

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday May 5, 2015 Meeting**

Attendees: Councilmembers Chris Werner, Jason DiPonzio, Louise Novros, and Jim Vogel, Supervisor William Moehle, Rebecca Cotter, Chief Mark Henderson, Ramsey Boehner, Tim Keef, Mike Guyon, 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:**

Amend Agreement for Monroe Ave GIGP Project (Public Works) – The FASC discussed with Mike Guyon his request for Town Board action to amend the agreement with Barton and Loguidice to provide construction observation services for a not-to-exceed amount of \$16,000. Reimbursement for these services will be provided for by the grant secured for the project. The FASC recommends the Town Board take favorable action on this matter.

Contract for Comprehensive Plan Update and Environmental Review (Planning) – The FASC discussed with Ramsey Boehner his request for Town Board authorization of the Supervisor to enter into an agreement with Barton & Loguidice P.E. to provide professional services necessary to prepare the Town's Comprehensive Plan in accordance with the scope as outlined in the request for proposal at a cost not-to-exceed \$149,890. The Town has secured a grant in the amount of \$150,000 for these services. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for Yard Waste Processing Services (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute a renewal contract with Sensenigs Landscape Supply for processing yard waste at the Town's landfill. Sensenigs will pay the Town \$8,000 annually for the brush (no change from 2014). The FASC recommends the Town Board take favorable action on this matter.

Contract for Computer Database Maintenance (Fire Marshal) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an agreement with Outsource PC to provide technical support to the permit and property maintenance database utilized by the Fire Marshal's Office with a not-to-exceed amount of \$600. Authorization is also sought to renew this contract every year as budgeted. The FASC recommends the Town Board take favorable action on this matter.

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

Appropriate Seized Funds for Video Security System (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate an additional \$3,696.98 from seized funds for the purchase of two additional video cameras for the recently installed video security system. The FASC recommends the Town Board take favorable action on this matter.

Appropriate Seized Funds for Body Cameras (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$5,000 from seized funds to pilot test three types of body cameras in the Police Department. 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 \$1,500 from the Rochester Area Community Foundation to support the Brighton Police Youth Explorer Program and to appropriate the funds in the Police Department's 2015 budget for program supplies. The FASC recommends the Town Board take favorable action on this matter.

Budget Amendment for Comprehensive Plan Update (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the 2015 Building and Planning budget to appropriate an additional \$50,000 in grant funding for the Town's Comprehensive Plan Update as only \$100,000 of the \$150,000 grant secured is currently appropriated. 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:**

Amend Charge and Credit Card Use Policy and Amend VISA Card Agreement (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the Town's Charge and Credit Card Use Policy to allow for the issuance and use of major credit cards by departments as authorized. Authorization was also requested of the Supervisor to execute an amendment and any other documents pertaining to the VISA card program with M&T Bank. The FASC recommends the Town Board take favorable action on this matter.

Bank Custodian Agreement (Finance) – Request from Suzanne Zaso for Town Board authorization of the Supervisor to execute a new Third Party Custodian Agreement between First Niagara Bank and Federal Home Loan Bank of New York for collateralizing Town funds on deposit with First Niagara Bank. 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 3:38 pm to discuss employment of a particular person and collective bargaining. The FASC went into a second executive session at 4:50 pm to discuss employment of a particular person.

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday May 19, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.