

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

Attendees: Councilmembers Jason DiPonzio, Jim Vogel, Christopher Werner, and Louise Novros, Supervisor William Moehle, Chief Mark Henderson, Elaine Ainsworth, Tim Keef, Tricia VanPutte, Raymond Wager of Raymond F. Wager CPA, PC, Dennis Meitz and Daniel McCue 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 2:00 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 April 5, 2016 meeting.

Town Bid/Proposal Authorizations and Awards:

Bid Award for Demolition of Two (2) Houses (Public Works) – The FASC discussed with Tim Keef the request from Chad Roscoe for Town Board action to award bids for the demolition of two (2) house structures to Empire Wrecking Co. Inc. at a total cost not to exceed \$21,900 and \$19,800 (\$41,700 total) with further authorization of the Supervisor to execute any change orders that do not collectively exceed 10% of the awarded contract prices.

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

Solicitation of Bids for Replacement Ambulance – The FASC discussed with Dan McCue and Dennis Meitz of Brighton Volunteer Ambulance the status of the current ambulance fleet that is owned by the Brighton Ambulance Services District and utilized by BVA to provide ambulance services within the District and for mutual aid. BVA is recommending that the 2007 ambulance slated to be replaced in 2017 be bid out in 2016 as this high mileage vehicle has had extensive mechanical issues resulting in extended down times along with costly pairs.

The FASC recommends that BVA prepare bid specs to be reviewed by the Town for a replacement vehicle.

Grant Authorizations and Acceptances:

No matters for this meeting.

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 4/1/16 through 3/31/17 along with authorization of the Supervisor to execute any future contracts for the same upon recommendation of the Chief of Police.

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

Contract Extension for Assessment Software Services (RPS V4) (Assessor) – The FASC discussed with Elaine Ainsworth her request for Town Board action to authorize the Supervisor to execute an extension to the agreement with David Miller dba Assessment and Valuation Services (AVS) to provide consulting and updating services for the RPS V4 software at a cost not to exceed \$2,500.

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

Contract for Air Monitoring Services for House Demolitions (Public Works) – The FASC discussed with Tim Keef the request from Chad Roscoe for Town Board action to authorize the Supervisor to execute a contracts with Envoy Environmental Consultants, Inc. for air monitoring services during the demolition of two (2) house structures at a cost of \$1,049 each and to further authorize the Supervisor to execute any change orders that do not collectively exceed 10% of the contract prices.

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

Budget Amendments and Transfers:

Budget Appropriation for Grant (Highway) – The FASC discussed with Suzanne Zaso her request for Town Board action to re-appropriate \$165,000 in NYS DOT grant funding for improvements on Highland Avenue between South Clinton Avenue east to the city line.

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 for Auction (Highway) – The FASC discussed with Suzanne Zaso the request from Tim Anderson for Town Board action to declare an item of equipment as surplus and authorize for auction.

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

The FASC discussed changing the date and time of their meetings for the months of May through August of 2016. The decision of the Committee was to move the meetings to the first and third Wednesday of every month from May through August 2016, beginning at 8:30 am.

Other Matters for Discussion Only:

Review with Raymond F. Wager of the Executive Summary of the 2015 audited financial statements as prepared by the independent audit and accounting firm of Raymond F. Wager CPA, P.C.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

The FASC went into executive session at 2:20 pm to discuss a matter of litigation and exited executive session at 2:32 pm (motioned by Jason DiPonzio and seconded by William Moehle).

The FASC went into executive session at 4:05 pm to discuss the employment of particular people and exited executive session at 5:20 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 **Wednesday May 4, 2016 beginning at 8:30 am** and will be held in the **Downstairs Meeting Room** at Town Hall.