

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday September 15, 2015 Meeting

Attendees: Councilmembers Christopher Werner, Jason DiPonzio, and Louise Novros, Supervisor William Moehle, Chief Mark Henderson, 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:

Approval of Minutes: Approved minutes from the September 1, 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:

No matters for this meeting.

Budget Amendments and Transfers:

Budget Appropriation for Emerald Ash Borer Treatment – The FASC discussed with Suzanne Zaso her request for Town Board action to appropriate \$4,500 from General Fund balance for treatment of Emerald Ash Borer along the Brickyard Trail.

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

Budget Amendment for July 4th Celebration – The FASC discussed with Suzanne Zaso her request for Town Board action to amend the 2015 Celebrations budget by \$3,975 for additional expenditures relating to the July 4th celebration by appropriating additional revenues from the July 4th Trust Fund.

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

Personnel Matters:

Amend Seasonal Employee Wage Rates (Finance) – The FASC discussed with Suzanne Zaso her request for Town Board action to adopt new wage rates for seasonal employees effective 12/31/15 to be in compliance with New York State minimum wage which is increasing to \$9.00 per hour on such date. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Action of the Town Board:

Accept Sponsorships for July 4th Celebration (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to accept \$4,600 in sponsorships for the July 4th, 2015 celebration. The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Chief Mark Henderson the Independent Accountant's report on agreed upon procedures performed by the audit firm of Raymond F. Wager, CPA, of the Police property room inventory.

The FASC discussed with Chief Mark Henderson the possibility of engaging the services of a third party vendor to manage and provide crash reports.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday October 6, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.