

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday July 14, 2015 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Daniel Aman, Capt. David Catholdi, J.P. O'Brien, Andrew Robinson, Elaine Ainsworth, Tim Keef, Ramsey Boehner, 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:

Approval of Minutes: Approved minutes from the June 30, 2015 meeting.

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:

Contract for Certiorari Appraisals (Assessor) – The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to enter into an agreement with Midland Appraisals Associates Inc. to provide 2 restricted certiorari appraisals for 717 and 797 E. Henrietta Road at a cost not to exceed \$8,500.

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

Pole Attachment Agreement for Street Lights (Public Works) – The FASC discussed with Tim Keef his request for Town Board authorization of the Supervisor to enter into an agreement with Rochester Gas & Electric Corp. to allow the Town to attach and maintain street lighting equipment on RG&E owned poles.

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

Contract for Environmental Review Services for Palazzo Plaza (Planning) – The FASC discussed with Ramsey Boehner his request for Town Board authorization of the Supervisor to enter into an agreement with Stantec at a cost not-to-exceed \$39,430 to provide professional services relating to the environmental review services in accordance with SEQR for the proposed Palazzo Plaza project. All costs will be reimbursed by the applicant.

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

Budget Amendments and Transfers:

Budget Transfer for Police Vehicle (Police/Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to transfer \$30,000 from Police wages to vehicles to purchase a new vehicle for the department. The FASC recommends the Town Board take favorable action on this matter.

Budget Transfer for Building Code Review (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize a budget transfer totaling \$3,985 to support NYS Building Code compliance reviews for building permits to be performed with in-house staff. 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:

Disposal of Police Vehicles (Police) – The FASC discussed with Captain David Catholdi the request from Chief Mark Henderson for Town Board action to declare 6 Police vehicles as surplus and to authorize their trade-in to a dealership. After a review of the vehicles to be traded in along with the trade-in offers received from the dealership, the FASC recommended that the vehicles be sent to the next municipal auction as opposed to being traded in.

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 4:25 p.m. (motioned by Chris Werner and seconded by Jason DiPonzio) to discuss employment of particular people. The FASC exited executive session at 5:20 p.m.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday August 4, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.