

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

**Meeting Date: Tuesday, January 31, 2012 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. WBFD Service Awards Program (SAP) 2011 Points Earned (Finance Dept.) - Request from Suzanne Zaso for Town Board action to approve the 2011 Service Awards Program (SAP) points earned for the West Brighton Fire Department Volunteers and to authorize the Supervisor to execute all related documents for the same. The listing of points must be approved by Town Board acting in its capacity as the Board of Commissioners of the West Brighton Fire Protection District (see memo and attachments from S. Zaso).
2. Donation of Snow Brushes (Police Dept.) - Request from Chief Mark Henderson for Town Board acceptance of a donation valued at \$25 from Arie Schochat of Nu-Way Auto Parts of snowbrushes for use in Town Police vehicles (see letter from M. Henderson).
3. Amend Table of Organization (Police Dept.) - Request from Chief Mark Henderson for Town Board approval to add two On-Call School Traffic Guards to the table of organization in the Brighton Police Department (see letter from M. Henderson).
4. Appointment of On-Call School Traffic Guard (Police Dept.) - Request from Chief Mark Henderson for Town Board action to approve an appointment of an on-call part-time School Traffic Guard effective February 9, 2012 at a Pier Diem rate of \$48.86 (see letter from M. Henderson).
5. Amend Change Fund (Town Clerk) - Request from Dan Aman to increase the authorized amount in the Town Clerk's Change Fund from \$250 to \$300 (see letter from D. Aman).
6. Authorize Extension of Temporary Employment and Increase in Hours (Building/Planning) - Request from Ramsey Boehner for Town Board authorization to extend the temporary increase in hours for the Town's part-time Architect from 20 hours per week to 35 hours per week and to continue the temporary part-time Building Inspector position at 20 hours per week. Both extensions are requested until May 31, 2012. This request is necessitated by the extended medical leave of the Town's full-time Building Inspector. Funds are available in the Building and Planning 2012 budget for this expense (see letter from R. Boehner).
7. Amendment to Agreement with NYSDOT for Snow and Ice Control (Highway Dept.) - Request from Tim Keef for Town Board action to authorize the Supervisor to execute an amendment to the agreement with NYSDOT for snow and ice removal services (see letter from T. Keef).
8. Budget Transfer (Highway Department) - Request from Tim Keef for Town

Board action to authorize the transfer of \$9,840 from A.HWY.8160.1.10 (Full-Time Wages) to A.DPW.8560.4.43 (Landscaping Services) to allow for the rental of a bucket truck and operator for annual tree trimming throughout the town (see letter from T. Keef).

9. 2011 Budget Transfers and/or Appropriations (Finance Dept.) - Request from Suzanne Zaso for Town Board action to approve miscellaneous budget transfers and appropriations to the 2011 budget as part of the year-end financial close process (see memo from S. Zaso).
10. Deposit and Investment Policy Update (Finance Dept.) - Request from Suzanne Zaso for Town Board action to amend the Town's Deposit and Investment Policy to increase the maximum limit with M&T Bank (see letter from S. Zaso).
11. **Discussion Only:** Planning discussion with Thomas Zuber, Shareholder, Raymond F. Wager, CPA, P.C. regarding the upcoming 2011 independent Town financial audit and an overview of the 2010 Town financials.

Next Regularly Scheduled Meeting: **Tuesday February 14, 2012, at 3:30 pm**, to be Held in the Stage Conference room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.