

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday January 6, 2015 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Gary Brandt, Mark Henderson, Tim Keef, Mike Guyon, Chad Roscoe, Matt Beeman , 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:

Award Contact for Lodge Kitchen Renovations (Parks) – The FASC discussed with Chad Roscoe and Matt Beeman the request for Town Board action to award a contract to Five Star Improvements, Inc. in the amount of \$25,300 for improvements to the kitchen at Carmen Clark Lodge at Town Park and to authorize the Supervisor to execute any necessary change orders up to 10% of the contract in aggregate. Funds for this project were budgeted in 2014, but a contract was not awarded before year-end. Therefore, the funds will need to be re-appropriated into the 2015 budget. This request will be taken to the Town Board in February 2015.

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

Solicit Bids for Various Goods & Services (Highway/Sewer/Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization to solicit bids for various goods and services as provided for in the 2015 as listed in his communication.

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

Solicit Bids for Various Goods & Services (Public Works/Parks/Facilities) – Request from Tim Keef for Town Board authorization to solicit bids for various goods and services as provided for in the 2015 as listed in his communication. 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 Workers Comp Tail Claims (Finance/Personnel) – The FASC discussed with Suzanne Zaso and Gary Brandt the request for Town Board action to authorize the Supervisor to execute a renewal agreement with Northeast Association Management, Inc. (NEAMI) for 2015 to provide tail claims administration for pre-2010 workers comp claims at no additional cost to the Town.

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

Revision to Engagement for Legal Services (Personnel) – The FASC discussed with Gary Brandt and Mark Henderson the request from Mary Louise Conrow, Esq. to increase her rates by \$10/hour. Action is requested of the Town Board to authorize the Supervisor to sign a revised engagement letter to amend the rates with Coughlin & Gerhart LLP to provide legal and labor negotiating services. The FASC recommends the Town Board take favorable action on this matter.

Bid for Bucket Truck Rental with Operator (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2015 to the lowest responsible bidder, Arbor Tree Inc. The base bid is for \$78.48 per hour with a total contract amount not to exceed 290 hours or \$22,759.20.

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

Renewal Agreement for Refuse and Recycling Services (DPW/Parks) – The FASC discussed with Tim Keef his request for Town Board authorization to execute a renewal agreement with Waste Management of New York to provide refuse and recycling services to the Town facilities for 2015 along with authorization of the Supervisor, or his designee, to extend future renewals as authorized in the contract through 2016 without further Town Board action. The FASC recommends the Town Board take favorable action on this matter.

Renewal Agreement for Street Light Maintenance (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute a renewal agreement with M.L. Caccamise Electric to provide electrical maintenance services to Town street lights for 2015 along with authorization of the Supervisor, or his designee, to extend future renewals as authorized in the contract through 2016 without further Town Board action. The FASC recommends the Town Board take favorable action on this matter.

Renewal Agreement for Arborist Consulting Services (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute a renewal agreement with Jerry Peterson for Arborist Consulting Services for 2015.

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

Contract with Monroe County for All Seasons Services (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to execute a renewal contract with Monroe County DOT for the Town to provide mowing, sweeping, and dead animal pickup on County roads in 2015. 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 Chief Mark Henderson his request for Town Board action to accept a donation of \$250 from Dr. and Mrs. Sobel and to appropriate funds in the Police Dept. program supplies account.

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

Accept Donation and Appropriate Funds (Police Dept.) – The FASC discussed with Chief Mark Henderson his request 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 funds in the Police Dept.

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

Budget Adjustment for 2015 Cost of Living Increases (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the 2015 budget to reflect cost of living adjustment awarded to non-represented and Teamsters union member employees.

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:

Maintenance Resolution for Monroe Ave Green Innovation Project (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to adopt a resolution describing the required Town responsibilities to be performed at site of the Monroe Ave Green Innovation Project.

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

Other Matters for Discussion Only:

No matters for this meeting.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into Executive Session at 3:42 pm (motioned by Jason DiPonzio, moved by William Moehle, and seconded by Jason DiPonzio) to discuss the employment of particular people. The FASC exited Executive Session at 3:50 pm (motioned by William Moehle and seconded by Jason DiPonzio).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday January 20, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.