

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

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Sue Wentworth, Rebecca Cotter, Chad Roscoe, Tim Keef, Mike Guyon, Mark Henderson, Gary Brandt, Jerry Doberstein of ParisKirwan, 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 Award for Salt Barn Roof (DPW Operations) – The FASC discussed with Chad Roscoe and Mike Guyon their request for Town Board action to award a bid to Ontario Exteriors in the amount of \$96,010 (with alternatives) to replace the salt barn roof at the DPW Operations Center. Additional authorization is requested to allow the Supervisor to execute any change orders up to \$4,000 (collectively) of the award price.

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 Telecommunication System Maintenance (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to authorize the Supervisor to execute an agreement with RelComm, Inc. for ongoing telecommunication system maintenance through NYS contract. The FASC recommends the Town Board take favorable action on this matter.

Renewal Contract for Senior Transportation (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board authorization of the Supervisor to execute a renewal agreement with Park Place Limousine Services to provide transportation for the Seniors program for 2015 with a \$3.60 decrease in the hourly rate to \$86.38 due to decreasing fuel costs. This is the last renewal year on the contract.

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

Contract Extension for Uniform Cleaning/Laundering (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to extend the current contract with Town & Country Cleaners for uniform cleaning and laundering for 2015. This is the last renewal year on the contract. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Geese Control services (Police Dept./Animal Control) – The FASC discussed with Chief Mark Henderson his request for Town Board action authorizing the Supervisor to execute a renewal contract with Geese Control of New York for geese control services for the period of April through November 2015 (no service for the month of July) at a monthly cost of \$650 (no change in rate). The FASC recommends the Town Board take favorable action on this matter.

Agreement for Animal Boarding and Veterinary Services (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2015. There is no other animal emergency service in the area offering the same level of 24 hour service as the Animal Hospital of Pittsford. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Workers' Compensation (Personnel) – The FASC discussed with Gary Brandt and Jerry Doberstein the workers' comp renewal for 2015 along with Gary's request for Town Board authorization of the Supervisor to execute a renewal contract with PERMA/NEAMI for workers' compensation insurance for 2015. While ParisKirwan canvassed the market at year-end 2013 for these services, per the recommendation of the Town's independent risk management firm, Aldridge and Cox, it was recommended to continue with PERMA for 2015 due to their quality of service administering the Town's claims. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfers (Highway) – The FASC discussed with Tim Keep the request from Tim Anderson for Town Board authorization to transfer \$22,000 from highway road repair account to highway machinery account to cover unanticipated vehicle and equipment repairs. The FASC recommends the Town Board take favorable action on this matter.

Appropriate Seized Funds for Computer Tablets (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board authorization to appropriate \$21,155 from seized funds for the purchase of 25 computer tablets and software to be utilized by Police Officers in the field. The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Procurement Policy and Procedures Revision (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the Town's Procurement Policy and Procedures to incorporate the Town's recent local law for best value pricing and to amend the thresholds for requiring quotes. The new limit for goods and services is \$1,000 and for public work contracts is \$2,000. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Mike Guyon and Chad Roscoe the recent quotes received for the renovations of the kitchen and restrooms at Carmen Clark Lodge at the Brighton Town Park. The 2014 budget provided \$35,000 for these improvements, but the two quotes received both came in over \$40,000, which not only exceeds the budget, but would require competitive bidding. The project will be reviewed and brought back to the committee for further discussion or action.

The FASC discussed with Chief Mark Henderson the contracts with Twelve Corners Mobil and Austin Spencer Collision for Town vehicle maintenance and collision services, respectively. Both initial contracts will expire on 12/31/14, however the original agreements from July 24, 2013, allow for renewals, with mutual consent, for up to three (3) additional one-year periods. Given the agreements and resolutions from July 2013 stating such, it was agreed to allow these contracts to be extended administratively per the department's discretion.

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 December 16, 2014 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.