

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday November 17, 2015 Meeting

Attendees: Councilmembers Jason DiPonzio, Louise Novros, and Jim Vogel, Supervisor William Moehle, J.P. O'Brien, Rebecca Cotter, 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:

Approval of Minutes: Approved minutes from the November 3, 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:

Amend Contract with General Code (Public Works) – The FASC discussed with Mike Guyon his request for Town Board authorization to amend the existing contract with General Code for Municipality Integrated Parcel Management Solution software maintenance to include \$200 annually for mobile use support. The FASC recommends the Town Board take favorable action on this matter.

Contract Extension for Pool Usage by JCC (Recreation) – The FASC discussed with Rebecca Cotter her request for Town Board authorization of the Supervisor to execute an extension to the agreement with the Jewish Community Center to allow JCC members to use the Brighton High School pool during Town scheduled pool hours. The FASC recommends the Town Board take favorable action on this matter.

Contract Renewal for 2016 Employee Assistance Program (Personnel) – The FASC discussed with Suzanne Zaso the request of Tricia VanPutte for Town Board action to authorize the Supervisor to execute a renewal agreement in the amount of \$4,436 with the University of Rochester for the Strong Employee Assistance Program (Strong EAP) for 2016 for full-time and part-time permanent employees.

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

Contract Renewal for Employee Flexible Spending (Finance/Personnel Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board authorization to continue with the services of Lifetime Benefit Solutions Inc. to provide administration of the flexible spending program for Town employees at the same terms and conditions that existed in 2015.

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

Contract Renewal for Workers' Compensation (Personnel) – The FASC discussed with Suzanne Zaso her request for Town Board authorization of the Supervisor to execute an agreement with the New York State Municipal Workers' Compensation Alliance (Comp Alliance) for employee workman's compensation benefits for 2016 and with Wright Risk Management to provide third party administration of pre-existing (rolloff) claims and to authorize the termination of the agreements with PERMA and NEAMI that have provided this benefit since 2010.

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 J.P. O'Brien the request from Chief Mark Henderson for Town Board action to appropriate an additional \$7,863.44 from seized funds for the purchase of three additional video cameras for the recently installed building video security system.

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

Budget Transfers (Highway) – The FASC discussed with Tim Keef the request from Tim Anderson for Town Board action to transfer \$45,100 from various highway accounts for additional supplies for the paving of the operations center lot and for the purchase of road salt.

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:

No matters for this 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 4:20 pm to discuss the employment of particular people (motioned by Jason DiPonzio and seconded by William Moehle). The FASC exited executive session at 4:50 pm (motioned by William Moehle and seconded by Jason DiPonzio).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday December 1, 2015 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.