (formally EBS-RMSCO Inc.) for the administration of the employee flexible spending program for 2015 with an increase of \$.10 per participant per month. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfers (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board authorization to transfer \$10,500 from various highway department accounts to the vehicle parts and repairs budgets in the Highway Machinery department to repair Town loaders. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Building Code Review (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize a budget transfer totaling \$3,985 to support NYS Building Code compliance reviews for building permits to be performed with in-house staff. Funds will be transferred from contracted services to wages and benefits. The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

Amend Seasonal Employee Wage Rates (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt new wage rates for seasonal employees effective 12/31/14 to be in compliance with New York State minimum wage which is increasing to \$8.75 per hour on 12/31/14. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Accept Donations for July 4th Celebration (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to accept donations totaling \$4,750 from various corporate sponsors for the July 4th, 2014 celebration. The FASC also discussed the total expenditures and revenues generated from the celebration. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Dennis Meitz and Barb Sforza of Brighton Volunteer Ambulance how the third party billing process works and their collection rates.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

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 October 14, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.