

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday October 14, 2014 Meeting

Attendees: Councilmembers Jason DiPonzio and Louise Novros, Supervisor William Moehle, Mike Guyon, Barb Sforza and Dennis Meitz 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:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Contract Renewal for Stormwater Coalition of Monroe County (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to execute an intermunicipal agreement with the Stormwater Coalition of Monroe County to reduce stormwater pollution and protect water quality in Monroe County. The Town's 2015 membership fee for this program is \$10,125.

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

Treasury Management Services Agreement (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to sign the resolution, agreement, and all relating documents with M&T Bank to provide treasury management services. This agreement is necessary to add online banking capabilities.

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

Budget Amendments and Transfers:

No matters for this meeting.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Disposal of Fixed Asset (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to declare as surplus and authorize the disposal of one copier.

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

Other Matters for Discussion Only:

The FASC continued a discussed from the last meeting with Dennis Meitz and Barb Sforza of Brighton Volunteer Ambulance regarding the third party billing process and their collection rates. There was also a discussion on changes in health care plans with regards to deductibles and co-pays and how this may be affecting costs to BVA.

The FASC discussed with Suzanne Zaso the Town's current procurement policy's limits for requiring quotes for purchases of supplies and equipment, public works contracts, and professional services. A revised Procurement Guidelines and Procedures will be presented at a future FASC meeting amending these limits beginning in 2015.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 5:07 pm to discuss the employment of particular people.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday November 4, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.