

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday February 3, 2015 Meeting**

Attendees: Councilmember Jason DiPonzio, Supervisor William Moehle, Mark Henderson, Mike Guyon, 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:**

Authorization to Solicit Proposals for Bid Design Services for Public Safety Wing HVAC Improvements (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to seek proposals for professional design services to develop construction bid documents for HVAC improvements in the Public Safety Wing of Town Hall. The approximately \$425,000 project will be funded with bond proceeds.

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

**Grant Authorizations and Acceptances:**

Grant Application for Sidewalks (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to apply for a Monroe County Community Development Block Grant (CDBG) to fund approximately 1,200 linear feet of sidewalks along the south side of Crittenden Road from E. Squire Dr. to W. Henrietta Road. An application for 1,700 lf was submitted in 2014, but only 500 lf were funded.

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

**Contracts and Contract Change Orders:**

Contract for Stop DWI and Amend Budget (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Monroe County for the 2015 Stop DWI Enforcement program for a total of \$17,759.88. Authorization is also requested to amend the 2015 Police Dept. budget by increasing anticipated Stop DWI revenues by \$2,499.79 and increasing appropriations in Law Enforcement Supplies by \$2,499.79.

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

Agreement for Online Court Fees Processing Service (Court) – The FASC discussed with Dianne Burdett her request for Town Board action to authorize the Supervisor to execute an agreement with Government Payment Service, Inc. (GovPayNet) to provide the ability for online credit card payments of court fines. The service fee will be paid by the payer. The FASC recommends the Town Board take favorable action on this matter.

### **Budget Amendments and Transfers:**

Budget Appropriation for Fingerprinting Station (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$14,000 in fund balance that was not spent in 2014 to the department's 2015 budget to replace the MoRIS Fingerprint Station. While budgeted for, the station was not replaced in 2014 because it was still in working condition. The system has since failed and is in need of replacement. 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 \$500 from the Sam & Lottie Friedland Charitable Foundation, Inc. and to appropriate the funds in the Police Dept.'s program supplies account. The FASC recommends the Town Board take favorable action on this matter.

Budget Appropriation for Brighton Town Park Lodge Improvements (Public Works) – The FASC discussed with Suzanne Zaso her request for Town Board action to appropriate \$35,000 in fund balance for improvements to the kitchen and bathrooms at Carmen Clark Lodge. These funds were budgeted in 2014 but a contract was not able to be secured prior to year-end. The FASC recommends the Town Board take favorable action on this matter.

2014 Budget Transfers and/or Appropriations (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to approve various budget transfers and appropriations to the 2014 budget as part of the year-end financial close process. The FASC recommends the Town Board take favorable action on this matter.

Close 2011 Technology Capital Project (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to close the 2011 Technology capital project as of 12/31/14 and transfer any remaining funds to the debt service fund. 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:**

Authorize Project Listing for Clean Water State Revolving Fund Financing (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to prepare a Point Source & Nonpoint Source Project Listing application as part of the Clean Water State Revolving Fund (CWSRF) financing for the proposed Westfall Heights Subdivision gravity sanitary sewer improvements.

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 4:40 pm (motioned by Jason DiPonzio and seconded by William Moehle) to discuss collective bargaining. They exited at 5:20 pm (motioned by J. DiPonzio and seconded by W. Moehle).

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday February 17, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.