

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Tuesday August 4, 2015 Meeting**

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Sue Wentworth, Mark Henderson, Dave Catholdi, J.P. O'Brien, Tim Keef, Mike Guyon, Daniel Aman, Andrew Robinson, Dennis Meitz and Barbara Sforza of Brighton Volunteer Ambulance, 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 July 14, 2015 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Award Bid for Ambulance Purchase and Budget Appropriation (Ambulance Special District) – The FASC discussed with Dennis Meitz and Barb Sforza of Brighton Volunteer Ambulance the request from Suzanne Zaso, based upon the BVA Rig Committee's recommendation, for Town Board action to award a bid for the purchase of a 2015 ambulance to North Eastern Rescue Vehicles, Inc., in the amount of \$93,400 (inclusive of lettering, striping, and performance bond). The only other bid was from Gorman Emergency Vehicles in a total amount of \$92,525, however they took full exception to the bid specs and the BVA rig committee felt the plywood material used for the cabinetry and compartments was an unsafe material. Authorization is also requested to make the necessary budget adjustments for this purchase.

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

Bid Award for Plant Growth Soil (GIGP Project) – The FASC discussed with Tim Keef his request for Town Board action to award a bid to Turf Chemicals Plus, Inc. for plant growth soil for the Monroe Avenue GIGP project for an amount not-to-exceed \$56,175 and to authorize change orders up to 10%. Authorization is also requested to renew this agreement for up to 2 additional years.

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

Bid Award for Trees, Shrubs and Misc. Plantings (GIGP Project) – The FASC discussed with Tim Keef his request for Town Board action to award a bids to Schictels Nursery and Horticultural Associates for various trees, shrubs, and other plantings for the Monroe Avenue GIGP project for amounts not-to-exceed \$11,632 and \$55,968.75, respectively, and to authorize change orders up to 10%. Authorization is also requested to renew these agreements for up to 2 additional years.

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

Bid Award for Pollutant Reduction Soil (GIGP Project) – The FASC discussed with Tim Keef his request for Town Board action to award a bid to Contech Engineered Solutions for pollutant reduction soil for the Monroe Avenue GIGP project for an amount not-to-exceed \$57,859 and to authorize change orders up to 10%. Authorization is also requested to renew this agreement for up to 2 additional years.

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

### **Grant Authorizations and Acceptances:**

Grant for Body Worn Cameras and Budget Amendment (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to accept a grant in the amount of \$10,000 from the NYS Department of Criminal Justice Services (DCJS) to purchase body worn cameras and to amend the department's budget to reflect the revenue and expenditure.

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

### **Contracts and Contract Change Orders:**

Inter-Municipal Agreement with Monroe County for Tobacco Compliance Checks (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 Tobacco Compliance Checks for the period of 4/1/15 through 3/31/16.

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

Professional Services Agreement for Veterinarians and Veterinary Technicians for Rabies Clinic (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute agreements for professional services with two veterinarians and two veterinary technicians for services at the annual rabies clinic on Saturday, October 3, 2015. Total amount for these services are not to exceed \$510.

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

Renewal Contract for Refuse Collection Services (Refuse Districts) – The FASC discussed with Tim Keef his request for Town Board action to renew the 2015 contract with Waste Management of NY for weekly collection and disposal of solid waste and recyclables from the Town refuse districts in 2016. This is the first of four possible annual renewals with Waste Management.

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

Amendment to Agreement with NYSDOT for Snow and Ice Control (Highway Dept.) – The FASC discussed with Tim Keef his request for Town Board action to authorize the Supervisor to execute an amendment to the agreement with NYSDOT for snow and ice removal services due to the severity of the 2014/15 winter season for an additional \$38,567.77.

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

Contract for Professional Services for Operations Center Roof (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to award a contract to SWBR Architects in an amount not-to-exceed \$9,360 to study, design, bid, and administer construction of the rehabilitation of the DPW Operations Center roof and to authorize change orders up to 10%. The FASC recommends the Town Board take favorable action on this matter.

Contract for Affordable Care Act Reporting (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to enter into an agreement with HB Solutions LLC for the initial year of required employee health care tracking and reporting per the Affordable Care Act. While the FASC supports this action, it was determined that the resolution from May 2015 regarding the Town’s participation in the Finger Lakes Municipal Health Insurance Trust (FLMHIT) authorizes the Supervisor to sign any related contracts, of which this is.

**Budget Amendments and Transfers:**

See Grant Acceptances and Bid Awards.

**Personnel Matters:**

No matters for this meeting.

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

Disposal of Fixed Assets (Info Systems) – The FASC discussed with Sue Wentworth her request for Town Board action to dispose of as junk various computer equipment that has no remaining value to the Town or for auction or donation as it is no longer compatible with current technology. The FASC recommends the Town Board take favorable action on this matter.

New Commercial Deposit Account (Town Clerk/Receiver of Taxes) – The FASC discussed with Daniel Aman his request for Town Board action to authorize the Town Clerk/Receiver of Taxes to open a new commercial deposit account with M&T Bank. While the FASC supports this action, it was determined that the resolution from January 2015 regarding the Town’s Deposit and Investment Policy authorizes the Supervisor to sign any related documents relating to the Policy.

Capital Improvement Plan for 2016–2018 – The FASC reviewed in detail with the various departments making request along with Budget Officer Andrew Robinson the proposed 2016-2018 Capital Improvement Plan (CIP). Given the length of this topic, an additional FASC meeting was requested prior to the April 12<sup>th</sup> Town Board 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:**

The FASC went into executive session at 4:54 p.m. (motioned by Jason DiPonzio and seconded by William Moehle) to discuss employment of particular people. The FASC exited executive session at 5:05 p.m. (motioned by Jason DiPonzio and seconded by William Moehle).

**Next Meeting:**

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday August 18, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.