

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

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Tim Keef, Mike Guyon, Bill Daly of Anthony J. Costello & Son, Daniel Aman, Dianne Burdett , 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 Boat Dock and Boat Put (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to award a bid to Pooler Enterprises Inc. in the amount of \$559,580 for design and construction of a boat dock and boat put along the Erie Canal as part of The Reserve Subdivision. Funding will be provided by a \$224,000 grant from the NYS Canal Corp and the difference from Anthony J. Costello and Son, developer of The Reserve Subdivision.

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:**

Intermunicipal Agreement with Monroe County for Highland Crossing Trail (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization of the Supervisor to enter into an intermunicipal agreement with Monroe County regarding the construction and maintenance of a portion of the Highland Crossing Trail within Highland Park.

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

Contract Renewal for Interpreting Services (Court) – The FASC discussed with Dianne Burdett her request for Town Board action to authorize the Supervisor to execute renewal agreements with M.E. Services Communication Inc. and F.M.I. Interpreting Services Inc. for interpreting services for 2015 with no change in fees. All costs will be fully reimbursed by Monroe County.

Action on this item is anticipated at the Town's January 5, 2015 Organizational Meeting.

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

Contract Renewal for Court Stenographers (Court) – The FASC discussed with Dianne Burdett her request for Town Board action to authorize the Supervisor to execute renewal agreements with Frank Scarcelli and Edith E. Forbes for court stenographer services for 2015 with an increase in rate from \$36 per hour to \$40 per hour. It was discussed that Brighton pays the lowest rate for court stenographers in Monroe County with other Town's paying between \$40 and \$60 per hour. This rate has not changed in about 10 years in Brighton. Action on this item is anticipated at the Town's January 5, 2015 Organizational Meeting.

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

Contract for Payment of Online Dog Licensing (Town Clerk) – The FASC discussed with Daniel Aman his request for Town Board action to authorize the Supervisor to execute an agreement with Value Payment Systems to provide payment services for online dog licensing module provided by BAS.

Action on this item is anticipated at the Town's January 14, 2015 meeting.

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

Contract Renewal with Brighton Volunteer Ambulance (Ambulance Special District) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute a renewal agreement with Brighton Volunteer Ambulance for 2015 in an amount not to exceed \$306,000.

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

Professional Services Agreements for Fiscal Advising and Disclosure Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute two professional services agreements with Municipal Solutions, Inc. for borrowing and fiscal advising services and for disclosure reporting.

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 Suzanne Zaso the request from Chief Mark Henderson for Town Board action to accept a donation of \$800 from Lifespan of Greater Rochester for elder abuse training attended by police officers and to appropriate said funds in the department's 2014 budget.

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

Accept Donations and Appropriate Funds (Parks) – The FASC discussed with Suzanne Zaso her request for Town Board action to accept a donation in the amount of \$20,000 from the Brighton Rotary Service Foundation (inclusive of \$10,000 from Dr. Mahendra Nanavati) for the construction of a pavilion at Buckland Park. Authorization is also requested to amend the 2014 Buckland Park budget to increase appropriations in facility improvements by \$20,000 to be fully supported by the increase in revenues.

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

**Personnel Matters:**

Participation Agreement for Teamster Health and Hospital Fund – The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute an agreement with The New York State Teamsters Council Health and Hospital Fund to provide health insurance to Town employees covered under the Teamster Local 118 Union per the terms and conditions of the contract between the Town and the Union.

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

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

No matters for this meeting.

**Other Matters for Discussion Only:**

No matters for this meeting.

**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 January 6, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.