

Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Tuesday January 19, 2016 Meeting

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, and Louise Novros, Supervisor William Moehle, Daniel Aman, Chief Mark Henderson, Ramsey Boehner, Matt Beeman, Tim Anderson, Raymond Wager and Holly Evans of Raymond F. Wager, CPA, 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 January 5, 2016 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 with Skycoasters for the 2016 July 4th Celebration (Parks) – The FASC discussed with Matt Beeman his request for Town Board action to authorize the Supervisor to execute an agreement with the Skycoasters for their performance at the Town's 2016 July 4th celebration in an amount not to exceed \$3,500 (no change since 2012).

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

Professional Services Agreement for Bond Counsel Services (Finance Dept.) – The FASC discussed with Suzanne Zaso her request for Town Board action to authorize the Supervisor to execute an engagement letter with Harris Beach, PLLC to provide legal bond counsel services to the Town.

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

Contract for Vehicle Set-Up (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to authorize the Supervisor to execute an agreement with Emergency Vehicle Warning Systems to provide police vehicle set-up services for 2016 with the option to renew administratively for up to three (3) additional one-year periods.
The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfer for Data Services (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to transfer \$500 within the Building and Planning 2016 budget to cover the cost of service for a tablet to be used by the department out in the field.
The FASC recommends the Town Board take favorable action on this matter.

Appropriate Seized Funds for Vehicle Purchase (Police Dept.) – The FASC discussed with Chief Mark Henderson his request for Town Board action to appropriate \$16,000 from seized funds to partially fund the purchase of an investigative vehicle.
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:

Declare Equipment as Surplus (Highway/Sewer) – The FASC discussed with Tim Anderson his request for Town Board action to declare various equipment as surplus and to dispose of through auction or trade-in.
The FASC recommends the Town Board take favorable action on this matter.

Declare Ambulance as Surplus (Ambulance Dist.) – The FASC discussed with Suzanne Zaso her request for Town Board action to declare a 2001 Ford ambulance as surplus and authorize disposal through auction.
The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

Raymond Wager of Raymond F. Wager, CPA, provided the committee with a presentation relating to the upcoming audit of the Town's 2015 year-end financial statements. There was also a discussion on the new GASB Statement 68 requirement for 2015 to recognize and report in the notes of the financial statements the Town's portion of the unfunded net pension obligation of the NYS & Local Employees' Retirement System. Mr. Wager also discussed upcoming GASB pronouncements relating to tax abatement (Statement 77) for 2016 and fully recognizing OPEB liability in 2018 (Statement 75.)

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 4:36 pm to discuss the employment of particular people (motioned by Jason DiPonzio and seconded by Jim Vogel). The FASC exited executive session at 4:52 pm (motioned by Jason DiPonzio and seconded by Jim Vogel).

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Tuesday February 2, 2016 beginning at 3:30 pm** and will be held in the Stage Conference Room at Town Hall.